



# Career Insider

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## How to Create a New Account

1. Enter the web address below into your web browser.

<http://www.noblenet.org/bhcc/databases.htm#careerinsider>

This will take you to the BHCC Library’s Articles Online page. Click on the link to Career Insider. If you are accessing the database from off-campus, you will need the 14 digit number on the back of your BHCC student ID card. If you encounter log-in issues, contact a BHCC librarian

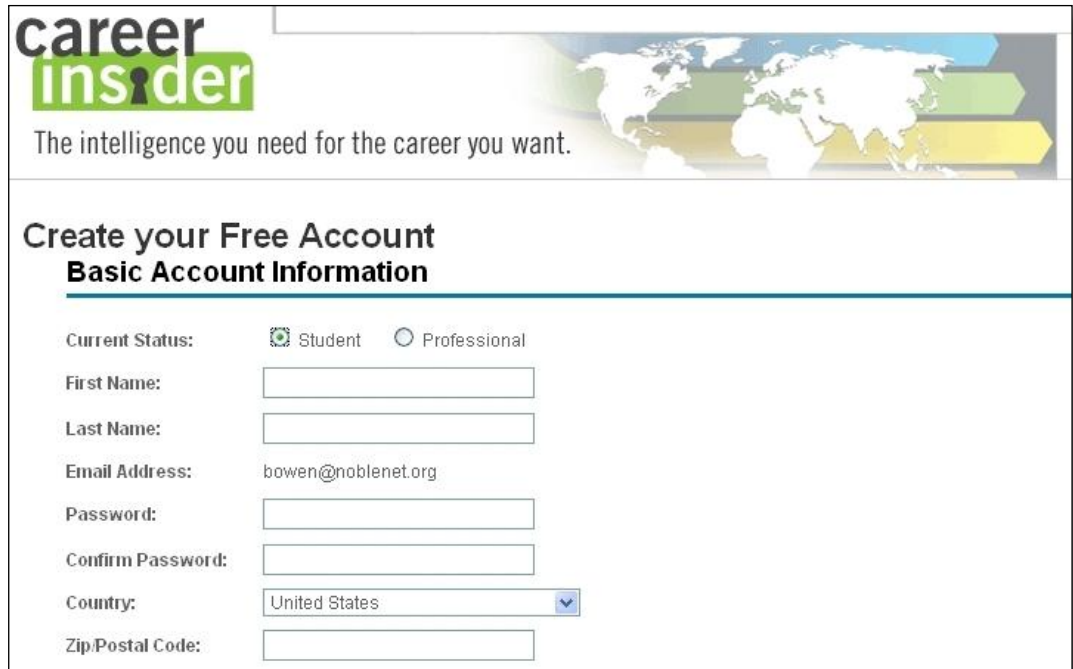
2. Career Insider requires all new users to create an account. Enter your email address in the box labeled “Enter a valid email address” as shown below then click “Create an Account”

The screenshot shows the Career Insider website interface. At the top left is the 'career insider' logo with the tagline 'The intelligence you need for the career you want.' To the right is a world map and the 'POWERED BY vault' logo. Below the header, there is a welcome message: 'Welcome to unlimited, premium access to the Career Insider. The Bunker Hill Community College in conjunction with Vault.com has arranged for you to have free, unrestricted privileges to the largest most comprehensive online career resource available. Content is updated daily so be sure to visit frequently.'

The main content area is divided into two sections:

- Log in:** Contains fields for 'Email address:' and 'Password:', a 'LOG IN' button, and a link for 'Forgot your password?'.
- New to Career Insider?:** Contains a list of benefits for registration:
  - Downloadable Career Guides
  - Employer profiles and rankings
  - All discussion boards
  - Industry blogs and news covering the latest trends and issues
  - Diversity, green programs and leadership development profiles
  - Vault's job board, which matches employers and recruiters with top talent (that's you.)
 Below this list is an 'Enter a valid email address:' field and a 'CREATE AN ACCOUNT' button. A red arrow points to this field.

3. Fill out the required information as shown below.



The screenshot shows the Career Insider website header with the logo and tagline "The intelligence you need for the career you want." Below this is a form titled "Create your Free Account" with a sub-section "Basic Account Information". The form includes fields for "Current Status" (radio buttons for Student and Professional), "First Name", "Last Name", "Email Address" (pre-filled with bowen@noblenet.org), "Password", "Confirm Password", "Country" (dropdown menu set to United States), and "Zip/Postal Code".

4. Click the orange "I accept" button at the bottom of the page when you are finished. You will be taken back to the Career Insider login screen where you can now use your new account to sign in.



The screenshot shows the bottom of the account creation form. It contains two unchecked checkboxes: "I would like Vault to send me emails on behalf of employers." and "I would like to receive email from Vault and their partners." Below these is a prominent orange button with the text "I accept. Create my account".