

# Center for Career Opportunities Registration Procedures

1. Log on the **Center for Career Opportunities** web site: [www.cco.purdue.edu](http://www.cco.purdue.edu)
2. Click on “students.”
3. Under “CCO EXPRESS.” Click on “View Terms.”
4. Read the Participation Agreement.
5. At the bottom of the “Participation Agreement,” continue to login.
6. Enter your 10-digit PUID for the username and password.
7. Check “Agree to all parts of the agreement.”
8. Profile – Enter requested information. **Use your Purdue E-mail address [very important]** and be certain that it is entered accurately. The profile does not save until it is fully completed. Click on “Save Changes and Continue.”
9. Academic Information – Enter requested information. Click on “ Save Changes and Continue.”
10. Privacy
  - Check “yes” or “no” to receive E-mail notifications. **Yes is recommended.**
  - Check “yes” or “no” to have resume’ included in resume’ book that is distributed to employers. No is recommended at this time. At a later time **when you are actively seeking employment, change the “no” to “yes” so that employers can view your resume’.**
  - Read privacy statement and check “Policy Affirmation.”
  - Click on “Save Changes and Continue.”
11. Resume’ Etc. – Click on “Add New.” [You will need to complete this step by posting a resume’ to complete the registration process.]
  - Put in a title for your resume’. If you will be storing more than one resume’, your main resume’ should be labeled as “Current + your last name.”
  - Click “browse” to locate the resume’ you want to upload. **Note – You should always create your resume’ in a “Word” document. The system will convert your document to a “pdf.” The “Word” document will remain in the system for future updating.**
  - Highlight the resume’ that you wish to use and click “open” and then “submit.” This should complete the registration process.

**After the registration process is completed, your password will be sent to your Purdue E-mail address. This will verify that you have completed your registration. You may go back into the system and change your password and edit other items if you wish to do so.**