

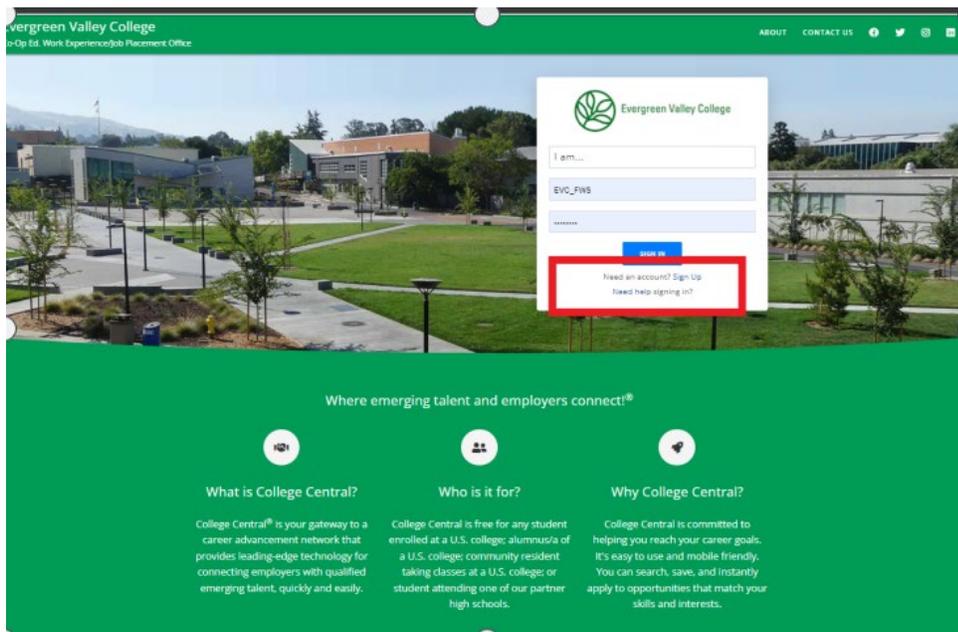
HOW TO CREATE AN COLLEGE CENTRAL ACCOUNT

FWS JOB Portal

STEP 1:

<https://www.collegecentral.com/evc/>

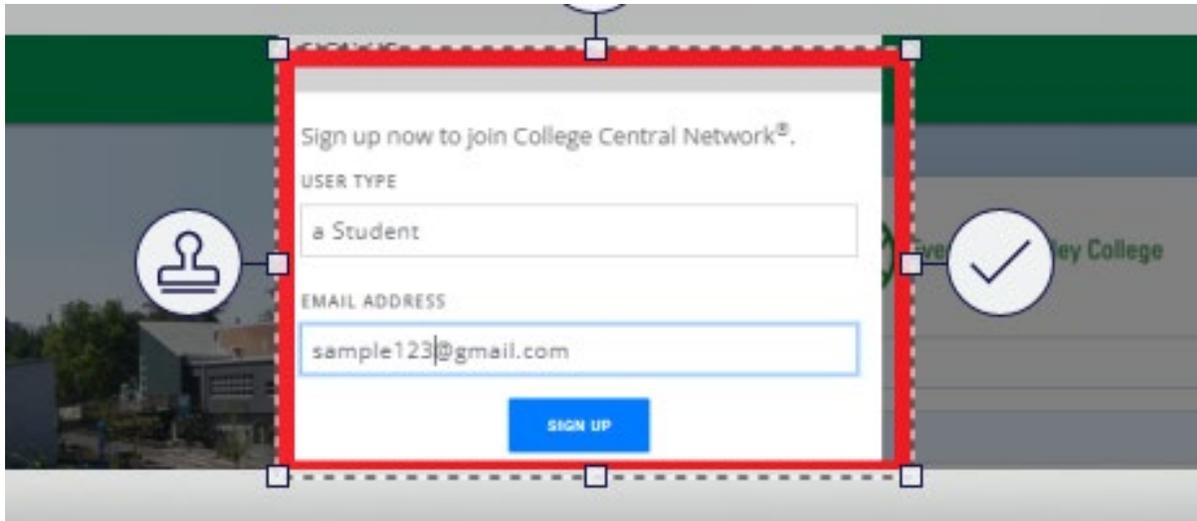
Click “Sign Up”



STEP 2:

Follow the prompt, select “Student” and add your Email address

Click: Sign Up



STEP 3:

User ID is your 7 digit Student ID#

Create a Password

Click "Continue"

Student Registration

Please complete the form on the right to register.

