

Texas Internship Challenge - Quick Start Guide for Internship Seekers

For Assistance Mon – Fri (8am-5pm CST) either email: WFsupportdesk@twc.state.tx.us or call 512-463-4210



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 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 build or upload a résumé and search and apply for internships.

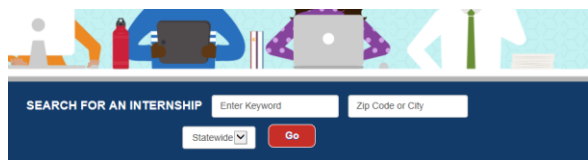
Information you will need:

- 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 the “Students: Looking for an Internship?” section. Select the “Click here to register and enter your resume.” link.



MEET THE CHALLENGE!

hip Challenge is a partnership between the Texas Workforce Commission (TWC), Texas Education Agency (TEA) and The Higher Learning Board (THECB), who challenge employers to offer paid internships and make it easy for students to search and apply for them.

EMPLOYERS: LOOKING FOR AN INTERNSHIP?

Challenge encourages employers to offer paid or unpaid opportunities. Internships help students gain skills employers are looking for and introduce students to the industry. [Click here to register and post internships.](#)

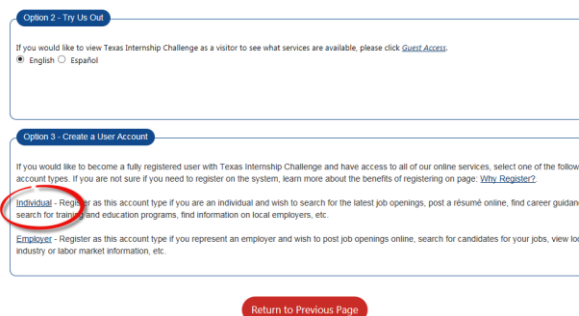
STUDENTS: LOOKING FOR AN INTERNSHIP

The Texas Internship Challenge encourages students to participate in the thousands of internships around the state to gain the marketable skills employers are looking for. Internships help you explore career opportunities, get work experience, and earn a salary or school credit. Start your search by entering your keyword in the search bar above. [Click here to register and enter your résumé.](#)

Login page

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

This process will take approximately 3-5 minutes.



[Return to Previous Page](#)

The Identification Information page

The Identification information page displays, enter all ***required information**

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information Section

***User Name:** Enter a unique user name (4 - 256 characters, and must include characters, letters or numbers. Allowable characters are # @ \$ % ^ . ! * _ +). Spaces are not allowed.

***Password:** Enter Password: (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +).

*Confirm Password:

Re-enter the same value entered in the password field

Primary Location Information Section

***Country:** Select country from dropdown

***Please enter zip code:** Enter a valid zip code

E-mail address Section

Primary E-Mail: Enter email address

Confirm Primary Email Address: Enter email address

Demographic Information Section

***Date of Birth:** Select date a birth

Age: Date of birth will display

***Gender:** select gender

***Have you registered with the Selected Service?**

For more information <https://www.sss.gov/>

Select the “Next” button at the bottom of the page.

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Name Information page

Name Section

- ***First Name:** Enter first name
- Middle Initial:** Enter middle initial
- ***Last Name:** Enter last name

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

* Indicates required fields. For help click the question mark icon

Name

* First Name:

Middle Initial:

* Last Name:

Residential Address Information page

Residential Address Section

- ***Address Line 1:** Enter address
- Address Line 2:** Enter additional address information

NOTE: fields below will be auto populated when the valid Zip code is entered.

- ***Zip Code:** Enter zip code
- ***City:** Enter city
- ***State:** Select state from the list
- ***County:** Select County/parish from the list
- ***State of Residency:** Select County/parish from the list

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

* Indicates required fields. For help click the question mark icon next to each

Residential Address

This is where you live.

* Address Line 1:

Address Line 2:

* Zip Code: Enter zip code

* City:

* State:

* County / Parish:

* Country:

State Of Residency:

Phone Information page

Phone Numbers Section

- ***Primary Phone:** Enter phone number
- Primary Phone Type:** Select phone type from the list
- Alternate Phone:** Enter "Other" phone number
- Alternate Phone Type:** Select phone type from the list
- Text Message Cell Phone Number:** Enter phone number if you wish to receive texts.
- Fax:** Enter number

Select the "Next" button at the bottom of the page

* Indicates required fields. For help click the question mark icon next to each section.

Phone Numbers

* Primary Phone: - - Ext:

* Primary Phone Type:

Alternate Phone: - - Ext:

Alternate Phone Type:

Text Message Cell Phone Number:

Fax: - -

Preference Information page

Preferred Notification Method Section

- ***Please select a method in which you prefer to receive your notifications:**

Select method from list

Site Access

- ***From where are you accessing this website?**

Select method from list

How did you hear about this website?

Select method from list

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

* Indicates required fields. For help click the question mark icon next to each section.

