(STEP 1) Student Profile Set-Up

1. Click the link to take you to the student home page: Login
2. You will be required to create a password. Fill in the green highlighted box with your memphis.edu email

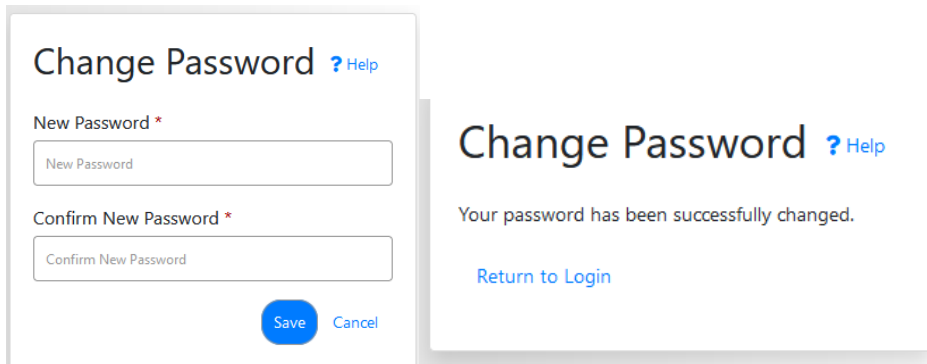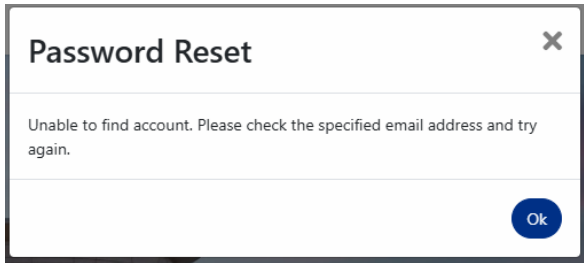3. You will see a pop-up confirming an email sent to reset password.

4. You will then create a new password.

5. Once a new password is created you will see a pop-up box confirming a password was created.

6. <mark>**If the system is unable to locate for some reason** then you will receive a pop-up indicating an account cannot be found.</mark>

Password Reset   ✕

Unable to find account. Please check the specified email address and try again.

Ok

Make sure the email was typed in correctly and if the alert still shows reach out to the Internship Coordinator, Stephanie Chester: snnchols@memphis.edu.

Complete Internship Application and Setting up student profile

1. Once logged in you will be asked to complete your initial internship application:

Intern Registration

In order to complete the registration, you must follow the steps listed below.

0%

First Name
_SNC

Last Name
_Test

Address Line 1

Address Line 2

City

State
- Select -

Postal/Zip Code

Country
- Select -

Memphis Email
snctest@test.org

Personal Email Address

Mobile Phone

Receive Text Messages *
- Select -

2. There will be multiple steps and information that must be provided. The information you provide will save as you go. The application must be completed entirely before submitting.

a. The resume submitted will be viewable by employers so make sure that it is up to date and closely resembles the provided template. https://www.memphis.edu/healthsciences/pdfs/sample_resumes_healthwellness.pdf

b. If you have trouble or need assistance in capturing your UMDegree there are additional resources found on the website and within GradLeaders under resources. how_to_download_your_umdegree_worksheet.pdf

c. When asked if you are CPR certified, if you **ARE NOT** currently CPR certified, you will select no. There will then be a reminder on your dashboard to complete your certification prior to the start of the internship.

3. Completion of the student profile will grant you access to your student dashboard. You will have limited access until you are confirmed eligible.


4. Once confirmed eligible, you will receive an email notification and be able to submit your site request form. (**See instructions on Internship Site Approval Process)**

