

Alumni Guide to using Lesley Career Connection

Welcome to *Lesley Career Connection* where you can search for professional or volunteer positions, look for CRC events and off-campus job fairs, review the database of employers and the Alumni Career Network, and post your resume in case employers want to search the Lesley candidate database. Please follow the easy directions below.

New Users - Registration:

- Email the Career Resource Center at lcc@lesley.edu with your full name, year of graduation, and degree, major/program.
- After you receive your user name and password by email within two working days, go to www.lesley.edu/crc/lcc and enter your user name and password.
- Complete each section and then click "Save" for that section. When you finish the last section, go to the top of the page and click "Continue."
- For Educators: In the "Major/Program/Education License" field, please be sure to click on BOTH your license and your major(s) or program.
- When you finish the last section, go to the top of the page and click "Continue."
- Click on the Submit Profile button.
- Once you have submitted your profile, your account will be in pending status. You will receive an email after your profile is approved. Once your profile is approved, you will be able to see all the options on the top bar of your home page.

Returning Users:

- Go to www.lesley.edu/crc/lcc and enter your username and password.
- You will arrive at your home page; select an option from the menu bar.

Questions?

- Email lcc@lesley.edu for assistance or call the phone number below.