



## Student Guide to Cal U's InternLink System

Access the InternLink website at <https://www.myinterfase.com/cup/student>

1. **New Users - Registration:** If you are not a current user, click on "[Click here to Register!](#)" and follow the directions on that page.
  - Complete all sections and click on the *Register* button. Required (\*) fields are marked with an asterisk.
  - Click on the Submit Profile button 
2. **Existing Users:** Log into the system using your InternLink Username and Password.

### Existing Users - Update your profile

- Put your cursor over My Account and select My Profile.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an *[Edit]* link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the *Save* button.

### Upload your documents

- Put your cursor over *My Account* and select *My Documents*.
- Click on the *[Upload File]* link.
- Click the *Browse* button to find your document.
- Select the correct document and name it.
- Click the *Upload* button.

NOTE: When uploading more than one document, make sure your most generic resume is your default. Internlink will prompt you to select the default resume. Your default resume is the document that employers can view when accessing our system.

### Searching for Internships

- Put your cursor over *Internships* and select *Internship Search*.
- Fill in the search criteria to narrow down your job search OR just click the *Search* button (without entering any search criteria) to view all current jobs.
- Click on the Internship ID to see the specifics of the position and how to apply.

### The Resource Library

The Resource Library is located on the front page of your InternLink homepage. Here you can view available resources related to specific majors such as web site, and also general guidelines for internships. Click on the + sign next to the folders to view the contents in the folders.

### Completing your Internship Application: **\*\*NEW PROCESS!!!\*\***

1. *Beginning on the left side of your home page in InternLink, click on "I want to Create an Internship Application."*
2. *Select the term in which you will be doing the internship; select "click here" to begin application process.*
3. *Once ALL fields are filled out, click on "Submit". The internship application is then submitted to the Internship Center for review and to initiate the approval workflow process.*

*If you need help, please come to the Internship Center at Eberly 230, give us a call at (724) 938-1578 or e-mail [primm@calu.edu](mailto:primm@calu.edu) or [beck\\_t@calu.edu](mailto:beck_t@calu.edu).*