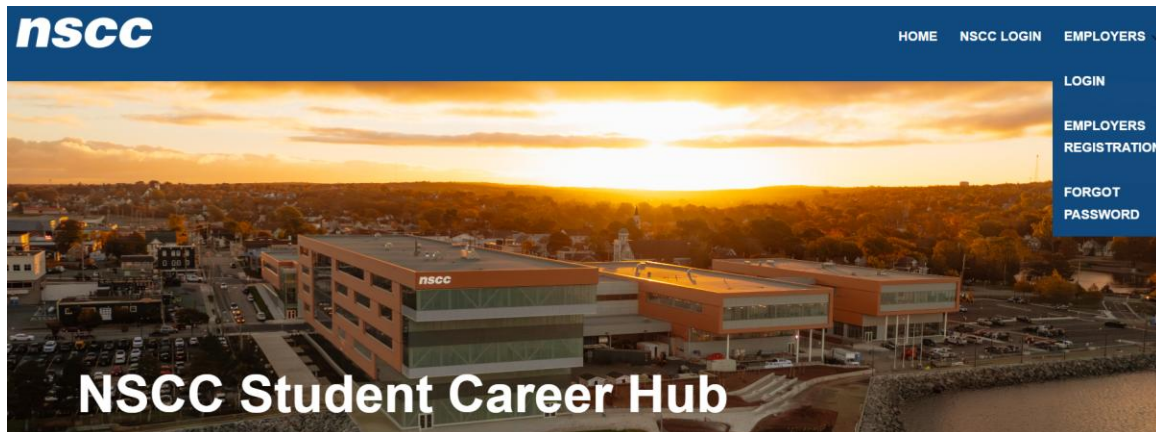


NSCC Student Career Hub Employers Account Registration

Employers Registration Process

1) From the [NSCC Student Career Hub](#) homepage select **Employers** on the top right-hand side of the login screen. From the dropdown menu click **Employers Registration**.



2) The **Forgot Password** option may be used if an employer account has already been set up in the system. The **Email reset password link** will allow you to regain account access without the need to register an employer account.

Forgot Password

Resetting your forgotten password is a two step process. Please follow the instructions below.

Step 1. Email reset password link.

Please enter your Login ID below and click on "Email Reset Password Link". A link will be emailed to the email address associated with your account

Your Login ID: *

Email Reset Password Link

3) **Employers Registration** page is to create a new account. To create a new employer account, enter the **Organization Information** in the **Details** section. The Organization Name and the Description/Sector (Ex: Business, Construction, Technology, etc.).

Organization Information

DETAILS

Organization Name*

Description / Sector*

4) Enter the **Division Information** in the **Details** section. The details include the Office/Branch as the location the student will be working at. The Company Address, Office Phone Number, Office Email Address, Hours of Operation, and Website details are filled out in this section.

Division Information

DETAILS

×

Office/Branch

This is the location the student will be working.

Address

City

Province / State

Postal Code / Zip Code

Country

Office Phone

Office Email

Office Fax

Hours of Operation

Website

5) The **Login Information** includes an Email Address and Password that will be used for login purposes to access the NSCC Student Career Hub website.

Login Information

Email Address *

Password *

👁

Password Check *

6) The **Contact Information** is filled out with Name, Job Title, and a Phone Number. Once the information has been reviewed for accuracy select **Continue**.

Contact Information

Salutation
--Select-- ▼

First Name *

Last Name *

Job Title *

Phone Number *

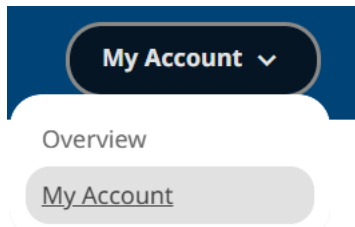
Continue

7) The **Welcome** page appears upon completion of the registration process. There are employer guidelines and resources available in the **Dashboard** to reference for additional information.

The screenshot shows the NSCC MacLeod website dashboard. At the top is a dark blue header with the NSCC logo on the left and a 'My Account' dropdown on the right. Below the header is a navigation bar with a hamburger menu icon, the text 'OVERVIEW', 'JOB POSTINGS', and 'RECORDS', and a grey box with the text 'To exit full screen, press and hold Esc'. The main content area has a dark blue sidebar on the left with the 'MacLeod' logo and a 'DASHBOARD' section containing links: 'Employer Training & Resources', 'Employer Guidelines', 'Health & Safety', 'Required Forms', 'Work Experience', 'Job Board', and 'Logout'. The main content area has a dark grey header with a back arrow, the text 'Welcome MacLeod', and 'Announcements'. Below this is a card titled 'Connect with Future Talent' dated 'Jul 22'. The card features a photo of students in graduation gowns and text: 'Thank you for partnering with Nova Scotia Community College to support student success through meaningful work experiences. The NSCC Student Career Hub is our centralized platform designed to connect employers with talented, work-ready students across a wide range of programs. Whether you're posting co-op positions.' A 'Read' button is at the bottom of the card.

Access Employers Account Information

1) Select the **My Account** feature located in the upper right-hand corner to view and edit the Organization Profile.



2) Your Account Information below **User Information** features the options to change the password and email address that is used to access the account. The option to **Link account to your LinkedIn** is useful to provide students a company overview and networking opportunity.

Your Account Information

Organization Profile

Organization Name:

Patricia's Computer Repair

Description / Sector:

Technology

Division Profile

Office/Branch:

Halifax

User Information

Change Password

Change Email Address

Link account to your LinkedIn

3) The **Contact Information** may be used to make changes and updates to the account. To apply the changes, click on the **Save** button at the bottom of the screen when finished.

Contact Information

Salutation

--Select--

First Name *

Last Name *

Job Title *

Phone Number *

Address Line 1

N/A

Address Line 2

N/A

City *

Province*

--Select--

Country*

Canada

Postal Code / Zip Code *

Website

Email Opt In: With your consent you may be invited to future NSCC career events and opportunities. We promise no spam, just relevant information.

☒ Yes

☐ No

↑

Save

Cancel