

New Jersey City University
The Frank Capone Career Development Center
201-200-3005 Vodra Hall Room # 101

Instructions for Students Registering on Monstertrak at NJCU

Monstertrak (not Monster.com) is New Jersey City University's online page through which seniors and graduates can post resumes & cover letters, view job openings posted with the Career Center and submit resumes to employers via the internet. **To register in Monstertrak at NJCU take the following steps:**

1. Go to the Career Center website at www.njcu.edu/dept/acp.
2. Click on the menu item called **job placement**.
3. Click on **Monstertrak**.
4. Click on **students/alumni**.
5. Scroll down and click on the button that says "**Enter here to register**".
6. This will take you into the registration page which you then complete (this information is not seen by employers).
7. At the end of the registration you will be asked to create your own unique user password (passwords are case sensitive).
8. Having completed the Monstertrak registration process, return to and click on the **students/alumni** menu item on the Career Planning website and then click "**Log in to Monstertrak**".
9. Enter your e-mail and password in the log in box on the right side of the page.
10. Use the sections marked "**Resumes**" and "**Cover Letters**" to upload your documents.
11. **We STRONGLY RECOMMEND that if you have not had your resume and/or cover letter previously reviewed by our office that you do so prior to posting it on Monstertrak.**
12. Click the desired menu items to search Monstertrak.

If you are a senior or alumni and have not already registered with our office for all placement services, we encourage you to do so. Contact Ms. Shirley Williams at **201-200-3571** or by email at SWilliams3@njcu.edu for further information.

If you continue to have questions regarding the Monstertrak registration process please contact Mr. Mike Moriarty at **201-200-2191** or MMoriarty@njcu.edu