How to use the Internship Portal

Step-by-step instructions on accessing the internship portal

- Open up a web browser, and insert the following web address into the search bar: [http://www.publichealth.indiana.edu/careers/internshipportal.shtml](http://www.publichealth.indiana.edu/careers/internshipportal.shtml)
- This will take you to the Internship Portal page of the Career Services website. From here you should click on the tan button titled: Log Into Internship Portal. You will be prompted to CAS authenticate with your username and password.
- After logging in, you will have to select the appropriate course that applies to your major. If you are not sure which course to choose, ask your advisor for assistance on selecting the correct course. It is important to select the correct course number because the requirements vary by course & major.
- Now you will be at the HPER Internship Portal with step-by-step instructions (see sample below) of what needs to be completed before, during, and after your internship.
- You can also click on Search Internship Experiences to access a database of previous student internships. This can be very helpful when exploring your internship options.