

College Central Network ~ Quick Guide

As a current student, you have been “pre-registered” to use the Career Center’s online job board, College Central, which hosts internships, work study jobs, freelance opportunities, and permanent jobs.

How do I Get My User ID?

1. Go to: www.collegecentral.com/cia
2. Click the Students icon
3. Click on “Forgot your User ID?”
4. Enter your CIA e-mail address
5. Click Find Account button
6. Your User ID will be sent to your CIA e-mail account along with a **temporary password** which you can personalize later.

How do I Log-in to My Account?

1. Go to: www.collegecentral.com/cia
2. Click the Students icon
3. Enter your User ID and Password and click Go

If this is your first time logging into College Central, you will be prompted to click on the ‘Update My Registration’ link included in the Manage My Account box.

Once your registration is complete, you will be able to search for a variety of opportunities posted exclusively to CIA as well as take advantage of the other services that College Central provides.



Manage My Account

Keep your personal information up to date; **change your password**; maintain your job search profile.



Search for Opportunities Posted to My School

Search for jobs and other opportunities posted exclusively to your school, including work study jobs; view your job search history; report offers and hires.



Manage My Résumé

Upload a resume after it is reviewed by the Career Center; control who can see it; forward your résumé to prospective employers.



Create an Art & Design Portfolio

Build, edit, and maintain a comprehensive online creative portfolio of up to 30 samples to promote your talent to employers.

QUESTIONS? Contact Danielle or Heather for assistance. Contact info below.

Career Center