How to Create A Hosting Account:

[Create an account](#) 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.

NEW INTERNSHIP USER

Register

*Type of account
○ Student
◉ Host

*First Name
[   ]

*Last Name
[   ]

*Phone
[   ]

*FEIN
[   ]

*Company / Organization
[   ]

*Company / Address
[   ]

*Company / Website
[   ]

*Industry
[- Select   ▾]

*Email Address
[   ]

*Confirm Email Address
[   ]

*Password
[   ]

*Confirm Password
[   ]

CREATE ACCOUNT

Once you are registered, click on Host Company Login under High School Internships, and use your **company email address** and **password** to 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.
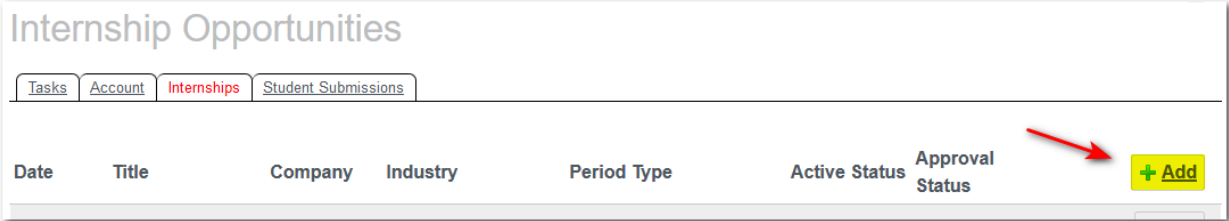
How to Create an Internship Opportunity:

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

To add an internship opportunity, click on the **'Internships'** tab.
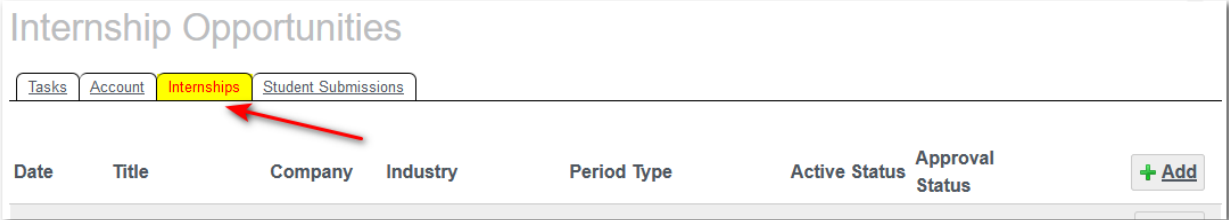
Once there, click the button with the bright green '+' sign labeled 'Add' to the right of the page.

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.

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.
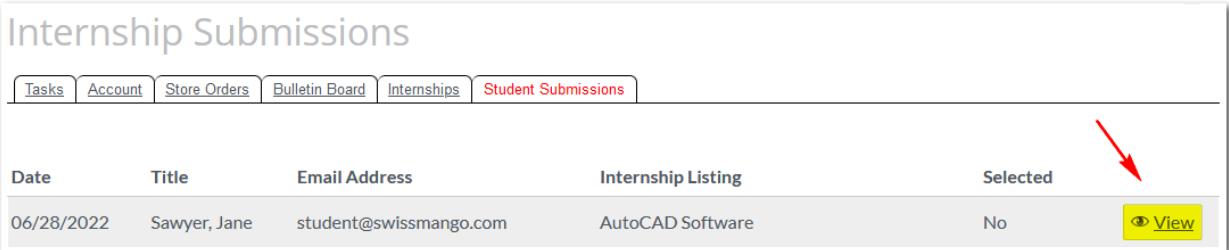
From there, you can contact them through the information they provided and set up an interview.

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.