

## (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.

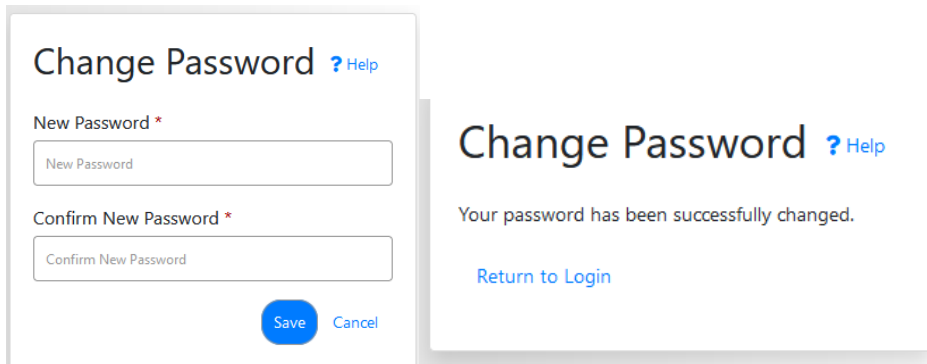
### Password Reset



We have sent you an email, which contains a link that will allow you to change your password.

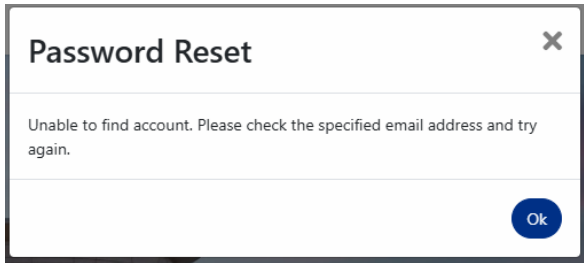
Ok

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



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](mailto: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 <input type="text"/>	Address Line 2 <input type="text"/>
City <input type="text"/>	State - Select - <input type="text"/>
Postal/Zip Code <input type="text"/>	Country - Select - <input type="text"/>
Memphis Email <a href="mailto:sncstest@test.org">sncstest@test.org</a>	Personal Email Address <input type="text"/>
Mobile Phone <input type="text"/>	Receive Text Messages * - Select - <input type="text"/>

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.
- 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](https://www.memphis.edu/healthsciences/pdfs/sample_resumes_healthwellness.pdf)
  - 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.

The screenshot shows the 'Interns' dashboard for a user named 'SNC'. The dashboard is divided into several sections:

- Dashboard:** A sidebar menu with options: Dashboard, My Profile, Internship Sites, Site Offerings, and Resource Library.
- CPR Certification Required:** A prominent alert box with the text: "You are missing your CPR Certification. Click here to update your profile". Below this, it states: "You will not be able to participate in your internship until a valid certification is uploaded."
- Internship Program - Welcome!** A section featuring a photo of a doctor and a patient, and a list of important dates:
  - Attend Internship Meeting – Spring date is Feb 7<sup>th</sup>, 2:00-4:00pm
  - Complete Internship Application – Spring deadline is Feb. 28<sup>th</sup>
  - Complete Internship Interest Survey (Specific to UCH, ROH, Methodist, and Cresthaven Center) – March 7<sup>th</sup>
  - Class Registration for Summer – April 7<sup>th</sup>
  - Site Confirmation – April 21<sup>st</sup>
- Featured Resources:** A section with a link to "Internship Expectations".
- Announcements:** A section with the text: "The list below contains 5 of the latest announcements. Click 'View All' to see the complete list." and a "View All" link.
- Professional Development:** A section with a "Manage My Resume(s)" link and a "Stephanie Chester Resume Feb Upload" button.
- Internship Expectations:** A section with the University of Memphis logo and text: "College of Health Sciences Internship. The internship is the last step for undergraduate students within the College of Health Sciences. The fundamental purpose of all field experience activities supported by the College of Health Sciences (CHS) is to provide students with growth and development opportunities in a field/lab-based setting. Upon completion of required field experiences, students should be able to make the transition from student to professional or on to graduate College and function at an optimal level of competence in their future professional career. Please see the Internship Expectations document for the details."

