

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 drop down menu for which semester you are completing this internship.
- **ALL fields must be completed** for the internship experience to be approved.
- **BEFORE YOU CLICK REQUEST EXPERIENCE!!** Review the information. You will have limited access to edit your submission.
- On the next screen, you can 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.