

Texas Internship Challenge - Quick Start Guide



Employer Registration

This quick-start guide provides the how-to steps for employers to register to the system and post job/internships.

Introduction

The Texas Internship Challenge is a campaign challenging Texas employers to offer more paid internships for Texas students. The website, TXInternshipChallenge.com, is a statewide site where employers can post internships and students can apply for them.

Registration

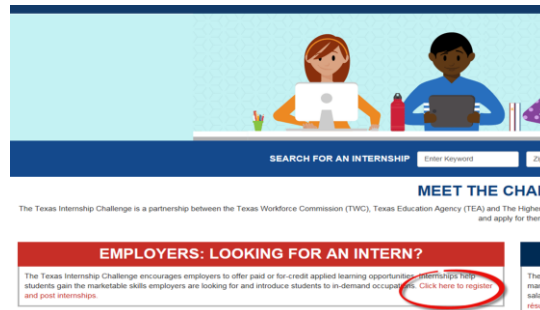
Employers who want to take advantage of all the system's tools, must register. System registration provides users with access to the features and services of the system. After registration you will be able save settings that make using the system easier and quicker during future visits.

Information you will need:

Federal Employer Identification Number or Social Security Number.
Company Name, Address, Contact Info, Number of employees and profile.

Select or Key the site URL into your browser:
<https://www.txinternshipchallenge.com>
On the home page, Go to the “Employers: Looking for an Intern?” section.

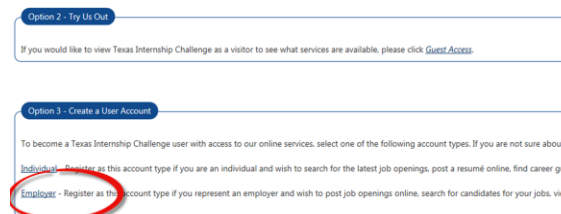
Select the “Click here to register and post internships.” link.



Home page

The login page displays, click the Employer link in **Option 3 – Create a User Account** section.

The first of several registration pages will display after clicking this link.



The Company Identification Information page

The Company Identification information page displays, enter all ***required information**:

Employer Identification Section

***Select** the “Type of Identification”:

Federal Employer Identification Number

Social Security Number

***Enter** the “Federal Employer ID Number (EIN)

Federal Tax ID (FEID) or Social Security #”:

DO NOT ENTER DASHES

***Re-enter** the “Confirm Federal ID Number”

Enter the “UI Employer Account Number” (Optional)

Re-enter the “Confirm UI Employer Account Number”

***Zip Code section**

Enter Zip code

Select the “Continue” button at the bottom of the page.

* Indicates required fields.

Employer Identification

Type of Identification: Federal Employer Identification Number
 Social Security Number

*** Federal Employer ID Number (EIN) / Federal Tax ID (FEID) or Social Security Number:** Do not enter dashes. Example 999001212

*** Confirm Federal ID Number:**

UI Employer Account Number: Do not enter dashes. Example 999001212

Confirm UI Employer Account Number:

Zip code

*** Zip code is required to validate identification information:** 99999 or 99999-9999

Cancel Continue

Return to previous page

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Login Information page

The Login information page displays, enter all ***required information**. Once all required information has been entered, select the “Save” button at the bottom of the page.

You will need your User Name and Password for all future activities in the Texas Internship Challenge site. Please write this information down and keep it in a secure place.

Page sections:

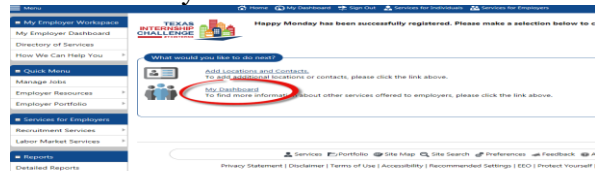
- Login Information
- Employer Identification
- Primary Location Information
- Mailing Address
- Contact Information
- Company Information
- Company Profile
- Company profile can be pasted into the field
- Benefits Offered

Successfully Registered page

The next two pages are the Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions.

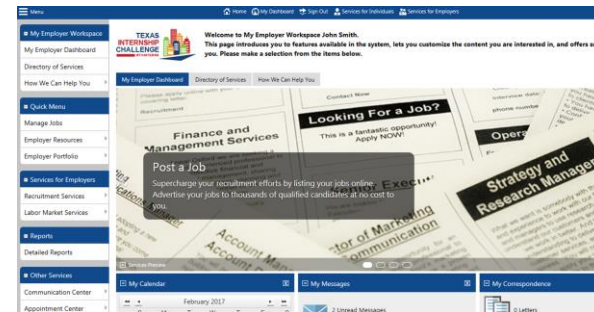
Read and select the next button at the Bottom of each page.

