

Creating an Internship Opportunity in *Learning in Action*

Logging into Learning Into Action

1. On your web browser, visit the [Learning In Action](#) online portal.
2. Using the menu bar at the top of the webpage, navigate to **Employers > Employer Login** (or click this [link](#))
3. Log in using the email and password that you registered with.

Posting a Job Opportunity

1. Upon logging in, you will be redirected to the employer's *Dashboard* page. From this page, click the **Post a Job** button.
2. From the options presented, select **Internships Program**.
3. On the **Experience Type** step, select **Internship** from the dropdown menu and click **Next**.
4. On the **Organization & Division** step, click **Next**.
5. On the **Details** step, provide information regarding your position.
 - In the **Additional Opportunity Details** section, select the following options:

Additional Opportunity Details

Accepts Applications: Checking this will allow students to apply to this opportunity with an application package. Leaving it unchecked will only allow students to show interest in this opportunity

Application Delivery Option: None Email all applications after the application deadline

6. On the **Application Documents** step, check off the document types that you wish for students to include in their applications package and then click **Save** to complete your job opportunity posting.

Editing an Existing Job Opportunity

1. Navigate to the job opportunity that you wish to edit.
2. Click the “hamburger menu” (three white dots on a yellow background) located on the bottom-righthand corner of your webpage.
3. Select **Edit** from the menu.
4. Make your desired changes.
5. At the bottom of the webpage, click **Save**.

Viewing your Saved Opportunities

1. Click the **Overview** button on the top-righthand corner of your webpage. Your saved job opportunities will be available under the **Opportunities** header.
2. Click the **View** button to open a specific job opportunity.

Copying a Job Opportunity

1. Navigate to the job opportunity that you wish to duplicate.
2. Click the “hamburger menu” (three white dots on a yellow background) located on the bottom-righthand corner of your webpage.
3. Select **Copy the Opportunity** from the menu.