

## College Central Network Users Guide for School Districts Western PA Virtual Education Job Fair

This document provides instructions for employers on how to use [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair) to establish an online account, post jobs, and/or search resumes.

If you have questions, please contact the Career Services Center at 814-393-2323 or [dbrush@clarion.edu](mailto:dbrush@clarion.edu)

### How to Create an Online Account at [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair)

- Go to [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair) Bookmark this page for future reference.
- Click on *School District Registration*
- Complete the *School Registration Form*. Please record your *Access ID* and *Password* for future reference.
- Click *Save School Info*
- Now you can access your account using *School District Login*

### How to Update or Review Your Registration Information

- Go to [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair)
- Click on *School District Login*
- Make changes and click on *View/Update your Registration Information*

### How to Post a New Job

- Go to [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair)
- Click on *School District Login*
- Select *Jobs and Resumes: Post/Update Jobs; View Submitted Resumes*
- Select *Post a New Job*
- Complete job information and click on *Save Job*

#### Tips:

- Multiple positions may be listed in one job posting in the Job Description box.
- If you have an online application process, note this in the Job Description box.

### How to Edit or Delete Job Postings

- Go to [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair)
- Click on *School District Login*
- Select *Jobs and Resumes: Post/Update Jobs; View Submitted Resumes*
- Click on Job Title
- Complete job information and click on *Save Job or Delete Job*

### How to Search Resumes

- Go to [www.collegecentral.com/wpaedfair](http://www.collegecentral.com/wpaedfair)
- Click on *School District Login*
- Select *Jobs and Resumes: Post/Update Jobs; View Submitted Resumes*
- Click on the *Resumes* button