

Network Intern Volunteer Work Mentor



Registering an Internship for Credit through SPULink

- 1. Login to SPULink
- 2. Click on "Report an Internship for Credit"



3. Select the internship term and confirm that the position listed in "My Jobs" is your internship. If it is not listed, click on the link and enter the information.

My Account 👻	Employer Directory	Job Search - Interv	riew Schedules 👻 E	vents Mentor Searc	h				
Log Out	What Position Was Filled?								
n Home	ALL ALL THE Fall 2015								
Calendar	Select Internship Ter	m: 1 all 2010		、					
Resource Library	If the results did not	return the position that wa	s filled, dick here to ente	erposition information					
★ My Favorites	My Jobs	My Schedules	Other						
🏋 I want to 🔻									
Report an Internship for Credit	Job ID Job Title	Organization Name	Position Type	Job Category	City	Post Date	Expiration Date		
Report a Hire	Viewing Records 1-0 of 0								
View My Activity									

4. Complete the **Timeline** and **Internship Information** in the form that follows. Have the *Internship Learning Form Worksheet* that you completed with your faculty sponsor open so you can complete the form before it times out. Electronically sign and save.

Miscellaneous Information	
Please click here to review the Academic Internship Agreement, whorganization offering the internship.	nich describes the responsibilities of SPU, the student, and the
* As a student registering for an internship, I express agreement	\backslash
agree" and clicking "Save.":	
	Save Cancel

After your Internship Learning Form is approved, it will be electronically routed for electronic signatures from your Faculty Sponsor and Internship Site Supervisor before it goes to Student Academic Services for registration.

Log Out

Resource Library

👉 My Favorites

Report an Internship for Credit

View My Activity

- **6.** You can check the status of your Internship Learning Form by clicking on "View My Activity" and then clicking on "Internships" and "view".
- Below is what it looks like right after it was submitted. When it is approved it will say "yes" under "Work Flow Initiate" and when you are successfully registered it will say "yes" under "Work Flow Complete".

Approval V	Work Flow					
Work Flow Initiated: No			Work Flow Complete	Work Flow Complete: No		
Status	Deadline	Viewed	Action Date	Email	Initials	
No records to	display					

REMEMBER! Your internship must be registered by the 10th day of the quarter! Your faculty sponsor and internship site supervisor need to sign PROMPTLY! Don't hesitate to contact them if they have not electronically signed BEFORE the 10th day of the quarter. NO EXCEPTIONS!