

## **SLIDE 1: Intro**

Hello, my name is Kathleen Dormer Carusone. I am the Coordinator for Internships & Experiential Learning here at HACC. Today I am going to walk you through the quick and easy steps to activate your College Central Network Account

## **SLIDE 2:**

Welcome to College Central Network; otherwise known as CCN → HACC's Career Services Platform. A career services platform provides resources and tools that are completed dedicated to only career services topics. You will be able to explore, discover, and connect to a variety of resources, tools, people and experiences from within your CCN account. Let's get you activated today!

## **SLIDE 3:**

There are two ways to access CCN. First is through your MyHACC Student Portal (which is what we will discuss today).

The Second is through CCN's website itself without going through your MyHACC account.

Both ways are super simple.

## **SLIDE 4:**

Log-in to your student MyHACC page (<https://my.hacc.edu/>). The page is divided into thirds. In the middle column entitled 'Student Success' USE PEN to highlight. Scroll down until you see the headline title →

Career Services. USE PEN TO HIGHLIGHT. Then, CLICK ON the 4<sup>th</sup> link – College Central Network CCN – Internships & Job Opportunities

**SLIDE 5:**

This will open HACC's Landing Page on the College Central Network website – HIGHLIGHT the web address.

**SLIDE 6:**

In the WHITE Log-In box to the right is where you will also begin to activate your CCN account. CLICK on 'I am a ...'  
From drop-down menu CHOOSE Student.

**SLIDE 7:**

Click on the BLUE Sign-In Through School button.  
HIGHLIGHT

IF you have any issues while trying to activate email us at [careerservices@hacc.edu](mailto:careerservices@hacc.edu) for assistance.

**SLIDE 8:**

Then the ACTIVATE ACCOUNT window opens.

The system provides your USER ID and now you create your own password and click SUBMIT

**SLIDE 11 (9 & 10 hidden):**

Now the REGISTRATION Page pops open.

You are REQUIRED to fill in the RED ASTERISK fields

USE your Hawkmail email as your primary email as this is considered your professional student email

If you have any questions about any of the other fields, please attend the benefits of CCN's Resources & Tools Workshop or email us at [careerservices@hacc.edu](mailto:careerservices@hacc.edu) and we can assist you.

### SLIDE 12:

#### Preferences & Qualifications

**Location:** Choose your state of residence and/or where you will be looking for experiences such as internships and jobs

#### **Job Interests:**

Typically FT/PT/Seasonal refer to employment. However, those classifications may also apply to internships. It depends on how the employer designates the experience.

Volunteer – Donating some of your free time to a personal and/or career interest. For example, helping at an animal shelter because you like animals OR assisting Habitat for Humanity because you want to help people gain access to housing and/or you are a BLDG CONST Mgt, Engineering, or Trades student.

#### Work-Based Learning

Student Employment – This is for students who want to work at HACC as a student worker and sometimes it may also apply to Work Study

Work-Study – Is often associated with Financial Aid or at least qualifying by having submitted a FAFSA (Free Application for Federal Student Aid) form. If you are unsure if you did or qualify please email [financialaid@hacc.edu](mailto:financialaid@hacc.edu).

**SLIDE 13:**

Choose the designations that apply for your: Diploma, Certificate, Associates or No Degree (if you are a continuing education student)

Degree:

Major:

Expected Graduation Date

**SLIDE 14:**

Email Notices and Terms of Service

**SLIDE 15:**

You have now activated your CCN acct

**SLIDE 16:**

What are the benefits of your CCN acct? Read from slide

**SLIDE 18:**

Read contact information.