OWENS
COMMUNITY COLLEGE

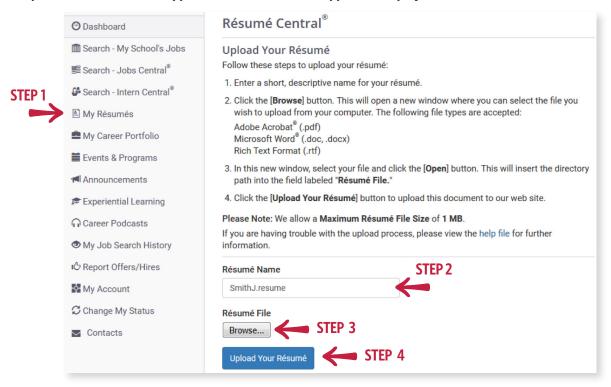# *How to Upload a Resume in College Central Network®*

College Central Network® is a networking tool that connects employers to college students and alumni. Job candidates can upload their resumes to be reviewed and can search for jobs and internships from area employers.

You Must Create an Account to Use College Central

- Find College Central at the bottom right of your Ozone Account under the "My Career Center" box
- After clicking on College Central, select the Student button
- Use your OCID as your username and create a password
- You will need to wait until you receive a verification email from College Central before you can explore

Upload Your Resume for Approval and Allow Owens Approved Employers to View It

1. Select "My Resumes" from left column
2. Title your resume ex: SmithJ.resume
3. Select Browse in order to select file to upload
4. After you've selected a file, select Upload Your Resume
5. Once resume is uploaded, a Career Advisor will either approve or make suggestions (not approve)
6. If your resume is not approved, please resubmit a second time with completed changes

NOTE: If you would like Owens approved employers to be able to search for your resume and/or would like Career Services to refer your resume to potential employers, you will need to select the appropriate Resume Authorization choice.