Creating an Internship Opportunity in *Learning in Action*
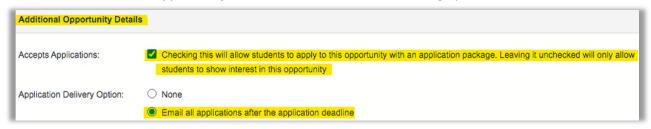
Logging into Learning in Action

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:

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.