Wildcat Career Network - How to Create an Employer Account

1. Login to WCN by going to this link: cwu.edu/career-network:

2. Select “Employers” which will take you to the screen below:

3. To create a new employer account, select either “Sign Up” or “Sign Up and Post Job”. For this example, “Sign Up” was selected which takes the user to the screen below. If you are uncertain if you have already created an account, you can try the “Forgot Password” button to reset your
4. Fill out the necessary fields. **Note:** * indicates a required field:
   a. In “Organization Name”, you can enter part of your organization and then search the database for the official company name.
   b. In the “Industry” field, you can select one or multiple entries by using the “Ctrl” button and making multiple selections.
   c. Once you have filled all of the required fields and any of the other sections, click “Submit”. This will bring up a confirmation of the account creation shown below:
d. Your account will then be reviewed by the CWU Career Services Administrators for approval. You will receive an email once the account application is approved.

5. Once the account application is reviewed and approved by CWU Career Services you will get an email alerting you to the approval. There is also a link on how to create a password for your new account. Below is what this email looks like:

Welcome to the Wildcat Career Network!

cwu@csu.simplicity.com
To: Aaron Woods

Caution: This email originated from outside the university.
Do not click on links, open attachments, or reply unless you recognize the sender and know the content is safe. If you consider this email as phishing or spam please use the Report Message Button in Outlook to inform both the CWU Service Desk and Microsoft.

Central Washington University

Hi Aaron,

Welcome to our online recruitment system the Wildcat Career Network! Here you can post jobs and internships, search student resumes, and participate in recruiting events at our school.

Your account on WCN has been approved. Simply create a password to login for the first time:

Set Your Password

Get started today by completing your employer profile and posting a position for Central Washington University students and alumni.

For future logins to the WCN, use:

List: https://cwu,simplicity.com/employers
Username: aaron.woods@cwu.edu
Password: Set upon initial login

We wish you the best of luck with your recruiting efforts at CWU and look forward to working with you!

Feel free to contact us if you have any questions or concerns.

Take Care,

6. Click the “Set Your Password” link and follow the instructions to setup a password.

7. Your CWU Employer Account is now ready to use.