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
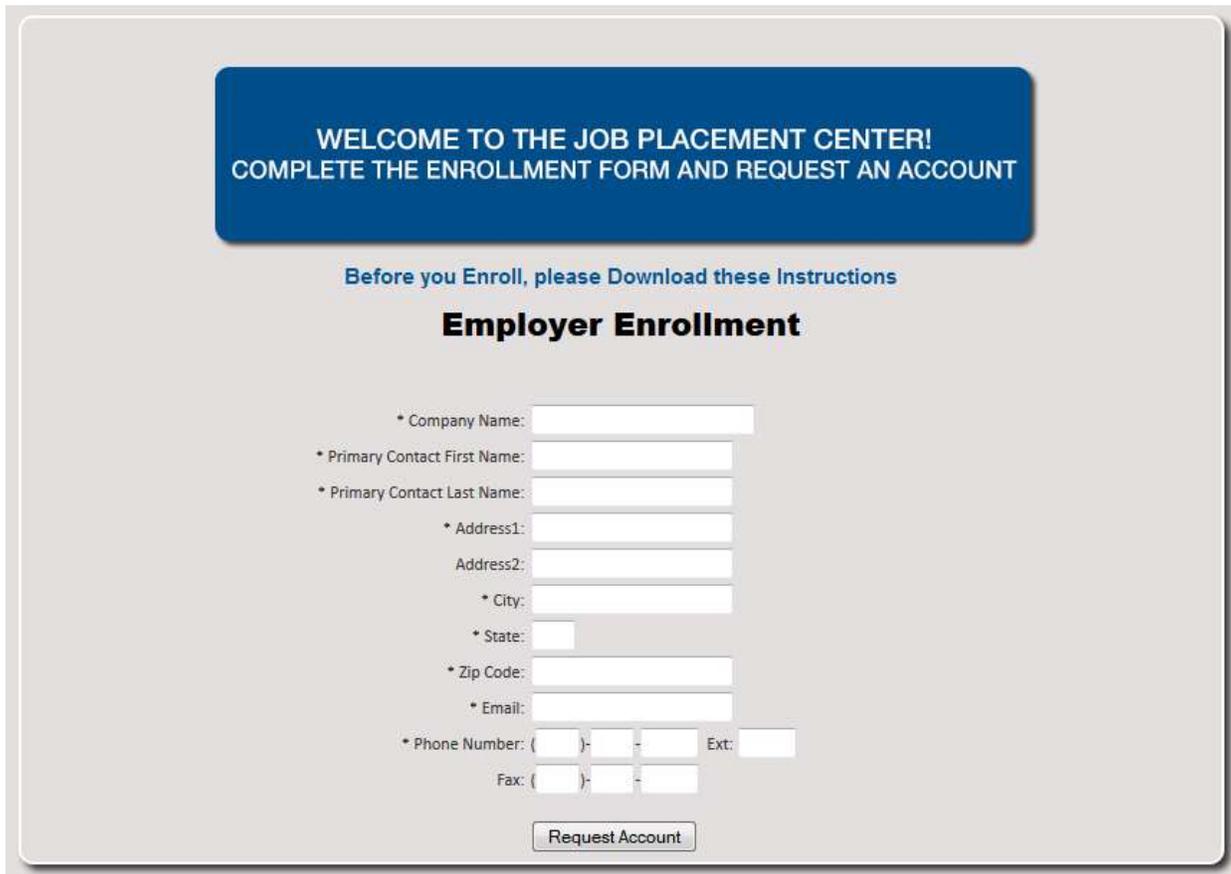
This completes Step 1

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.
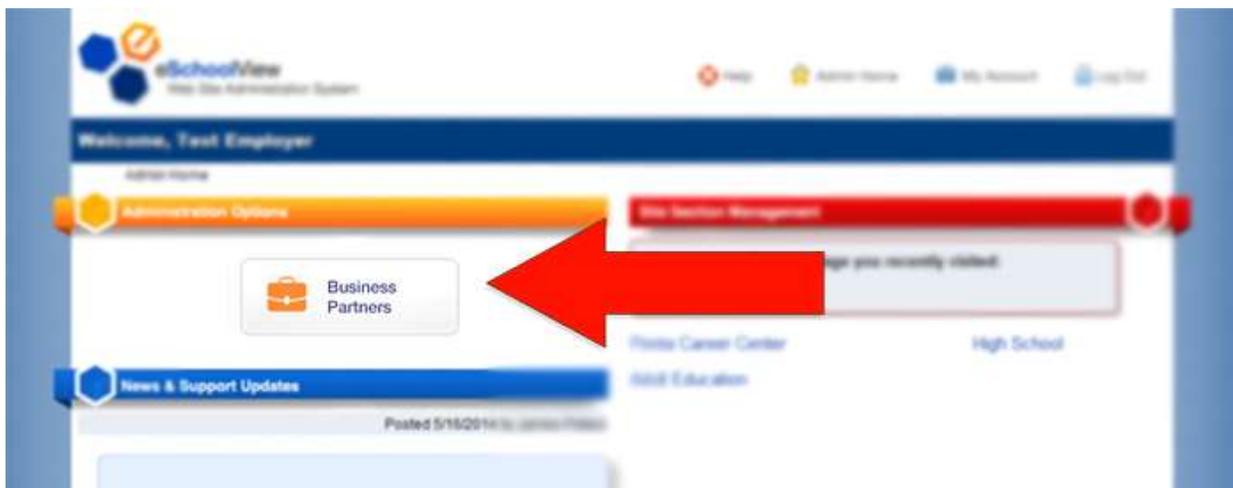
This completes Step 2

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:

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

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Job Requirements:

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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.

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
   a. mwolf@pentacc.org
   b. 419-661-6372