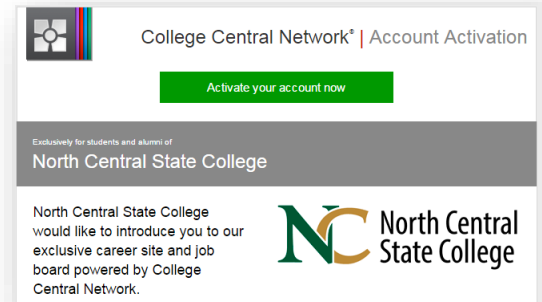


## Quick Registration

### Current Students:

All current students, as of **February 15, 2017**, have been pre-registered to use our CCN services. You should have received an email with an "Activate" link. Select the Activate link to complete the registration process.



### Register without an Activation Email

1. Go to the CCN website:  
[www.collegecentral.com/ncstatecollege](http://www.collegecentral.com/ncstatecollege)
2. Click the "Activate your account" button
3. You will be prompted to insert your User ID and NCSC Email Address.
  - ✓ Your **User ID is your NCSC student ID**. The User ID must be **10 digits long**, so if your ID has fewer than 10 digits, include zeroes at the beginning (**for example: 0001234567**).
  - ✓ You **must use your NCSC Email** during the activation process, **but you can reassign your preferred email** on your CCN profile after the registration process is completed.
4. Click the "Activate Account" button → Complete the registration process. Enter all demographic information. Fields with an asterisk (\*) are required. *Fill in this information accurately, as it will auto-fill when you use the Resume Builder.*

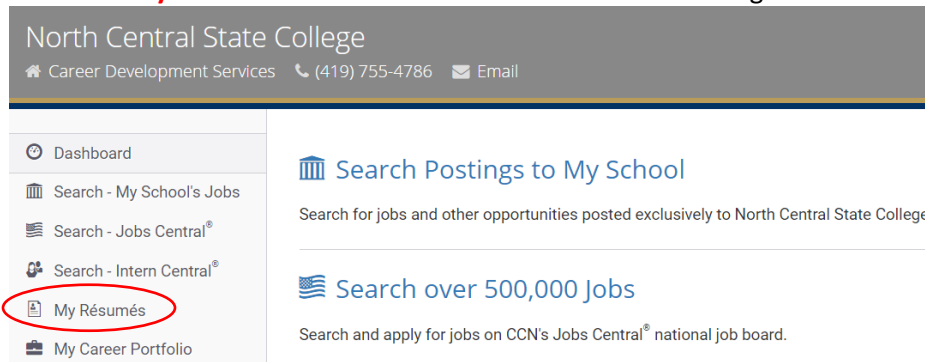
### Alumni and Off-Campus First-Time Users:

5. Go to the CCN website: [www.collegecentral.com/ncstatecollege](http://www.collegecentral.com/ncstatecollege)
6. Click the "Alumni" button → *In the future, this is where you will log-in.*
7. Click the "Create Account" button → Choose any user ID and password → "Continue"
8. Enter all demographic information. Fields with an asterisk (\*) are required. *Fill in this information accurately, as it will auto-fill when you use the Resume Builder.*
9. Click "Submit Information." You will then see a confirmation that your information has been accepted.
10. Click the "Go to My Home Page" link.

## Resume Builder

Use the Resume Builder on CCN to create a clean, well-written resume to send to employers directly through the job board. Also, with your permission, employers on CCN will be able to search for your resume when it is completed/uploaded. Let's get started!

1. Click the "My Resumes" link on the left menu on the Home Page:



- At this point, you have the option to “**Upload Your Resume**” or use the “**Resume Builder.**” If you already have created a resume that you’d like to upload to the job board, then choose the upload option. However, if you’d like to create a resume with the builder, click “**Resume Builder.**”
- You are prompted to choose between a **chronological** or **functional** resume before continuing. You may read about the differences before selection, and the career counselor also has resources on the different types of resume formats. There are also **examples** available to view. Once you decide, **NAME** your resume, and click the green “**Build It!**” button.

The screenshot shows two format selection boxes at the top. The left box is for 'Chronological Résumé Format' and the right is for 'Functional Résumé Format'. Below these is a form titled 'Name your Chronological Résumé:' with a text input field containing 'Name Your Résumé...' and a green 'Build It!' button. To the right of the form is a checklist of tips for a high-impact resume. Below the checklist is a section titled 'Need help deciding if this format is right for you?' with a list of job categories: Accounting, Biology, Business, Business Administration, Criminal Justice, Elementary Education, Management, Marketing, and Healthcare. A red circle highlights the text input field, and an orange circle highlights the job category list.

