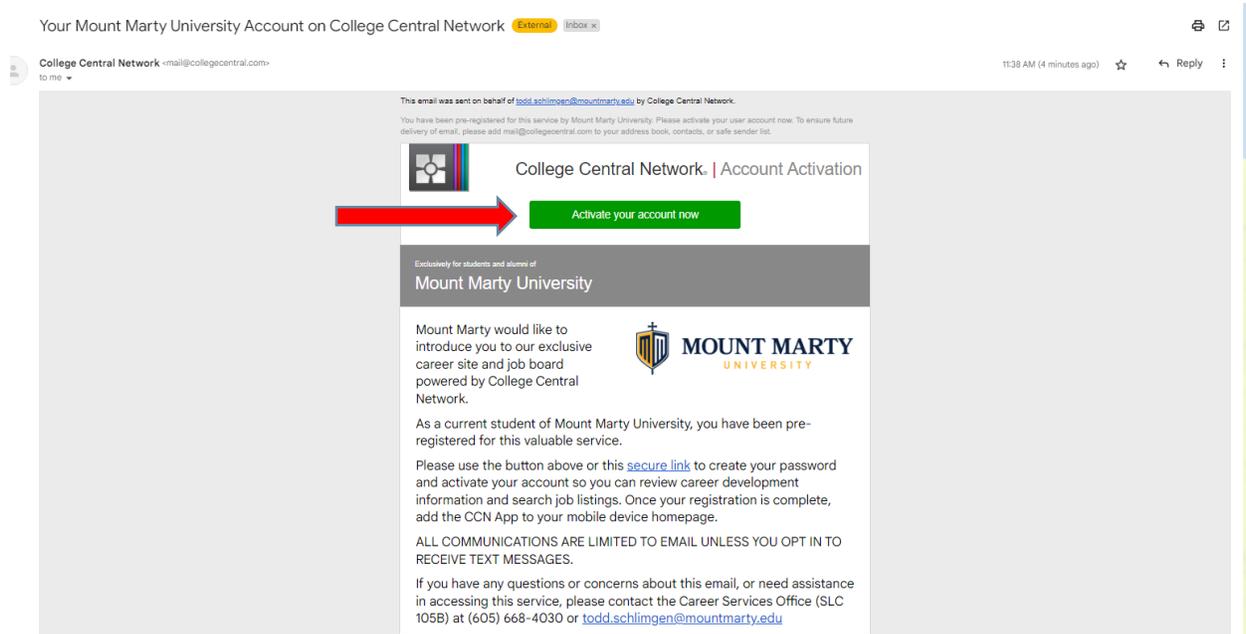


College Central Network (CCN) Instructions

Activating Your Account

Step 1: Check your email

You should have received an email from mail@collegecentral.com inviting you to activate your account. Open the email and click on the green 'Activate your account now' button.



Step 2: Set up your password

It will take you to a screen where you will set your password. You may create the same password that you use to login to LancerLink; however, when you change your LancerLink password, it will not automatically change your CCN password. This is a separate system.

Step 3: Update your name and contact information

Once you set up your password, you will need to complete the required registration fields.

DO NOT opt out of receiving School Email Notices.

Don't check this box!

School Email Notices

I do not wish to receive announcement emails from the Career & International Support Services through the College Central Network platform.

I understand that by opting out of emails my institution cannot communicate with me and I may miss out on: appointment reminders, résumé reviews, job matches, job fair and career event announcements, employer recruiting opportunities, and similar communications.

DO NOT opt out if you plan to utilize your institution's career or employment center in any capacity.

Accessing Your Account

Step 1: Navigate your browser to collegecentral.com/mountmarty.