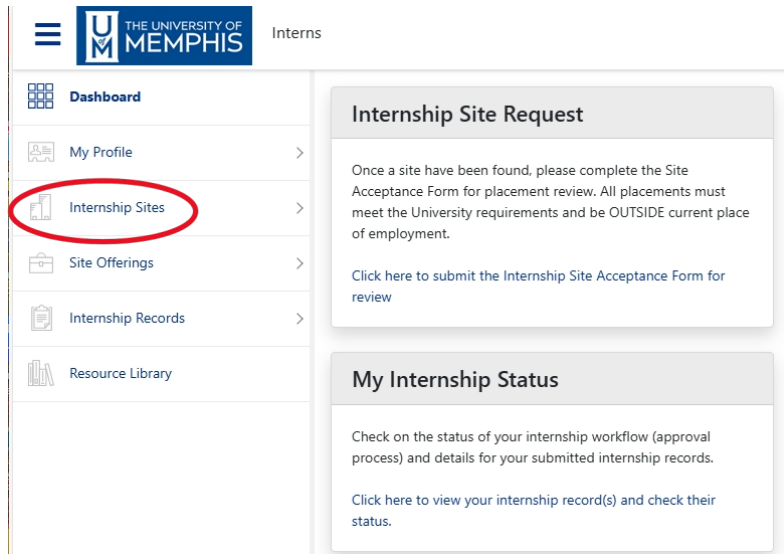
4. Once confirmed eligible, you will receive an email notification and be able to submit your site request form. **(See instructions on Internship Site Approval Process)**
5. If you are in-eligible you will have Dashboard with limited access until eligibility requirements are met.

The screenshot shows the 'Interns' dashboard for a user named 'SNC'. The dashboard is divided into several sections:

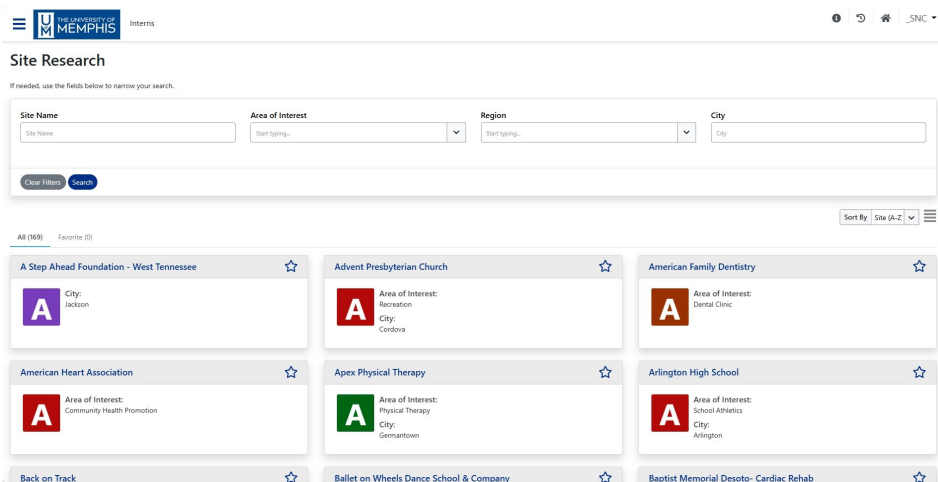
- Dashboard:** A sidebar menu with options: Dashboard, My Profile, Internship Sites, Site Offerings, and Resource Library.
- Not Eligible for Internships:** A prominent alert box with the text: "You are not eligible for the internship program at this time. Make an appointment with your advisor via Navigate for more information."
- Internship Program - Welcome!** A section featuring a photo of a doctor and a patient, and a list of important dates:
  - Attend Internship Meeting – Spring date is Feb 7<sup>th</sup>, 2:00-4:00pm
  - Complete Internship Application – Spring deadline is Feb. 28<sup>th</sup>
  - Complete Internship Interest Survey (Specific to UCH, ROH, Methodist, and Cresthaven Center) – March 7<sup>th</sup>
  - Class Registration for Summer – April 7<sup>th</sup>
  - Site Confirmation – April 21<sup>st</sup>
- Featured Resources:** A section with links to "How to download your UMdegree" and "Internship Expectations".
- Announcements:** A section with the text: "The list below contains 5 of the latest announcements. Click 'View All' to see the complete list." and a "View All" link.
- Professional Development:** A section with a "Manage My Resume(s)" link and a "Stephanie Chester Resume Feb Upload" button.
- Internship Expectations:** A section with the University of Memphis logo and text: "College of Health Sciences Internship. The internship is the last step for undergraduate students within the College of Health Sciences. The fundamental purpose of all field experience activities supported by the College of Health Sciences (CHS) is to provide students with growth and development opportunities in a field/lab-based setting. Upon completion of required field experiences, students should be able to make the transition from student to professional or on to graduate College and function at an optimal level of competence in their future professional career. Please see the Internship Expectations document for the details."

