

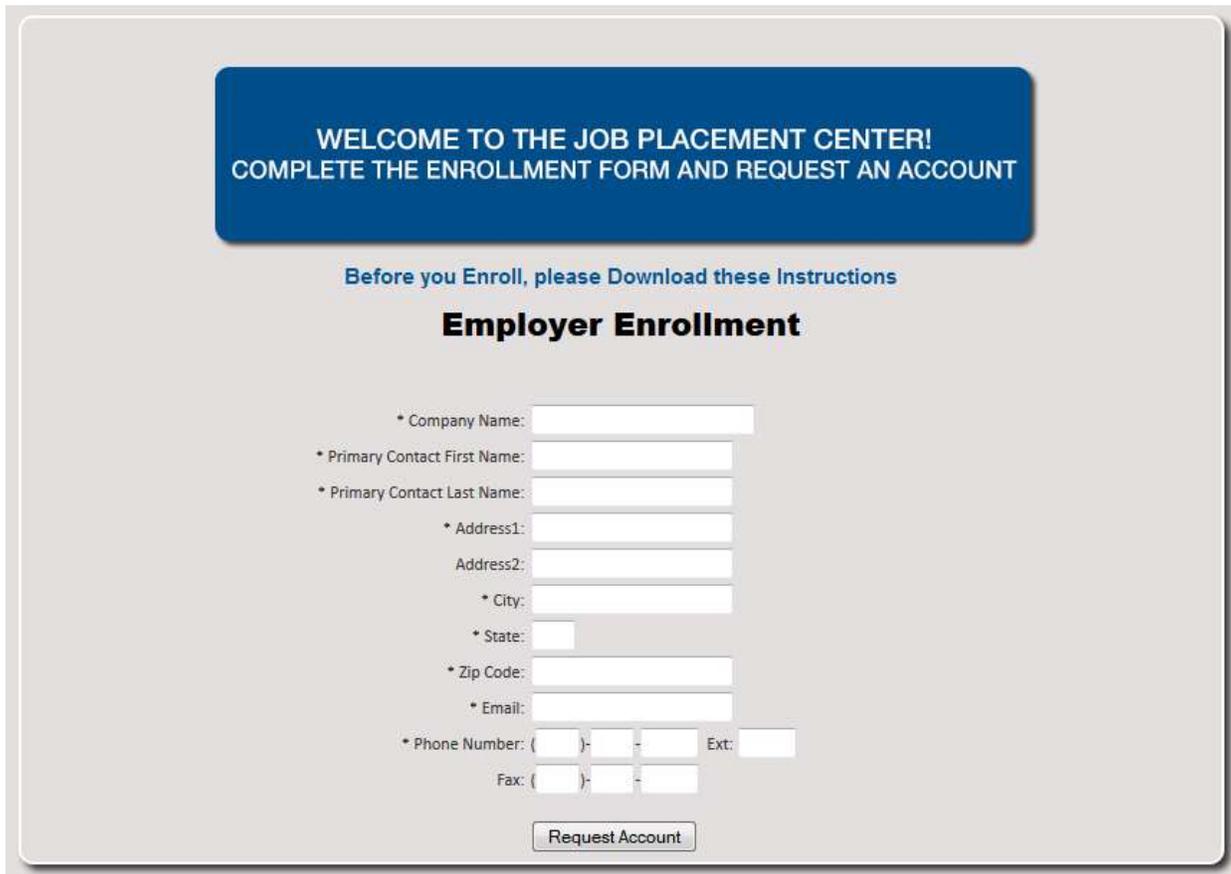
Penta Career Center – Instructions for Business Partners

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



The screenshot shows a web page for employer enrollment. At the top, a blue banner reads "WELCOME TO THE JOB PLACEMENT CENTER! COMPLETE THE ENROLLMENT FORM AND REQUEST AN ACCOUNT". Below this, a link says "Before you Enroll, please Download these Instructions". The main heading is "Employer Enrollment". The form contains the following fields:

- * Company Name:
- * Primary Contact First Name:
- * Primary Contact Last Name:
- * Address1:
- Address2:
- * City:
- * State:
- * Zip Code:
- * Email:
- * Phone Number: () - - Ext:
- Fax: () - -

At the bottom of the form is a button labeled "Request Account".

