Go to the Experiential Learning and Career Management’s web site—Career Connection tab:
http://www.millersville.edu/elcm/career-connection/index.php

Locate the “Students Login Here” button then click on it.
Click on User Name and type in your Millersville E-Mail address (example: jasmith@millersville.edu) then click on “Forgot your password?” (NOT click here to register!). Within a few minutes you will receive an email with your password that you can change once you are in Career Connection. At that point, you can access your Career Connection account and change your password to something you can remember.

**Step 1: Create Your Profile**
- You are required to complete information in the Personal Information and Demographic Information sections. You will also see an optional Additional Information section that you may complete. **NOTE: In the Demographic Information section - Be sure to set your “Applicant Type” as Co-op! You may only choose one Applicant Type at a time.**
- Each box will have an edit button.
- Carefully go through each box and fill out the required (*) and requested fields.
- Note: Providing detailed information in your profile will enable us to better assist you with your search.
- Save all changes!

**Step 2: Upload Your Resume**
Please refer to the ELCM Job Search Guide (available online) for creating your internship resume which follows national standards for proper formatting.
- Click on My Documents
- Choose Upload Files
- Click Browse to find your document
- Select the correct document and name it
- Click Upload
- Click Submit Student Profile.

Once your profile and resume are submitted, a staff member will activate your account and you may look for internships in the system (approval is granted within 24 hours during the work week). If you do this over the weekend, you will receive an email with your password when ELCM is back in the office (M-F; 7:30 am to 5:00 pm).

**Step 3: Search for Internships**
- Click on Jobs and select “Co-op Jobs”
- You will see a list of all available internships/co-ops. The list displays the most recently added jobs first. **For a more detailed search, please use the “Advanced Search” feature. This will enable you to view internships available for your specific major(s) and area(s) of interest.**
- Click on the Job ID to see the position details.
- Write down Job ID numbers of the positions that interest you.
- **Call or email Experiential Learning and Career Management at 717-871-7655 or intern@millersville.edu to schedule a seeking appointment with a counselor to review your selections. ELCM is located in the Bedford House.**