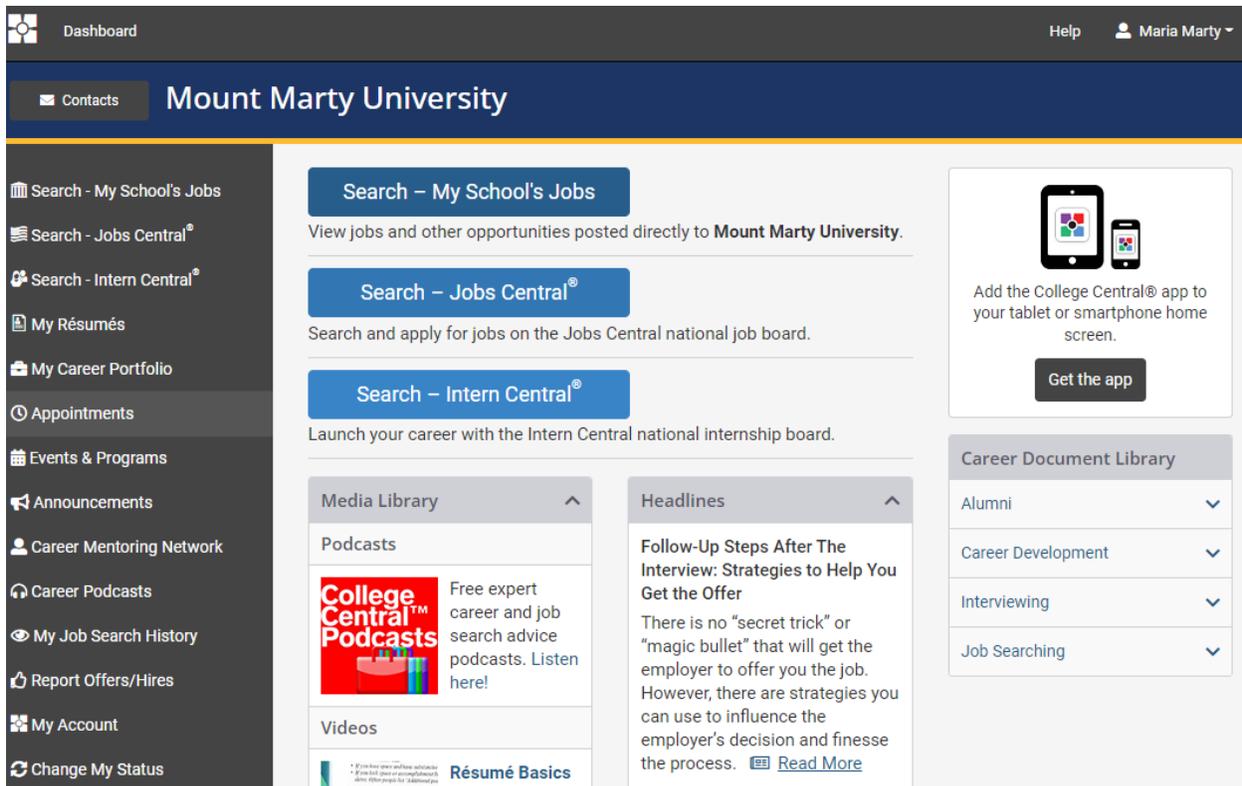
Step 2: Login

1. Select 'a Student' from the 'I am...' dropdown menu.
2. **Your User ID is the same as your Mount Marty student ID number.**
3. Your password is the password you set up in Step 2 above.
4. Click 'Sign in'.

Scheduling an Appointment

Step 1

Once you are logged in to your CCN account, it will take you to the Dashboard. From the Dashboard, click 'Appointments' in the left-hand column.

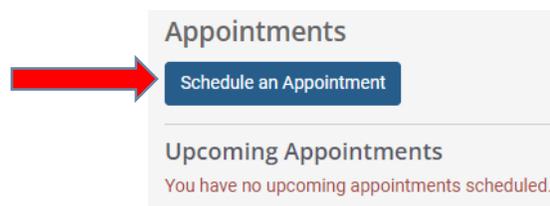


The screenshot shows the Mount Marty University dashboard. The left-hand navigation menu is visible, with the 'Appointments' option highlighted by a red arrow. The main content area includes sections for 'Search - My School's Jobs', 'Search - Jobs Central', and 'Search - Intern Central'. There is also a 'Career Document Library' on the right side.

