



Employer Registration and Job Posting Instructions

Welcome to the CCCU Career Center! To get started, visit cccu.org/career-center/.

To begin posting and searching resumes, click on “Post a Job.”

From there, click on “Employer Sign In” on the far right. If you already have a MyCCCU Account, you may proceed with entering your username/password. If you are new to the site, click on “Create a New Account.” You will then be walked through the registration process to create a new account.

Once you are logged into your account, select the gray “Post a Job” button under “Overview.” You will then be prompted to enter the necessary information. Fields marked with an * are mandatory. When you are finished, click the “Preview Job” button at the bottom of the page.

Create a New Job

Fields marked * are required.

Please review information regarding prohibited job postings

*Title

Internal job number

*Description

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The next page will allow you to preview the listing – if everything looks accurate, click the yellow “Proceed to Checkout” button. To make changes, click the “Edit Job” button.

You will then be prompted to select your job posting package by clicking on the appropriate button. If you have a previously purchased package assigned to your account, you can click on the “Use My Existing Package” button.

You will then be prompted to select an add-on package—featured jobs are featured on the CCCU homepage for 30 days and also receive one dedicated tweet from the CCCU Twitter account within those 30 days. Once you’ve selected an add-on package, click “Continue to Payment.”

Add-on Package Selection

Featured Job

- Give your job more exposure!
- A 'Featured Job' will appear on the job seekers home page for 30 days.
- A 'Featured Job' will be flagged on the results page giving you a better opportunity to get your job seen.

How will my job look with this Add-on?
 Select a checkbox above to view level of exposure below.

If using an existing package you will then click on the “Process Order” button. If not, please add your credit card/billing information and click the “Pay with Credit Card” button at the bottom of the screen.

Pay with Credit Card All fields are required.

<p>First name <input type="text" value="First name on card."/></p> <p>Card Number <input type="text" value="Credit card number."/></p> <p>Card Security Code <input type="text" value="CVV code."/> How to locate this</p>	<p>Last name <input type="text" value="Last name on card."/></p> <p style="text-align: center;"> </p> <p>Expiration <input type="text" value="Month"/> <input type="text" value="Year"/></p> <p style="font-size: x-small; text-align: center;">The charge on your credit card statement will appear as "Boxwood Technology, Inc."</p>
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If you prefer to use PayPal, select the “Pay with PayPal” button at the bottom of the screen to complete your order.

Pay with PayPal

Pay with **PayPal**

Paypal activity will appear as "Online Career Center"

Once submitted, jobs are posted to the CCCU Career Center within one hour. The CCCU reserves the right to remove job postings not consistent with the policy outlined here cccu.org/career-center/.

Need additional assistance?

Feel free to contact the CCCU team at 202-546-8713 or council@cccu.org. You may also contact Boxwood Customer Service at 1-888-491-8833 or customerservice@support.boxwoodtech.com.