## (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**

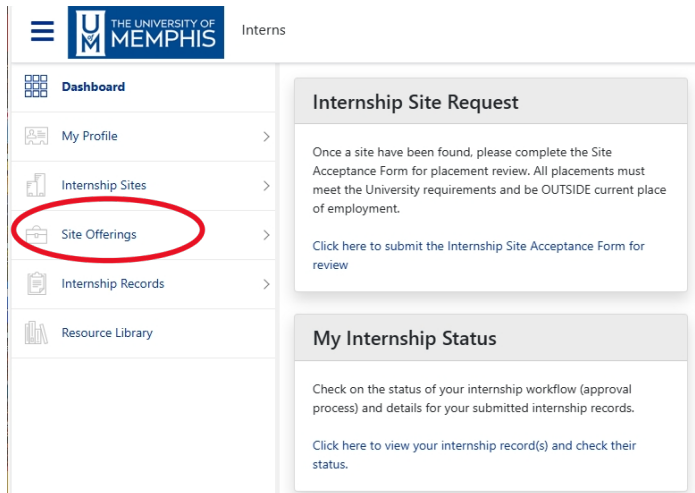


Students can search by specialty, location, or just a site name.

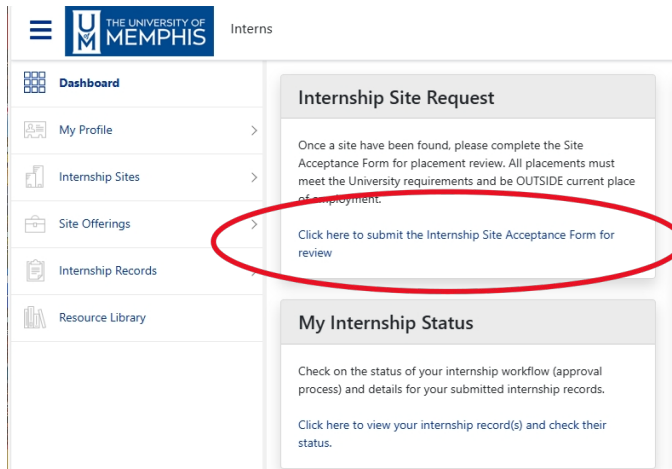


\*If a site does not show up on this list, it does NOT mean they do not have an internship. Students can find an internship outside of the site list. New Sites require an additional review process.

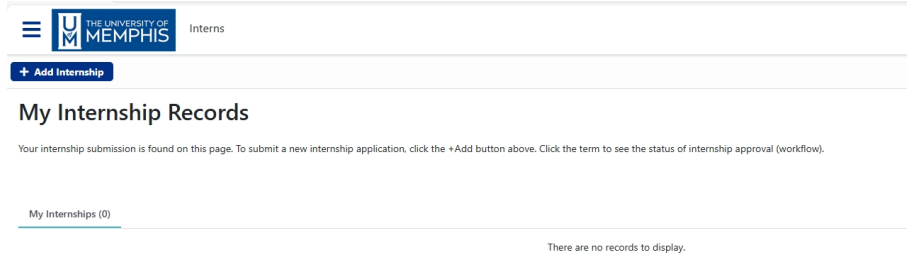
3. If specific sites have posted internship opportunities, they can be found under **Site Offerings**



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!**