How To Set-Up & Access Your Cougar CLAW Account:

As a currently enrolled student at LCCC, you have access to the LCCC Cougar CLAW. Please follow the steps below to set-up your account.

- In your LCCC Portal click on 'Student Resources' and select "Cougar CLAW".
- Click on the 'Forgot Password' button.
- Complete the form by listing your Username/ Student ID number which begins with a capital L followed by 8 digits.
- An email from 'careerservices' containing a link will immediately be sent to your LCCC email account. **_Within 24 hours_** of receiving the email, click on the link provided to create a new password.
- Login using your username (student ID/L #) and password.

How to Search for Jobs on The Cougar CLAW

To Search All Jobs

- Click on Jobs, then click on the '**Search**' button to view all job listings.
- To customize your search, under the Keywords search box choose from **Position Type**, **Industry**, **Job Function**, or More Filters.
- If you know the **Job ID number**, type the number in the Keywords search box.
- To view the job description and how to apply, click the job title.

To Search for On-Campus Employment Jobs

- Under the Keywords search box, click on '**Position Type**' then select '**On-Campus Employment**'.

Upload your Resume to be Reviewed by LCCC's Staff

- On the homepage select "**Add a Resume**" then select the '**Add New**' button.
- Label your resume with a Professional Name (example: JDoe Resume).
- Choose Document Type from the selections provided.
- Click '**Choose File**', select your document, and click '**Open**'. Under "**Student Notes**" you may include any information you would like to share with the Career Development Staff.
- Click '**Submit**' for your resume to be reviewed. You will receive an email at the address associated with your account to let you know if your resume is *APPROVED* or *UNAPPROVED* and needs additional work.

To Locate Previously Uploaded Documents & Notes Received

- Click your first and last name initials circle button in the top right corner and select "**My Documents**". Here you will find all uploaded documents.
- To view notes you received: Click on the name of the document and scroll to the "**Document Review Information**" section.

For more information contact the LCCC Career Development Center:
Phone: 610-799-1090 - **Location:** SSC 4 - **Email:** careerservices@lccc.edu