TEXAS INTERNSHIP CHALLENGE
#TXINTERNS

Quick Start Guide for Employers

For Assistance Monday - Friday (8am - 5pm CST)
e-mail WFSupportDesk@TWC.State.TX.US or call **512-463-4210**

Employer Registration

This quick-start guide provides the how-to steps for employers to register to the system and post internships.

Introduction

The Texas Internship Challenge is a campaign challenging Texas employers to offer more paid internships for Texas students. The website, TXInternshipChallenge.com, is a statewide site where employers can post internships and students can apply for them.

Registration

Employers who want to take advantage of the system's tools must first register. System registration provides users with access to the features and services of the system. After registering you will be able to save settings that make using the system quicker and easier.

Information You Will Need

Federal Employer Identification *or* Social Security Number
Company Name ● Address ● Contact Information
Number of Employees ● Profile

Select or key the site URL into your browser:
https://www.TXInternshipChallenge.com

On the home page, go to "Employers: Looking for an Intern?" section.

Select the "Click here to register and post internships" link.
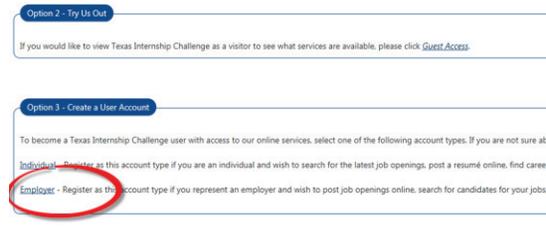
Home Page

When the login page displays, click the Employer link in **Option 3 - Create a User Account** section. The first of several registration pages will display after clicking the link.

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Company Identification Information Page

When the Company Identification Information Page displays, enter all "required information":

Employer Identification Section
* **Select** the "Type of Identification":
* **Enter** the "Federal Employer ID Number (EIN) Federal Tax ID (FEID) or Social Security #":
    DO NOT ENTER DASHES
* **Re-enter** the "Confirm Federal ID Number"
* **Zip Code Section** to enter your Zip Code

Select the "Continue" button at the bottom of the page.

Login Information Page

When the Login Information page displays, enter all "required information". Once all required information has been entered, select the "Save" button at the bottom of the page.

You will need your User Name and Password for all future activities in the Texas Internship Challenge site. Please write this information down and keep it in a secure place.

Page sections:
* Login Information
* Employer Identification
* Primary Location Information
* Mailing Address
* Contact Information
* Company Profile
    Company profile can be pasted into the field
* Benefits offered

Successfully Registered Page

The next two pages are the Notice to Employers Regarding Job Bank Non Discrimination and Hiring Restrictions.

Read and select the next button at the bottom of each page.

The successfully registered page is displayed. Select the "My Dashboard" Link.

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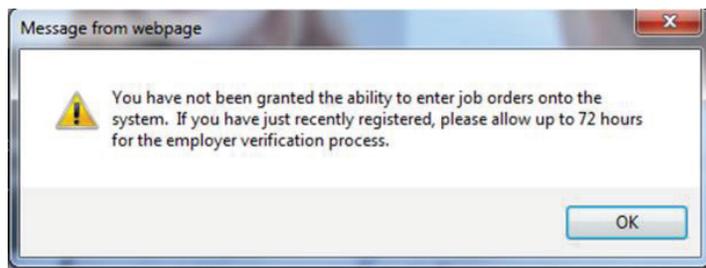# Quick Start Guide for Employers

My Employer Dashboard page

The welcome to "My Employer Workspace" page is displayed.
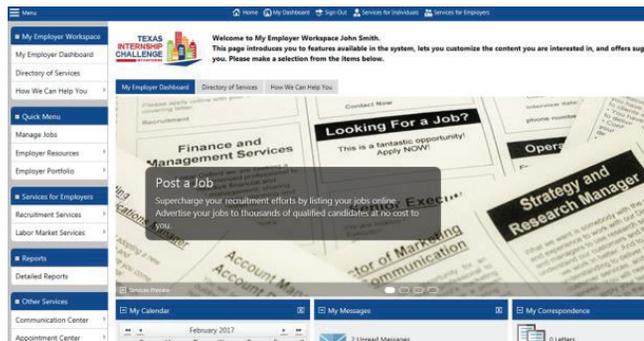

Allow up to 72 hours for the employer verification process to be completed. You will receive a confirmation e-mail.

If the "Manage Jobs" link is selected from the Left navigation menu, an error message will display.


Message from webpage

⚠ You have not been granted the ability to enter job orders onto the system. If you have just recently registered, please allow up to 72 hours for the employer verification process.

OK

After the employer verification email is received and you log on to the system, a "message" will appear in the "My Employer Workspace" page which says "You have one unread message." Select the "Close" button on the message. Select the "Manage Jobs" link from left navigation menu.
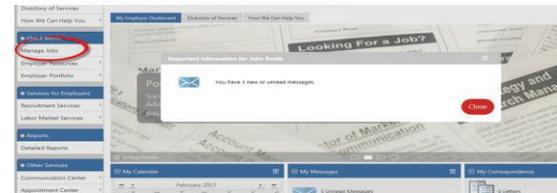
Job/Internship Posting

Employers are able to add Job/Internship postings from this option on the dashboard. The "Manage your Job Orders" page is displayed. Select "Add New Job Order" button.
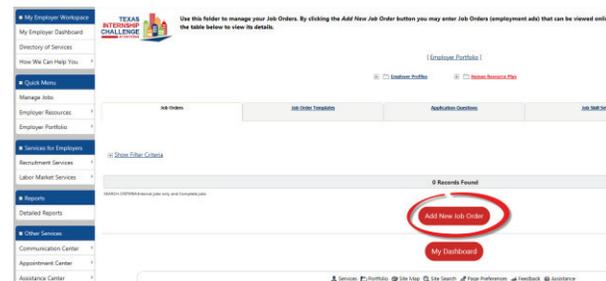
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Job/Internship Order Wizard

The first of the ten pages will display. The Job Order creation will prompt you step by step to enter the information for the new job order. After entering all "required information", click the "Next" button at the bottom of each page.

To exit without creating a job order, click the "Cancel" button.

Note: you have 30 days from the create date to complete the job order wizard before it is deleted from the system.

After completing the posting, the "Review the Job Order Information" page will display.
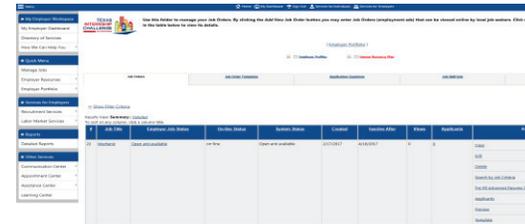
Review the information, to edit the information select the "Edit this Location of this Job" link at the bottom of each section.

Scroll to the bottom of the page and select the "Return to Job Orders" button.

Manage your Job Orders Page

The "Manage your Job Orders" page is displayed.

More Help

For further help on this and other application features, go to "Other Services" from the Left navigation menu.

1. Select "Assistance Center"
2. Select "Quick Reference Cards"
3. Select the "PDF" link under the Reference Cards tsection.