IMPORTANT: Your school requires that you use the following specific value for your User ID:
Student ID Number

Remember your User ID and Password!

You will need them to sign in to update your registration information, upload your résumé, and search the job listings. New postings will be appearing every day, so you won't want to miss opportunities.

User ID

User ID

Password

Your Password must be **8-10** characters long and include at least:

- one upper case letter (A-Z)
- one lower case letter (a-z)
- one number (0-9), and
- one symbol (such as #?!@\$%^&*+-)

You must achieve a score >75% (green bar = Strong) in order to save your password.

Create a Password

Password strength:

Re-enter Password

Re-enter Password

Continue

STEP 4:

Fill out the Registration Information

Items with an * is the only required information

Registration Information

Name and Contact Information

Please enter your name, address(es), and other contact information below. All fields marked with an * are required.

First Name *

Middle Name

Last Name *

Primary Email *

Your Primary Email will be used for all account-related activity. It should be an email account that you control and check regularly. We strongly recommend that you use your personal email in order to retain continuous access to your account and data.

Backup Email *

Your Backup email will be used by College Central Network to communicate with you if your Primary email becomes invalid so you never lose access to your account. You cannot use a '.edu' address as your Backup Email.

Need a personal email account?

Text Messaging

Please send me mobile text messages. I agree to the terms.

Mobile Number (U.S. numbers only)

Current Address

Street *

City *

State *

Zip Code *

Country *

Telephone *

On the section below, select “On Campus” for Job Location and check “Student Assistant”

Permanent Address

Street

City

State

Zip Code

Country

Telephone

Preferences and Qualifications

The information in this section is used to determine how well you match up with available job opportunities. Please be as complete and accurate as possible. All fields marked with an * are required.

Job Location *

On Campus
Outside U.S.
Remote
Alabama

Job Interests * (choose all that apply)

Co-op Internship Temporary
Externship Part Time Volunteer
Full Time Student Assistant

Work Status

Are you a U.S. military veteran?

Ethnicity

Note: This information is optional and will be used only by your school for reporting purposes. Job seekers currently not enrolled in school are not required to enter information regarding their ethnicity.

Degree *

Please select the Degree that you are currently pursuing at your school:

Major *

Note: If your exact Major does not appear above, please select the one that is the most similar.

Again, you only need to complete the sections with an * expected graduation date, is required

Submit the information

Major *

Note: If your exact Major does not appear above, please select the one that is the most similar.

Minor/Second Major

Note: If your exact Minor/Second Major does not appear above, please select the one that is the most similar.

Graduation Date * (expected)

Note: Graduation Date is required unless you are not pursuing a Degree

GPA

Job Targets

Special Skills & Certifications [I need help](#)

Email Authorization

CCN Email Notices

College Central Network will, from time to time, be able to send you career advice and notices about job opportunities that match your interests and qualifications using the information you provide in the Preferences and Qualifications section above. These notices will come directly to you from College Central Network and not from other parties.

- Yes, I wish to receive "Job Agent" emails from College Central about job opportunities that match my profile.
- Yes, I wish to receive timely career advice emails from College Central.

School Email Notices

I do not wish to receive announcement emails from the Co-Op Ed. Work Experience/Job Placement Office through the College Central Network platform.

I understand that by opting out of emails my institution cannot communicate with me and I may miss out on: appointment reminders, résumé reviews, job matches, job fair and career event announcements, employer recruiting opportunities, and similar communications.

DO NOT opt out if you plan to utilize your institution's career or employment center in any capacity.

Terms of Service Agreement *

I have read the Terms of Service Agreement specified to utilize College Central Network's services together with its Privacy Policy, and I agree to join College Central Network.

Check everything that you have entered for spelling and accuracy. College Central Network is not responsible for factual, grammar, or spelling errors. Everything you enter on the registration form will appear exactly as you entered it.

Submit Information

Now that you have created an account, can log into the portal and search job openings:

You can review, "How to Search for Jobs," instructions next.