



## Activating/Creating and Managing Your College Central Network (CNN) Account for Students

All students registered at the start of the semester will be pre-registered for a College Central online job board account. You will receive an email to your **college email** with a link to activate your account. If you did not receive an email please use the **Creating A New Account** section below.

### Activating A New Account

1. Click on the link in the email you received or go to [www.CollegeCentral.com/ctstate-naugatuckvalley](http://www.CollegeCentral.com/ctstate-naugatuckvalley).

A screenshot of the CT State Community College sign-in page. It features the college's logo at the top, followed by three input fields labeled 'I am...', 'User ID', and 'Password'. Below these fields is a blue 'SIGN IN' button. Underneath the button, there are three links: 'Pre-registered? Activate your account!', 'Need an account? Sign Up', and 'Need help signing in?'.

2. In the sign in box click on “**Activate your Account.**”
3. In the User Type box choose **Student**. Enter a **User ID and College Email Address**. Click **Activate Account**.

**NOTE: User ID** must be the User Name part of your college email. Example: jsmit0001 would be your User Name if your email address is jsmit0001@mail.ct.edu. When creating your **password** be sure to follow the instructions listed on the page.

4. 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.*
5. Click **Submit Information**. You will then see a confirmation that your information has been accepted.
6. You may go directly to your dashboard or return at a later time by going to [www.CollegeCentral.com/ctstate-naugatuckvalley](http://www.CollegeCentral.com/ctstate-naugatuckvalley).

### Creating A New Account

(If you did not receive an email or are unable to activate your account use these instructions)

1. Go to [www.CollegeCentral.com/ctstate-naugatuckvalley](http://www.CollegeCentral.com/ctstate-naugatuckvalley).

2. In the sign in box click on “**Sign Up.**”
3. In the User Type box choose **Student.** Enter your **College Email Address.** Click **Sign Up.**
4. Enter your **User ID** and **Password.** Follow all onscreen instructions for both.

**NOTE: User ID** must be the User Name part of your college email. Example: jsmit0001 would be your User Name if your email address is jsmit0001@mail.ct.edu. When creating your **password** be sure to follow the instructions listed on the page.

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.
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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](http://www.CollegeCentral.com/ctstate-naugatuckvalley).

### **Forgotten Your User ID or Password?**

1. Go to [www.CollegeCentral.com/ctstate-naugatuckvalley](http://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 [cjpc@nv.edu](mailto:cjpc@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 GPA, contact information, major, graduation date, etc., as necessary. *Be sure to keep your email address up to date.*

Once you have graduated, you can use the Change My Status feature to change your account to Alumni status. You may continue to use the system as an alumni, maintaining your résumé and portfolio throughout your career.

**Be sure to update your email address if you are no longer using your college email.**