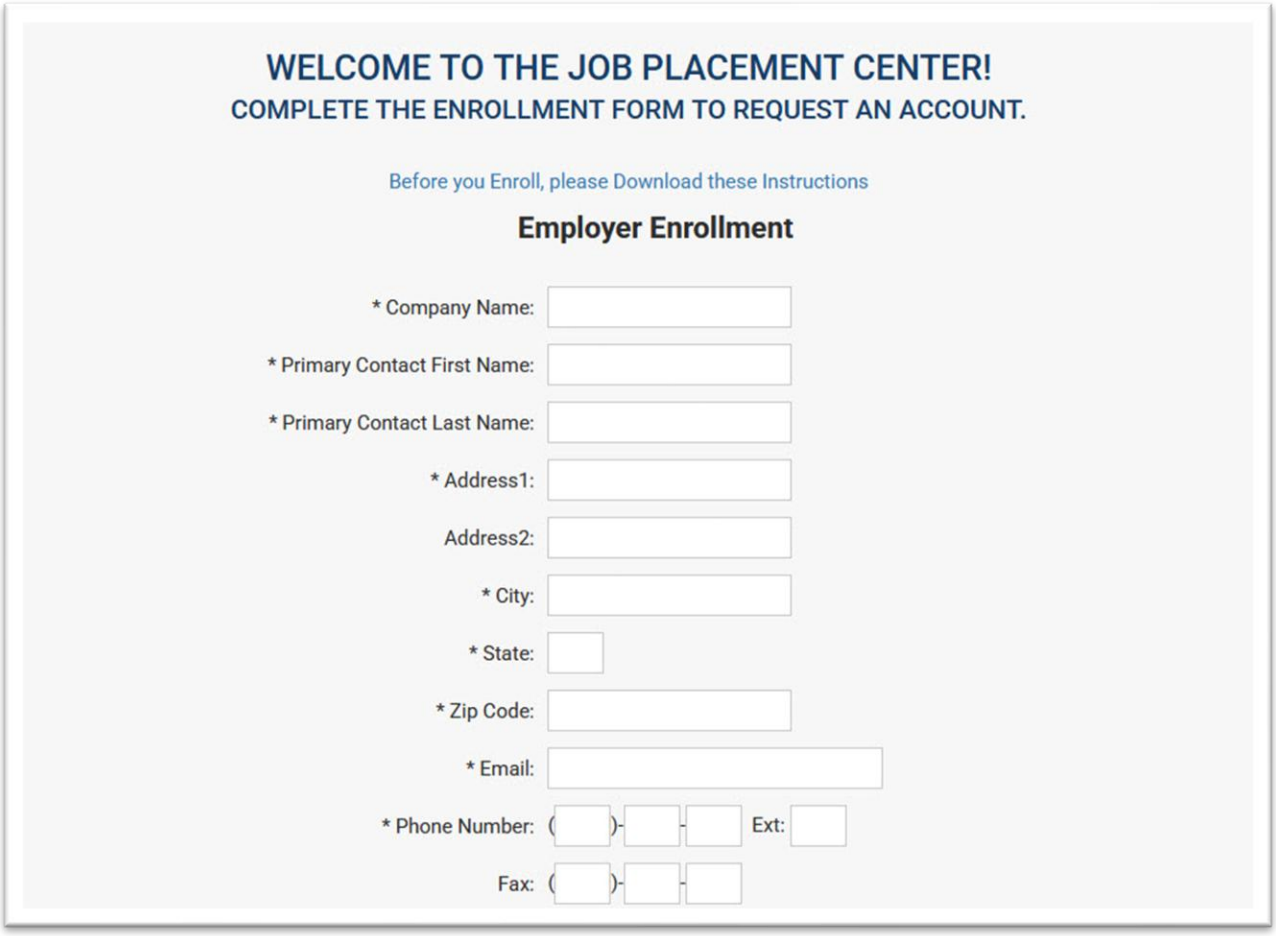
Penta Career Center – Instructions for Business Partners

This quick guide will show you how to Request an account from Penta Career Center to add and manage Job Postings in the Content Management System (CMS). There are sections of the CMS that pertain specifically to Penta Career Center.