- You should now have the Builder open. Fill in the different sections with your content by using the **Resume Builder Tools**. There is a key to navigate the builder on the left, which is helpful. Add your **Contact Information** by

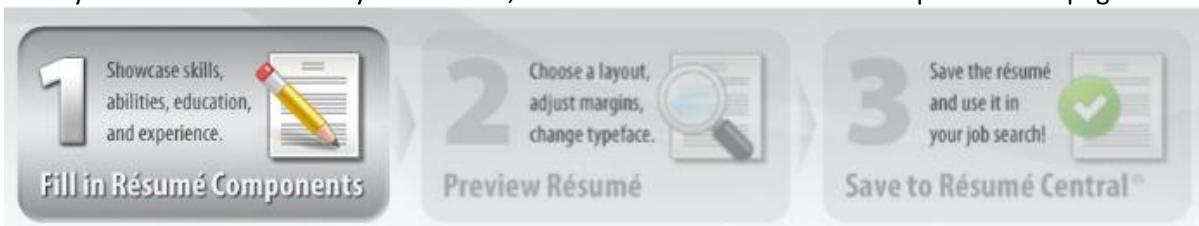
The screenshot shows a 'Key To Résumé Builder Tools' sidebar with five items:
 

- Edit an entry or title (pencil icon)
- Add a new entry or section (green plus icon)
- Remove an entry or section (red minus icon)
- Move entry up/down (orange plus/minus icon)
- Move section up/down (grey plus/minus icon)

clicking on the **green plus sign** (+) to the right of the heading. Double check that the information is all correct, then “**Add Contact Information.**” You can always go back and edit the content in this section by clicking the **pencil** (🖋️) within the section. Go through other sections and continue to add your content.

- Tips for Successful Building:
  - There are resume examples, resume tips and advice, and a list of action verbs available underneath the **Resume Builder Tool Key** to the left of the content builder.
  - If you need to leave and come back to work on your resume later, your resume saves automatically. You are safe to simply log out of your CCN account.
  - All sections (except **Contact Information**) are **optional**. But the auto-imported headers/sections give you a guideline for sections to use on your resume. I **strongly recommend** that you at least include an **Education** and **Experience** and/or **Skills** section. If you do not add content to a section, it will not appear when you “**Preview Resume,**” so don’t worry about not being able to delete it.
  - Asterisks (\*) mean that a field is required, and there is no way to get around this requirement within the builder.
  - When there is an option to write a “**Description**” (Objective, Experience, Skills, Education, Other sections) you can either use paragraph block text or a bulleted list by selecting the option.
  - Chronological Resume, Experience section: You can only add one job/experience at a time; add more experiences by clicking the **green plus sign**. Edit a previous entry by clicking the **pencil** on that entry. Delete an entry by clicking the **red subtraction sign**. Edit the header by clicking the **pencil** next to the header.

- g. Functional Resume, Experience section: You can only add one skill at a time, so be sure that you enter the skill in the top field then describe the skill attainment below. Then, use the **green plus sign** to create an additional entry for the next skill.
  - h. Functional Resume, Employment History section: There is not a “Description” option because functional resumes are meant to highlight skills rather than timelines. Keep this in mind when choosing your resume format.
  - i. Education section: Be sure to write your degree in the “Degree/Certification” field, and major in the “First Major” field. Your major is not your degree. Also, your GPA is not required, so think about whether or not you want to list your GPA. Remember not to use abbreviations or slang in the Education section. You can only add one school at a time, so click the **green plus sign** to add another entry/school, if you’ve attended more than one college.
  - j. “Add a Section” → You have the ability to include any section that showcases your individual background, skills, interests, and experiences. You can customize this resume so it’s all about you. Think about if you’d like to list any kind of leadership or volunteer experiences/skills, interests, professional affiliations and publications, etc., and include it here by clicking on the **green plus sign**.
6. Once you have entered all of your content, click “**Preview Resume**” at the top of the webpage:



Now you will see a preview of your resume with your content. You can select different layouts and edit the formatting by clicking on the “**Edit Style/Layout**” button located below the “**Fill in Resume Components**” button.

- 7. View the resume style options by hovering over them with your cursor. Select an option by clicking the radio dial underneath the image. You can also change the margins, font typeface, and font size of your resume, as well as save it as a Microsoft Word or Adobe Acrobat file. **If you do not have Microsoft Office on your home computer/device, I strongly suggest** saving it as an Adobe Acrobat file, so you can open it from any computer/device. **However, Adobe Acrobat files typically cannot be edited after saved, so you’ll only be able to edit your saved resume in the CCN resume builder.**
- 8. Once you are happy with your resume content, style, and formatting, click “**Save to Resume Central.**” Once you complete this step, your resume will sent to the career counselor for resume review and feedback before upload to College Central Network.

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