**Center for Job Placement**
203-575-8158     cjpco@nv.edu     www.nv.edu/cjpco
www.CollegeCentral.com/ctstate-naugatuckvalley

# Creating and Managing Your
# College Central Network (CNN) Account for Alumni

College Central offers job searches, resume and portfolio builders, the ability to store and forward resumes and portfolios, and career and job articles, videos, and podcasts.  To use these features you must have an account.

**Creating A New Account**

1.  Go to www.CollegeCentral.com/ctstate-naugatuckvalley.



2.  In the sign in box click on "**Sign Up**."
3.  In the User Type box choose **Alumnus/a**.  Enter your **Email Address**.  Click **Sign Up.**
4.  Enter your **User ID** and **Password**.  Follow all onscreen instructions for both.
5.  Complete the registration form.  All items with * are required.  You may return at any time to update your profile information once your account is activated.  The more detailed information you supply the better CCN features will work with your account.
    a.  You can receive Job Alert emails directly from College Central Network regarding job postings that match your interests. *If you prefer not to receive these emails, please indicate this in the Email Authorization area.*
6.  Click **Submit Information**. You will then see a confirmation that your information has been accepted.
7.  You may go directly to your dashboard or return at a later time by going to www.CollegeCentral.com/ctstate-naugatuckvalley.

**Forgotten Your User ID or Password?**

1.  Go to www.CollegeCentral.com/ctstate-naugatuckvalley.
2.  In the sign in box click on "**Need Help signing in?**", then choose "**Forgot your User ID?**" or "**Forgot your Password?**"
3.  Follow the instructions for requesting your User ID and/or Password. You must use the email account that you entered when registering your account.  An email with instructions for recovering your account will be sent to this address.

**Forgotten Your Account Email Address or It Is No Longer Valid?**

If you have forgotten your account email address or it is no longer valid or accessible, please contact the CT State Naugatuck Valley **Center for Job Placement** (CJPCO) at cjpco@nv.edu or 203-575-8158 for assistance.

**Managing Your Account**

You can update your registration information by logging into your account and clicking on My Account from the Navigator menu on your Dashboard.  Regularly update your contact information and be sure that your major and graduation date are correct.  ***Be sure to keep your email address up to date.***