The University of Scranton  
Career Services  

STUDENT  
Instructions for the On-Line Registration Process for College Central Network 
To participate go to:  http://www.collegecentral.com/scranton  

TO REGISTER  
- Go to  http://www.collegecentral.com/scranton  
- Select the Students icon  
- Click Register Now link  
- Enter University of Scranton, create an access ID, enter a password and then re-enter your password  
- Click Continue Registration at bottom of screen and go through registration process  
- All fields with an asterisk are required  
- Follow directions to upload resume (From your homepage, click Upload a resume. You should have a resume completed at this time to upload. Browse the file, select it, click Upload your resume.)  
- The resume will be approved by a member of our staff within 48 hours. If revisions need to be made you will receive an email with the necessary suggestions.  

ON CAMPUS RECRUITMENT  
- Go to  http://www.collegecentral.com/scranton  
- Select Students icon  
- Enter access ID and password  
- Click on Search for jobs/opportunities posted to my school  
- Under Jobs, select On-Campus Interviewing Jobs  
- Leave the selection field blank to view all companies coming on campus Click Begin Search icon  
- Submit your resume to the organizations you’re interested in and qualify for  
- If chosen, an e-mail will be sent to you telling you to select an interview time  
- Interviews are held on campus at the Career Services Office  
- Failure to attend a scheduled interview requires a letter of apology to the Company with a copy to the Director of Career Services and the Career Relations Manager (email is acceptable)  

RESUME MAILINGS  
- Go to  http://www.collegecentral.com/scranton  
- Select “Search for Jobs posted to my School”  
- To view a specific job opportunity, type the JOB ID number we’ve given you in the provided space  
- To view all resume mailings, type RESUME in the SCHOOL JOB ID space  
- Select the Job ID link to review the individual postings and submit your resume  

If you need additional assistance contact Cheryl Collarini, Career Relations Manager  
cheryl.collarini@scranton.edu  or call  570-941-5986