5. If you are in-eligible you will have Dashboard with limited access until eligibility requirements are met.

(Step 2) Internship Site Approval Process

1. Students are encouraged to reach out to previously attended sites who are approved by the University.
2. Previously attended site contact information can be found under **Internship Sites-** *Site Research*
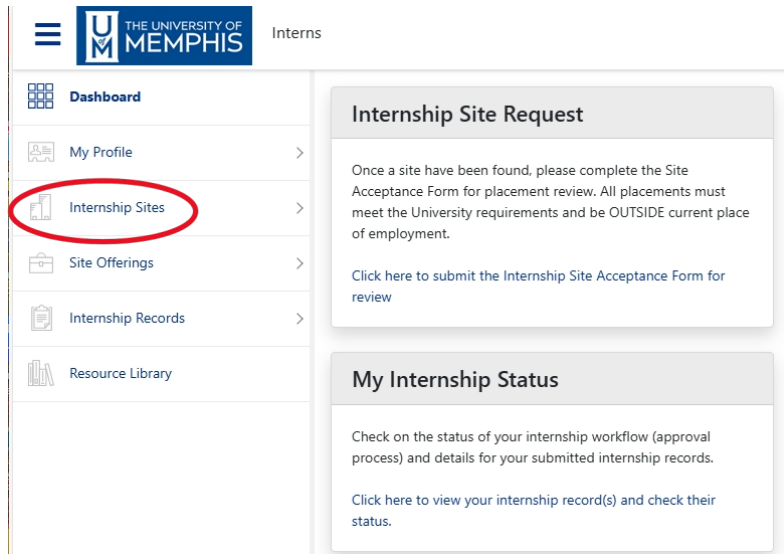
Students can search by specialty, location, or just a site name.
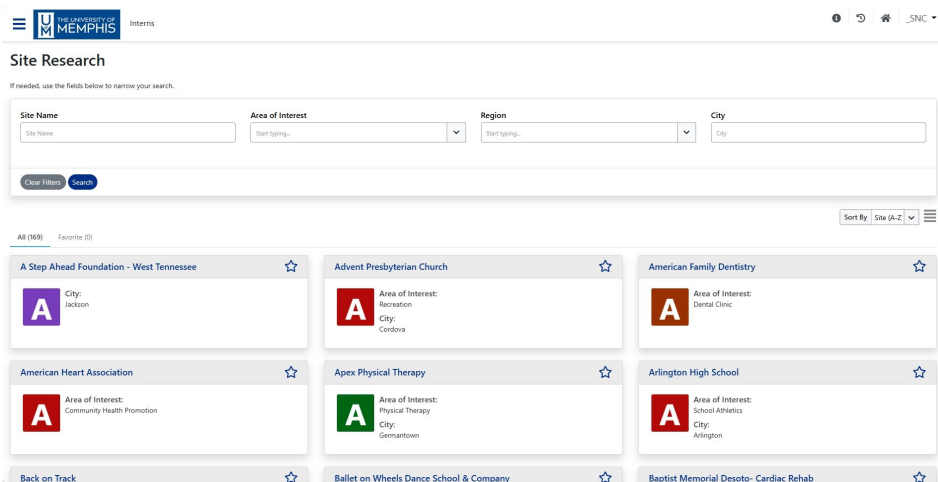
*If a site does not show up on this list, it does NOT mean they do not have an internship. Students can find an internship outside of the site list. New Sites require an additional review process.

3. If specific sites have posted internship opportunities, they can be found under **Site Offerings**
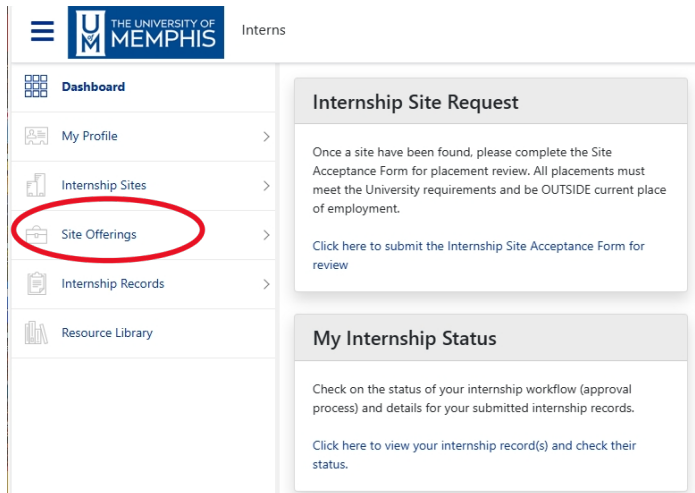
4. Once a site has been confirmed for internship there is an Internship Site Request form that must be submitted. This will take place directly from the dashboard at **Internship Site Request.**
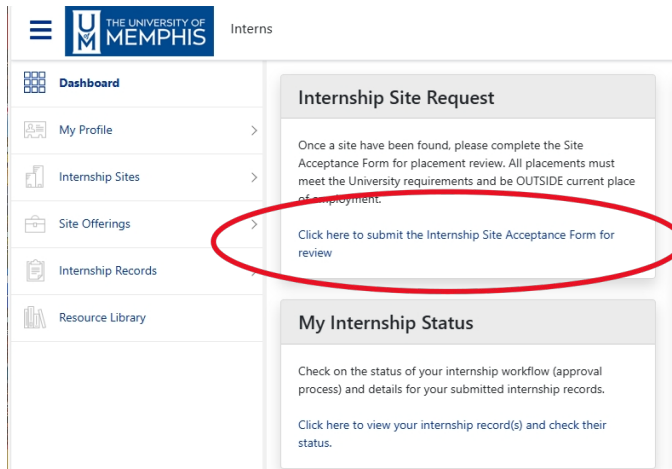
5. Once all site information is submitted the request will be reviewed. The status of the internship placement request can be viewed under **Internship Records.**
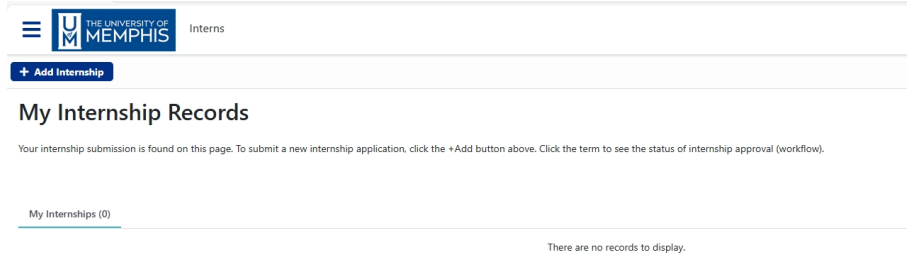
6. When an internship placement is approved, it will appear on the students dashboard and show **APPROVED!**