These sections cannot be hidden, however, this guide will show you what button(s) you need to click in order to accomplish your goal of adding job opportunities.

Step 1 – Employer Enrollment

First, you will request an account on the page below:
http://www.pentacareercenter.org/protected/employerenrollment.aspx



This completes Step 1

Step 2 – Login to the CMS

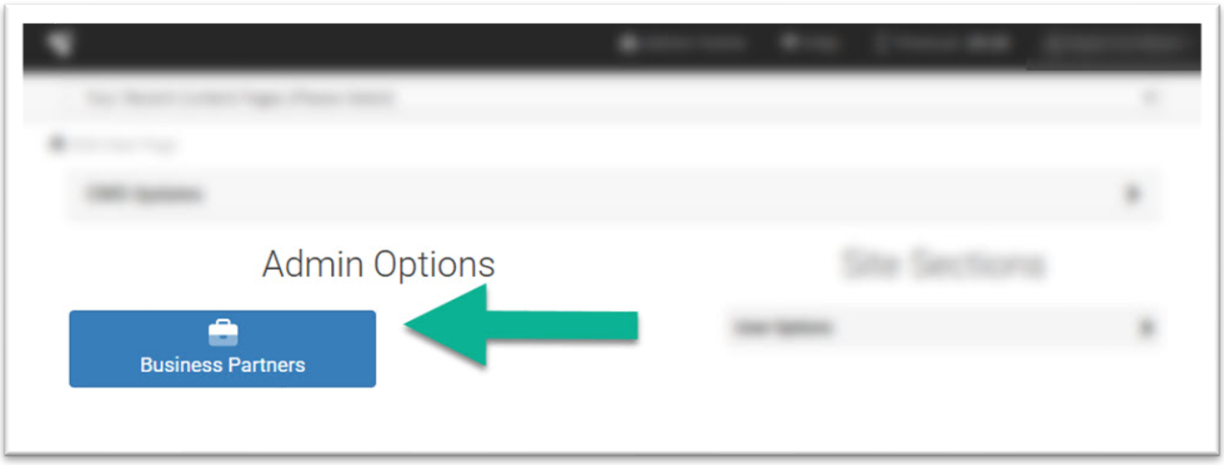
After you receive an email that your account has been approved, login to the CMS.

Login Page: https://esvadmin1.eschoolview.com

You may see a light-blue pop-up message on your first login, simply click the “Continue to the CMS” link to get started.

After you login to the CMS, click the Business Partners button to start entering your data.

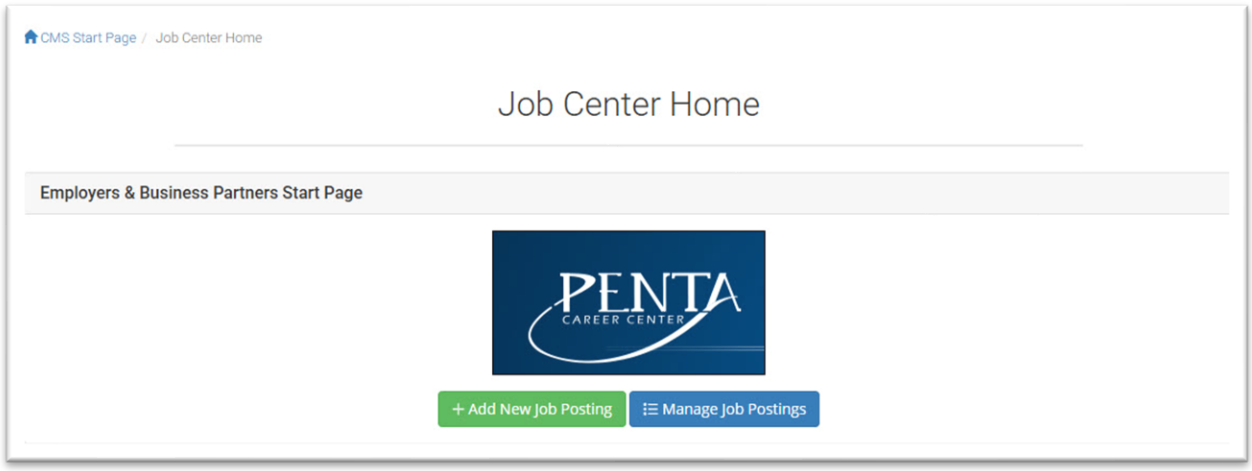
Please NOTE: you will not be able to interact with any Site Section Management feature.



