

## **CCM's JobConnect for Employers – New User Instructions**

Advertise your employment opportunities directly to our students and graduates through our interactive system.

- Go to <https://employer.gradleaders.com/CCM/Employers/Login.aspx?jprid=7063>
- Choose 'Create Account' below the login button.
- Accept the Terms and Conditions.
- Enter the email you will use for this account. Continue. Create a password. Save.
- Check to see if your company is already listed – Enter any part of your company name in the search field. Click Find.
- If your company name appears and you choose to connect to it,\* select the radio button to the left, click Continue.
- If your company does not appear. Click "Add Organization" and add your company name.
- Create an account for yourself.
- Your account will be activated by our office. As you post jobs, you will receive a confirmation email from our office when your jobs have been activated.

\*You may choose to create a unique employer name even if the name already appears in the system. For example: a real estate agency branch that hires independently from others.