

Gwynedd-Mercy College—Career Services
College Central Directions—Students and Alumni

www.collegecentral.com/gmc

STUDENT AND ALUMNI HELP

College Central is the primary site where students and alumni register with Gwynedd-Mercy College to post their résumé, search jobs, and receive career development and employment related announcements.


REGISTERING AND BEGINNING YOUR JOB SEARCH

1. After clicking on students, click the **Register Now** link at www.collegecentral.com/gmc. This will take you directly to the registration page.
2. Enter an Access ID and Password that you will remember.
3. Click **Continue Registration**.
4. Enter all demographic information. Fields with an asterisk (*) are required.
5. Click **Submit Information**. You will see a confirmation that your information was accepted.
6. Click the **Go to My Home Page** link. You will be taken to your home page. All services that are available to you can be accessed from this page.

UPLOADING YOUR RÉSUMÉ

You may upload a résumé at any time after you are registered in one of three formats: Microsoft Word (.doc), Adobe Acrobat (.pdf) or Rich Text Format (.rtf).

To upload your résumé:

1. Log in to your home page at www.collegecentral.com/gmc using your School Name, Access ID and Password.
2. From your home page, click the **Upload a Résumé** link.
3. Follow the instructions on the page.
4. You may view the résumé you have uploaded by clicking the  icon next to its name. We strongly recommend that you view your résumé after you have uploaded it to make sure that it is the correct file and that it appears as you intended.
5. You may upload an updated résumé at any time. From your home page, click the **Upload a New Résumé** link and follow the instructions on the page.

SEARCHING FOR JOBS

From your home page, you will see a choice of different job searches. Users from schools who have contracted for our services see at least two searches: **Search for Jobs Posted to My School** and **Search for Jobs in CCN's Jobs Central**. The first search displays jobs posted by employers through your career center, while the second shows jobs that have been posted to all students and/or alumni through College Central's Employer Central web site.

Several search criteria are available to you when conducting your job search in College Central. You may view all available jobs by leaving all of these fields at their default settings. However, it is a good idea to do a more focused search by choosing appropriate criteria.

More Information: Please go to www.gmc.edu/students/careerservices/
or contact us at 215-646-7300, ext. 230 or careerservices@gmc.edu.