

## Accessing the CCBC Job Bank

The CCBC Job Bank is a **free service** for CCBC students and alumni. It is an **easy tool to use** and navigate.

**For your first visit** to the Job Bank, start at this link: <http://www.collegecentral.com/ccbc>

- Click on "Students" or "Alumni" depending on your status.
- Click on "Register Now." You must register in order to gain access to the jobs posted!
- Your **ID** will start with the initial of your primary campus.  
C - Catonsville D - Dundalk E - Essex  
Then type your last name and first initial (No spaces in between).
- Your **Password** is your first name. Your entry will look like this sample:

**ID: ESmithJ**

**Password: John**

**Confirm Password: John**

- Confirm your password and then click "Submit."
- On this screen, you are required to fill in all the information designated with an asterisk (\*).
- Once you have completed this, click "Submit." You are now registered.
- Click on "My Home Page" at the bottom of the screen.
- Click on "Search for Jobs/Opportunities Posted to My School."
- Fill in your Job Location as "Maryland."
- Check if you are searching for full time, part time or both. You can check as many boxes as you wish. Click "Go."
- You now have access to all the jobs posted by CCBC.
- Click on the red number to get a more detailed description of the job.
- Click on the print icon in the tool bar to print out this description.

**Once you have registered**, you may return to check on jobs that may be interesting to you. Simply enter the data as shown in the sample below.

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY**

**Enter your ID: ESmithJ**

**Enter your password: John**

**CLICK "GO"**

## CCBC Career Development Offices

Catonsville  
Dundalk  
Essex

K-209K  
A-100A  
A-260

443-840-4435  
443-840-3131  
443-840-1732



**CCBC**  
The Community College  
of Baltimore County

Visit the Online Career Services website [www.ccbcmd.edu/employment/online](http://www.ccbcmd.edu/employment/online)