This completes Step 1

Step 2 – Login to the CMS

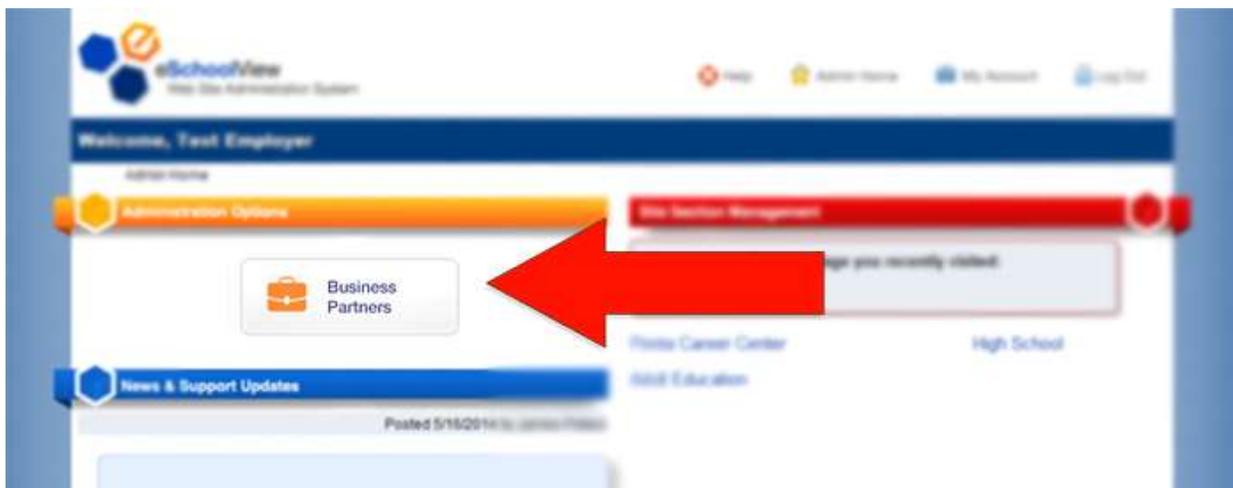
After you receive an email that your account has been approved, login to the CMS.

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 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 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

Deadline:

Job Title:

Category: Arts/Communication

Company Name:

Job Type: Part Time

Full Time

Hourly Wage Minimum: * Required

Hourly Wage Maximum: * Required

Status: **You must check the ACTIVE button below in order for your Job Posting to appear on the Job Placement Center website**

Active = searchable
inactive = not searchable

Active

Inactive

Job Description:

B I U

Default Font Size

Normal HTML Preview

Words:0 Characters:0

Instructions on How to Apply:
(e.g. by Email or Phone)

B I U

Default Font Size

Normal HTML Preview

Words:0 Characters:0

Job Requirements:

B I U

Default Font Size

Normal HTML Preview

Words:0 Characters:0

Workplace Location
(Street Address, City, State, Zip):
100 Character limit

Contact Phone Number for this Job: () - () - () Ext: * Phone Number Required

Contact Fax (optional): () - () - ()

Did you remember to check Active so your Job Posting displays on the website?



Save & New



Save & Duplicate



Cancel

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.

Job Placement Center - Manage Job Postings



To ADD a New Job Posting, click the Add button [+](#) Add

Search Active Jobs

Job Title:

Category:

All

Job Type: Full Time
 Part Time

Hourly Wage Minimum:

Hourly Wage Maximum:

 Search

Search Results (In order of Most Recently Created)

testing Title for Job Test Employee	Edit Delete Status: Active
testing Title for Job Test Employee	Edit Delete Status: Active
testing Title for Job Test Employee	Edit Delete Status: Active
testing Title for Job Test Employee	Edit Delete Status: Active

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 Marshall Wolf at Penta Career Center
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