

## Career Navigator – Student Login & Internship Registration Instructions

Once you have secured an internship, you need to fill out paperwork to be registered for the internship course, please follow these instructions. You will NOT be registered or receive credit for your experience until all steps are completed.

1. Go to [www.byui.edu/careerservices](http://www.byui.edu/careerservices) OR [www.byui.edu](http://www.byui.edu), click on the *Student* menu button, then scroll down to “internships” – that will get you to the Career Services Home Page.
2. Click on “Career Navigator” under the student box.
3. Log in with your netID and password (that you use for your “my byui” account, etc). If you have not yet completed a profile, that will be your first step, just follow the instructions when you get there.
4. From the Career Navigator Home page, click on **Internships** in the **Quick Links** menu, - or - select the “Profile” tab, then the internship tab. Any internships that you have previously been registered for will show in a list. To complete an initial internship approval form, **select “add new”**. Fill out the information completely, then click the “**save**” button (you must save the data before printing it). If you don’t know all the information yet, you may select “save as draft” and come back later to complete the form.
5. Once you have finished, **print** the form, **take it to your department coordinator** for approval and signature. You should make three copies of the form: one for your records, one for your coordinator, and one for the Internship Office. **6. Then bring the signed form to the Academic Discovery Center in 129Q Manwaring Center** for further instructions. **(If you are not currently in Rexburg you can email the form as a pdf. to your internship department coordinator. Your internship coordinator can then forward it onto the internship office.)**

**Note:** Complete instructions will also be emailed to your student account when you print your form. You may also review the instructions at [www.byui.edu/careerservices](http://www.byui.edu/careerservices).

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