Step 2

If you have an upcoming appointment scheduled, you will see the appointment details on this page.

If you want to schedule a new appointment, click the 'Schedule an Appointment' button.



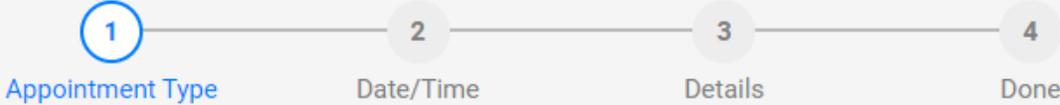
The screenshot shows the 'Appointments' page. The 'Schedule an Appointment' button is highlighted with a red arrow. Below the button, there is a section for 'Upcoming Appointments' which states 'You have no upcoming appointments scheduled.'

Step 3: Select the type of appointment you'd like to schedule

When you click on an appointment type, a description of what may be covered in that appointment will appear. If that is indeed the type of appointment you'd like to schedule, click the 'Schedule an Appointment' button.

Request An Appointment

Listed below are options for appointments with staff at the Career & International Support Services and elsewhere on campus. You may schedule an appointment online or contact our office to discuss other options.



1 Appointment Type 2 Date/Time 3 Details 4 Done

- Career Advising
- Academic Advising
- Resume Review
- Mock Interview
- Job Search Assistance
- Counseling**

Assistance in managing life concerns, college adjustment, anxiety, stress.

- Counseling

Schedule an Appointment ←

Step 4: Find an available time slot that works with your schedule

The days where there are available time slots will be green. Click on a green date and find an available time slot. Click on the time you would like to schedule your appointment for. If there is more than one person you can schedule an appointment with, make sure you select the person you prefer/need.

Step 5: Fill in the appointment details

Select your preferred appointment format and appointment purpose from the drop-down menus.

Enter any information you want the advisor/counselor to know ahead of time in the 'How can we help you' box.

Then Click 'Book It!'

Request An Appointment

✓ — ✓ — 3 — 4

Appointment Type Date/Time Details Done

Your Appointment

Wednesday, September 14, 2022 at 09:30 AM CDT

[Change Date/Time](#)

Counseling

[Change Appointment Type](#)

Keley Smith-Keller —
Help exploring school/life balance, managing relationships, dealing with stress and anxiety.

Location: In person or online Roncalli 216

[Change Advisor](#)

Appointment Details

Appointment Format * In Person (scheduled) × ▾

Purpose(s) for Appointment * × Counseling

How can we help you? I am struggling with anxiety.

Book It! Cancel



Step 6: Wait for an appointment confirmation email

Once the advisor/counselor has approved your appointment, you will receive an email from mail@collegecentral.com letting you know.

If you do not receive an appointment confirmation email prior to your appointment, please call or email your advisor/counselor to confirm the appointment.

Canceling your appointment

If something comes up and you are not able to make it to your scheduled appointment, you will need to either call or email your advisor/counselor to let them know you can't make it. Otherwise, you can cancel your appointment in the CCN system.

Step 1: Login to CCN and go to your appointments

Click on 'Appointments' from the Dashboard of CCN

Step 2: Under Upcoming Appointments, find the appointment you want to cancel

Click on the appropriate appointment.

Appointments

[Schedule an Appointment](#)

Upcoming Appointments



Appointment	Date	Status	Format
Academic Advising	08/18/2022 at 08:30 AM CDT	Approved	In Person (scheduled)

Step 3: Click 'Cancel Appointment'

Appointment Details

When	Thursday, August 18 at 08:30 AM CDT
Type	Academic Advising
Advisor	Karly Kattenbraker – Academic advising karly.kattenbraker@mountmarty.edu 605-668-1518
Location	SLC 105A
Format	In Person (scheduled)
Purpose(s)	Academic Advising
Reason for Appointment	
Status	Approved



[Cancel Appointment](#)