This completes Step 2

Step 3 – Create Job Posting

You will click the + Add New Job Posting button to add your first Job Posting



After you click this button, you will be taken to the page below to fill out the details of the Job.

Enter in all information needed.

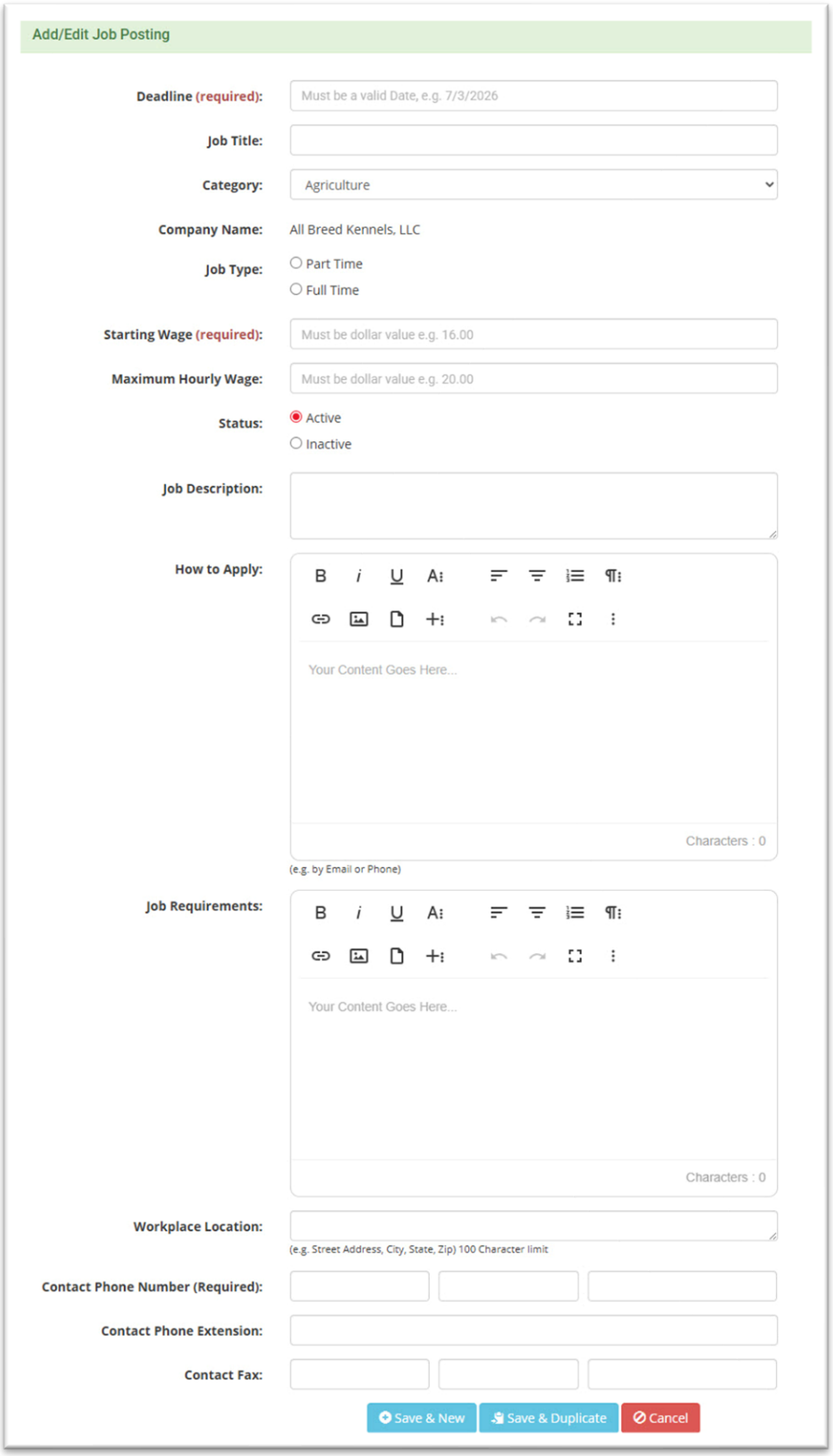
- Save & New will save your one Job Posting
- Save & Duplicate will keep the information entered for similar Job Posting
- Cancel will go back to the Start Page

