REGISTERING FOR CREDIT VIA CAREER CONNECTIONS OPPORTUNITIES BOARD

STEP ONE
Go to the Career Connections Opportunities Board. (You can get to it from our website.)

STEP TWO
Select Complete the Internship Learning Agreement.
**STEP THREE**
Select the appropriate semester, and click the “Other” tab.

![Image of the Career Connections Opportunities Board](image1.png)

**STEP FOUR**
Fill out the fields with the appropriate information. The screen you should be on to complete the Agreement is shown below. Once complete, you are done!

![Image of the Career Connections Opportunities Board](image2.png)
BEHIND THE SCENES

1. When saved, it is automatically received by the Internship Office.
2. The Internship Office processes the electronic Learning Agreement within 24 hours:
   a. Connects your faculty sponsor
   b. Initiates the Authorization process
3. The electronic Learning Agreement is emailed for review and authorization in this order:
   a. To the employer; when authorized here, it is emailed on
   b. To the faculty sponsor; when authorized here, it is emailed on
   c. To the department chair; when authorized here, it is emailed on
   d. To the student for their final acceptance; following that, it is sent
   e. To the Internship Office – It is vitally important to follow through with your final acceptance. Without that, you will not be registered!
4. The Internship Office will send the data to the Registrar for registration. The student MUST authorize final acceptance of the Learning Agreement (sent via email, see Step 3 above) before registration can take place.