



1. I forgot my password.

Passwords are case, space and numeric sensitive. Please click on [Forgot Password](#) and follow the directions there.

2. What is the difference between “Organization” and “Division”?

Organization is the parent company. Division is equivalent to a branch. NOTE: If this is not applicable, make Organization and Division the same.

Example 1: Organization – Recipes Unlimited
 Division – Kelsey’s Restaurant - city

Example 2: Organization – Tom’s Landscaping
 Division – Tom’s Landscaping

3. What do I do when my login is already in use / not unique?

This means your email address has already been used to setup an account. You may already have registered and forgot your password and/or you are trying to set up another account with a common email (i.e. [hr@yourcompany.com](#)). If you already have an account and need to reset your password, please click on [Forgot Password](#) and follow the directions.

4. How do I post a job?

Once you have logged into MyCareer, there are two job posting boards you can choose from; Career Services or Co-op. There are descriptions to help you determine which is most applicable for your job. When posting to the Co-op board, please indicate one or more related programs. If you would like to promote on both boards simultaneously, please post to the Co-op board and indicate in the Additional Information Section your request.

Select a previous posting to repost or select new job. Fill in all required fields and click ‘Submit Posting for Approval’. One of our Career Service team members will review your posting for approval and contact you if clarification is needed.

5. Who do I contact if I have any questions or experience a problem using MyCareer?

You may contact us by email at nccareerservices@niagaracollege.ca or by phone 905- 641-2252 ext. 4165 or 905-735-2211 ext. 7777. Our office hours are Monday – Friday 8:30am – 4:30pm.