



Creating and Managing Your College Central Network (CNN) Account

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/nvcc
 - a. **Students:** Click on the Students link
 - b. **Alumni:** Click on the Alumni link
2. In the sign in box click on **Create Account**.
3. Enter a **User ID** and **Password**. Click **Continue**.
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 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/nvcc.

Forgotten Your User ID or Password?

1. Go to www.CollegeCentral.com/nvcc and click on the Student or Alumni link.
2. In the sign in box click on "Forgot your User ID?" or "Forgot your Password?"

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Forgotten Your Account Email Address or It Is No Longer Valid?

If you have forgotten your account email address or it is no longer valid or accessible, please contact the NVCC Center for Job Placement and College Opportunities (CJPCO) at cjpco@nv.edu or 203-575-8158 for assistance.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 GPA, contact information, major, graduation date, etc., as necessary. *Be sure to keep your email address up to date.*

If you are a student, 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.