Individual Registration

This quick-start guide provides the how-to steps for internship seekers to register.

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.
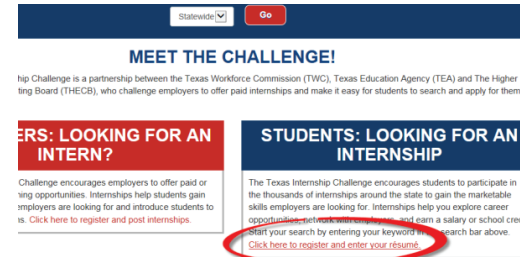
Registration

Internship seekers who want to take advantage of all the system's tools, must register. After registration, you will be able to build or upload a résumé and search and apply for internships.

Information You Will Need

Date of Birth ● Phone Number ● Citizenship status
Previous Employment Information

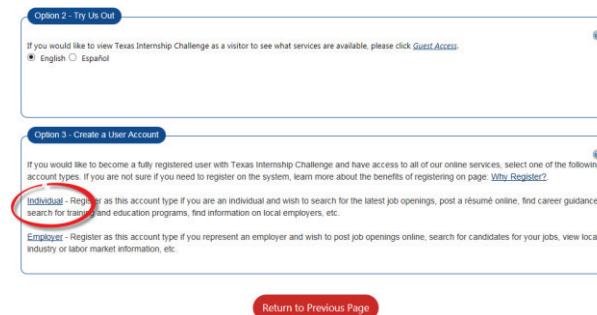Select or key the site URL into your browser:
https://www.TXInternshipChallenge.com

On the home page, go to "Students: Looking for an Internship?" section.

Select the "Click here to register and enter your resume" link.

Login Page

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

Navigating Pages and Sections

On each page, enter all "required information" marked by a red asterisk *.

Some pages may have multiple sections. You must fill out all the required information in each section.

To progress to the next page, click "next".
There are 12 pages:

1. **Identification Information Page**
   - Login Information Section
     Your **user name** must be 4 - 256 characters, and must include special characters, letters, or numbers. Spaces are not allowed.

     Your **password** must be 8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number, and one special character.

     Allowable special characters are # @ $ % ^ . ! * _

   Please do not use any personal identification information as your user name. You will need your User Name and Password for all future activities on the Texas Internship Challenge site. Please write this information down and keep it in a secure place.

2. **Name Information Page**
3. **Residential Address Information Page**
4. **Phone Information Page**
5. **Preference Information Page**
6. **Status Information Page**
7. **Education Information Page**
8. **Employment Information Page**
9. **Job Information Page**
10. **Ethnic Information Page**
11. **Military Information Page**
12. **Public Assistance Information Page**

Once you've filled out each page, you may click "finish".

My Individual Workspace

Now, you can proceed to the Job search to search for internships, to the Resume Builder to create or upload a résumé, or to set up your dashboard in My Individual Workspace.

More Help

For further help on this and other application features, go to "Other Services" from the Left navigation menu.
   Select "Assistance Center"
   Select "Quick Reference Cards"
   Select the "PDF" link under the Reference Cards section.