



# 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

The screenshot shows the 'Résumé Central' upload page. On the left is a navigation menu with 'My Résumés' highlighted by a red arrow labeled 'STEP 1'. The main content area has the title 'Résumé Central' and instructions: 'Upload Your Résumé', 'Follow these steps to upload your résumé:'. The steps are: 1. Enter a short, descriptive name for your résumé. 2. Click the [Browse] button. 3. In this new window, select your file and click the [Open] button. 4. Click the [Upload Your Résumé] button. Below the instructions is a 'Please Note' section. The form fields include 'Résumé Name' (containing 'SmithJ.resume' with a red arrow labeled 'STEP 2'), 'Résumé File' (with a 'Browse...' button and a red arrow labeled 'STEP 3'), and an 'Upload Your Résumé' button (with a red arrow labeled 'STEP 4').

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.