

**QUICK
TIPS**

Registration Checklist

REGISTER WITH CAREER SERVICES IN 4 EASY STEPS



STEP 1: Log into Eagle Career Network (ECN)

- Go to www.nccu.edu/careerservices/index.cfm
- On the homepage, click on "Eagle Career Network"
- Login using your MyEOL username and password
- Update all information as necessary to ensure your profile is complete and accurate
- Click on **career interests** and customize your account. This will ensure that we forward jobs, resources and internships according to your interests.



STEP 2: Submit your resume for review on ECN

- Create your resume using a word document
- Upload your new resume to ECN for review under "documents"
- You will receive feedback on your resume
- If changes are required you must do so before your approval form will be signed
- by a Career Services staff member

HELPFUL HINTS:

- Use all hints and help options on the ECN resume builder system
- Visit Career Services to critique and approve your resume in ECN



STEP 3: Complete TypeFocus Assessment using ECN

- You can find this link on the top right hand side of your account homepage.
- Complete and follow assignment instructions provided by you professor (if applicable)
- Once you have taken your TypeFocus assessment (complete all sections) and have completed your resume, please visit room 005 in the William Jones Building ("Career Center) to receive signature for this approval form
- You will want to schedule an appointment with a career services staff member to review your assessment results. (optional, but recommended)



STEP 4: Submit this approval form (if required)

- If this is a class or program requirement, please obtain a signature from a Career Services staff member.



Name: _____ Title: _____

SCAN THE QR CODE FOR CAREER SERVICES RESOURCES



CAREER SERVICES

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