The successfully registered page is displayed. Select the “My Dashboard” link.



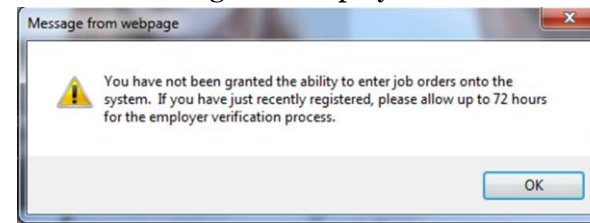
My Employer Dashboard page

The Welcome to “My Employer Workspace” page is displayed.



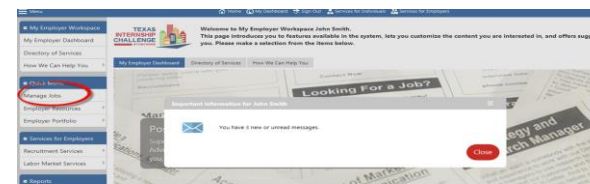
Allow up to 72 hours for the employer verification process to be completed. You will receive a confirmation email.

If the “Manage Jobs” link is selected from the Left navigation menu an error message will display.



After the employer verification email is received and you log on to the system a “message” will appear in the “My Employer Workspace” page which says “You have one unread message.”

Select the “Close” button on the message. Select the “Manage Jobs” link from the Left navigation menu.



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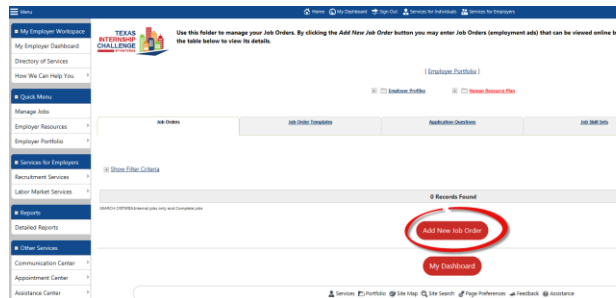
Job/Internship Posting

Employers are able to add Job/Internship postings from this option on the dashboard.

” link.

The “Manage your Job Orders” page is displayed.

Select the “Add New Job Order” button



Job/Internship Order Wizard

The first of the ten pages will display. The Job Order creation wizard will prompt you step by step to enter the information for the new job order. After entering all ***Required information**, click the “Next” button at the bottom of each page.

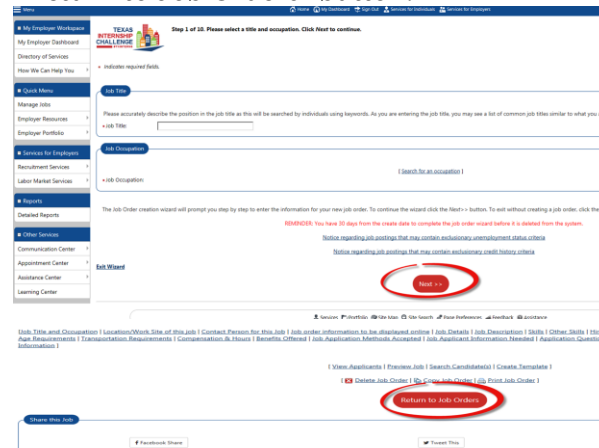
To exit without creating a job order, click the Cancel button.

Note: You have 30 days from the create date to complete the job order wizard before it is deleted from the system.

After completing the posting, the “Review the Job Order Information” page will display.

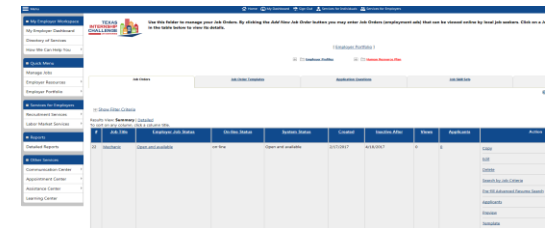
Review the information, to edit the information select the “Edit this Location of this Job” link at the bottom of each section.

Scroll to the bottom of the page and select the “Return to Job Orders” button.



Manage your Job Orders page

The “Manage your Job Orders” page is displayed.



More help

For further help on this and other application features go to Other Services from the Left navigation menu.

Select “Assistance Center”

Select “Quick Reference Cards”

Select the “PDF” link under the Reference Cards section.

For Assistance Monday – Friday (8:am-5pm CST) either email:

WFsupportdesk@twc.state.tx.us

or call 512-463-4210

