Report Your Internship Experience

Go to **stcloudstate.edu/careercenter**, **click on Handshake button and click on Handshake Login. Log in with your Star ID and password.**

After Logging in:

- If this is your first time logging in, you will be asked to **complete your profile**.
- In the top navigation, click on **Career Center** and then click on **Experiences.**
- Click on **Request an Experience**.
- In **Experience Type**, select your major or program internship experience.
- Select **Term** from the dropdown menu for the semester you are completing this internship.
- **Complete ALL fields** in order for the internship experience to be approved.
- BEFORE YOU CLICK REQUEST EXPERIENCE, review the information. You will have limited access to edit your submission, and mistakes will result in a delayed or declined internship.
- On the next screen, you **MUST upload your offer letter** by clicking **New Attachment** in the left navigation.

NOTE: Completing this form does not register you for class. You will receive further documentation from your department on how to register through e-services.