TO GET STARTED CREATE AN ACCOUNT (an email address is required):

1. Go to: www.collegecentral.com/sjrstate
2. Select the Student icon, and read the information and announcements.
3. Go to the Register Now link.
4. Verify that the pre-filled school name reads St. Johns River State College.
5. Create a unique ID and a Password that you will remember. Confirm your password.
6. Continue Registration.
7. Enter all demographic information. Answer all questions about your work interests and education. You must choose the degree you are pursuing and program of study.

JOB SEARCH:
1. Go to your homepage. You may search for jobs without uploading a resume, but know that employers cannot find you if you do not have a resume in the system.
   - Search for Jobs Posted to My School – local employer database always in development
   - Search for Jobs in CCN’s Jobs Central – a national database for entry-level jobs with many local opportunities.
   - Search for Internships – a national database of internships
2. To monitor your job search, select View My Job Search History from your homepage.

RESUME AND/OR PORTFOLIO UPLOAD:
1. From your homepage, select Upload a Resume or Portfolio and follow the instructions. You should have a resume completed at this time to upload. Acceptable formats are listed. However, you can develop the portfolio as you go.
2. Select the resume authorization that is most appropriate for you.
3. When a new resume is uploaded it takes the place of the current resume and is considered updated. Resumes that have not been updated in 18 months will be purged from the database.

REPORT OFFERS/HIRES:
- Report when you have accepted a job.
- Select the Report Offers/Hires link from your homepage. This informs SJR State career services that you do not wish to be referred for further jobs.

With questions, call 386-312-4259 or email careerservices@sjrstate.edu

NON-DISCRIMINATION STATEMENT: St. Johns River State College does not discriminate against any employee, prospective employee, student, or student applicant in admission or access to, or treatment or employment in, its programs and activities on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability. Questions regarding this statement or compliance with laws relating to non-discrimination may be directed to the Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.