College Central Overview

For students who are searching for a great job.

Register as a Student or Alumni
Upload your resume to be searchable
Search through job listings to apply for jobs

Employers can view your resume 24 hours a day, 7 days a week.

Student Process Overview

Creating an Account

1. Go to www.collegecentral.com/ucblueash/Student.cfm
2. Click “Create Account”
3. Use your M number for the Access ID (include the M)
4. Create password that you will remember
5. Complete the registration information
6. Once you submit your registration, you should see the screen that confirms that you have successfully created your account
7. Click on the link for “My Home Page” to get started!
**Searching for a Job/Internship**

- On the Home screen, you will see “Search for Opportunities Posted to My School” in the top gray box
- Click on the first link
- If you want to see if a particular organization is hiring, type it into “Company Name”
- If you want to search by your academic program, choose it from the list in the box marked “Degree” or “Major”
- If you want to search jobs in a particular location, choose a city, state and zip code or select multiple states in the “Job Location” box
- If you want to search by Job Type, choose “Full-Time”, “Part-Time”, “Internship”, etc., or a combination of these
- Click “Begin Search”
- If you are not getting many results, try leaving more fields blank to broaden your search

**Uploading a Resume**

- Create a resume – easiest format to use is Microsoft Word (if you need help with this, please visit the Career Center)
- On the Home screen, you will see “Manage My Resume” in the fourth gray box
- Click on “Upload Your Resume”
- Give it a name – for example: “[your name] resume”
- Browse for the file and choose the one you want
- Click “Upload Your Resume”
- Now employers can search and view your resume!