After you click Save, you have two links

1. You can go back to Start Page or
2. See your Job on Penta's public website

NOTE: if you click Save & Duplicate, you will be able to Modify the existing fields to save a similar job posting.

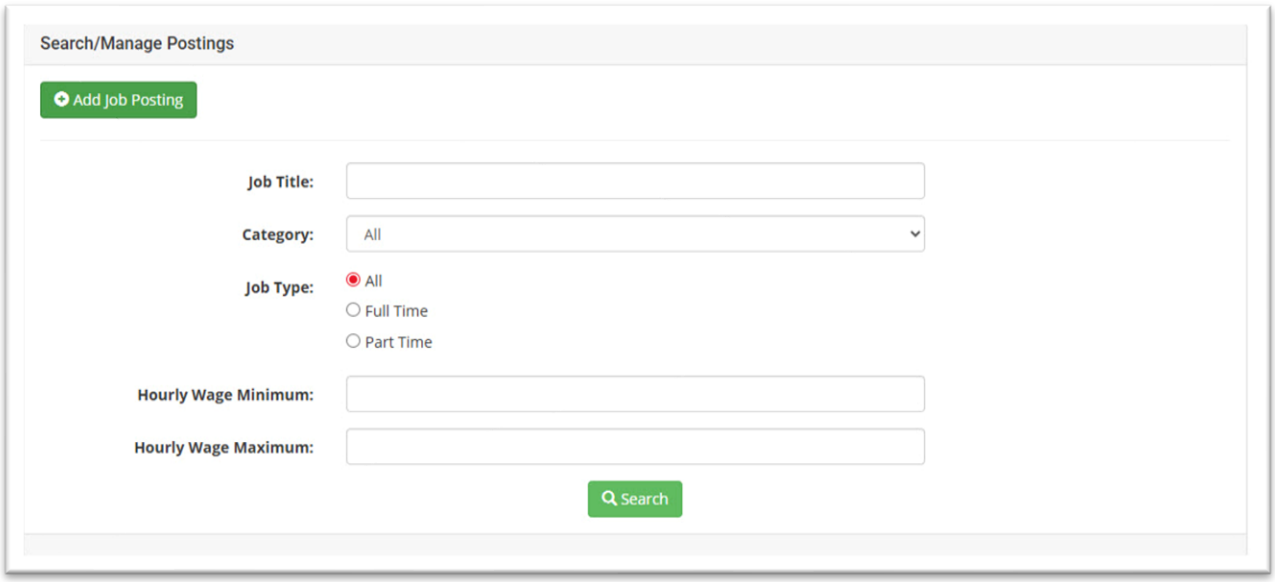
Continue to next page for screenshot



This completes Step 3, go to next page

Step 4 – Managing Your Job Postings

On the screen below you will see your existing Job Postings below the search. You can search for specific ones or ADD another one with the button.



This completes Step 4

Public Site page to Search Job Postings:

http://www.pentacareercenter.org/protected/JobPostingSearch.aspx

Things to keep in mind:

1. You cannot login to the system until your account is approved by Penta Career Center.
2. After your job posting is Active and Saved, it will be searchable on www.pentacareercenter.org
3. You can Inactivate job postings at any time by Managing that Job Posting.
4. If you have any questions, please contact Deb Winters at Penta Career Center.
    a. dwinters@pentacareercenter.org
    b. 419-661-6372