How to Create A Hosting Account:

<u>Create an account</u> using your **company email address**. If you already have an account, please use the original company email used when creating your account as your username during login.

Register	
*Type of account	
 Student 	
e Host	
First Name	
*Last Name	
Phone	
* FEIN	
Company / Organization	
*Company / Address	
*Company / Website	
*Industry	
- Select	~
*Email Address	
*Confirm Email Address	
Password	
*Confirm Password	

Once you are registered, click on <u>Host Company Login</u> under High School Internships, and use your **company email address** and **password** to login.

High School Internships				
Host Company Login				
Host Company Instructions				
Student Login				

If you do not remember your password, select "I have forgotten my password and want to reset it". You will receive an email to change it.

RETURNING INTERNSHIP USER	
Sign In	
*Username	Q
*Password	
LOGIN	
• I have forgotten my password, and want to	o reset it

How to Create an Internship Opportunity:

When signed in you will see a tab for 'Internships'.

To add an internship opportunity, click on the 'Internships' tab.

Internshi	p Opportunitie	es				
Tasks Account	Internships Student Submiss	sions				
Date Title	Company	Industry	Period Type	Active Status	Approval Status	+ Add

Once there, click the button with the bright green '+' sign labeled 'Add' to the right of the page.

Internship Opportunities						
Tasks Account Internships Student Subr	nissions					
Date Title Company	Industry	Period Type	Active Status	Approval Status	+ 4	.dd

Fill in the required fields. Then Select if you would like to save the internship opportunity as a draft or as completed. Selecting completed will send it out to be approved by the administrator. Make sure you submit the opportunity.

Your internship opportunity will go through an approval process before it is visible on the website. Once approved, students will be able to begin applying.

How To View Student Submissions:

When a student applies, you will receive an email to notify you.



Sign into your account and select the 'Student Submissions' tab.

Internship Submissions					
Tasks Accou	unt Internships St	udent Submissions			
Date	Title	Email Address	Internship Listing	Selected	
06/28/2022	Sawyer, Jane	student@swissmango.com	Host Company	No	View

At first glance, you can see the date the applicants have applied as well as their name, email, the title, and whether or not the applicant has been selected.

From there, click the '**View'** button to the right of the page. You can then review the applicant's submission.

Internship Submissions						
Tasks Account	Tasks Account Store Orders Bulletin Board Internships Student Submissions					
	\mathbf{X}					
Date	Title	Email Address	Internship Listing	Selected		
		the deside of the second se		Ni-	Miour	

From there, you o	can contact them	through the	information 1	thev	provided and	d set up a	n interview.

Applicant Informati	on	
First name	Jane	
Last name	Sawyer	
Email	student@domain.com	
Phone	123-456-7890	
What high School do you attend?	Martin County High Schor	
Grade Level	12th Grade v	
Will you be able to transport yourself to / from your work based learning opportunity?	YesNo	
Tell us why you are interested in this opportunity	I am interested in a job where I can help improve their AutoCAD designs with my learned skills.	^
		* //.
* Accept or Reject	 Accept Reject 	
SUBMIT		

At the bottom of the page, you have the option to **accept** or **reject** the application. You will need to do this step for all applicants whether accepted or rejected. This step needs to be completed once the interviews have been completed and a student has been selected.

Choosing Accept will send an email to the applicant letting them know they have been chosen.



Selecting **Reject** will send an email to the applicant letting them know they have not been selected.