Preferred Notification Method

* Please select a method in which you prefer to receive your notifications:

Site Access

* From where are you accessing this website?

How did you hear about this website?

Status Information page

Citizenship Section

- ***Citizenship:** Select answer from list

Disability Section

- ***Do you have a disability?** Select answer

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

* Indicates required fields. For help click the question mark icon next to each section.

Citizenship

* Citizenship:

Disability

* Do you have a disability? Yes, I have a disability. No, I do not have a disability. I do not wish to answer.

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will only be disclosed with the law. Please note that for some programs, the information is needed to determine eligibility. Note that you may be eligible for additional support services and programs if you have a disability.

Education Information page

Education Information Section

- ***Your Highest Education Level Achieved:**

Select answer from list

Are you attending school?

Select answer from the list.

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

* Indicates required fields. For help click the question mark icon.

Education Information

* Your Highest Education Level Achieved:

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

* Are you attending school?

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Employment Information page

Employment Information Section

- *Current Employment Status: Select status from list
- *Type of business worked in: Select Type from list
- *Are you currently looking for work? Select answer
- *Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service? Select answer

Farm Worker Information Section

- *Have you performed work as a farm worker or food processor, including packing houses, nurseries, or orchards, for at least 25 days within the past 12 months? Select Answer

Select the “Next” button at the bottom of the page.

Indicates required fields. For help click the question mark icon.

Employment Information

Current Employment Status:
 Type of business worked in:
 Are you currently looking for work? Yes No

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?
 Yes, I have recently received a notice of termination or military separation.
 No, I have not recently received a notice of termination or military separation.

Farm Worker Information

Have you performed work as a farm worker or food processor, including packing houses, nurseries, or orchards, for at least 25 days within the past 12 months? Yes No

Job Information page

Job Title Section

- *What is your desired job title? When value is typed a dropdown list is displayed. Select from the list.

Job Occupation Section

- *Suggested Occupation: Select value from list
- Select the “Next” button at the bottom of the page.

Indicates required fields. For help click the question mark icon.

Job Title

Enter the job title you are applying for. You may use a list of suggested job titles provided to assist you in selecting. If you use your own job title, it must be more descriptive than the suggested job title.

Your desired job and occupation titles can be changed at any time after registration.

Enter the suggested occupation that best describes your job title. You may select from the suggested occupation dropdown list when it is populated with job titles. Your selection will be used to determine your eligibility for certain programs.

Ethnic Information page

Ethnic Origin Section

- *Are you of Hispanic or Latino heritage: Select Yes/No
- *Race - Please check all that apply: Select answer(s) by selecting a box.

Select the “Next” button at the bottom of the page.

Indicates required fields. For help click the question mark icon.

Ethnic Origin

Are you of Hispanic or Latino heritage? Yes No I do not wish to answer.

Race - Please check all that apply:

African American/Black
 American Indian/Alaskan Native
 Asian
 Hawaiian/Other Pacific Islander
 White
 I do not wish to answer.

Military Information page

Military Service Section

- *Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Select Yes/No
- *Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Select Yes/No
- *Are you currently in the military, a veteran or the spouse of a veteran? Select Yes/No
- Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated? Select Yes/No

Select the “Next” button at the bottom of the page.

Indicates required fields. For help click the question mark icon.

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

Are you currently in the military, a veteran or the spouse of a veteran? Yes No

Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated? Yes No

Public Assistance Information page

Public Assistance Section

- *Has your household received Temporary Assistance for Needy Families (TANF) payments? Select Yes/No
- *Have you been determined eligible for or received Supplemental Nutritional Assistance Programs Assistance (SNAP formerly known as Food Stamps)? Select Yes/No
- *Have you received General Assistance Payments? Select Yes/No
- *Have you received Refugee Cash Assistance Payments? Select Yes/No
- *Have you been supported through the State's Foster Care System? Select Yes/No

Select the “Finish” button at the bottom of the page

Indicates required fields. For help click the question mark icon next to each section.

Public Assistance

Please provide answers to the following questions if any apply within the last 6 months.

Has your household received Temporary Assistance for Needy Families (TANF) payments? Yes No

Have you been determined eligible for or received Supplemental Nutritional Assistance Programs Assistance (SNAP formerly known as FoodStamps)? Yes No

Have you received General Assistance Payments? Yes No

Have you received Refugee Cash Assistance Payments? Yes No

Have you been supported through the State's Foster Care System? Yes No

My Individual Workspace

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

Indicates required fields. For help click the question mark icon next to each section.

My Individual Workspace

Please create the options available for you before you register.

Job Search: You will be able to search for jobs and apply for them.

Resume Builder: You will be able to create or upload your resume.

My Dashboard: You will be able to track your progress and receive notifications.

My Profile: You will be able to update your profile information.

My Settings: You will be able to manage your account settings.

My Account: You will be able to manage your account information.

My Documents: You will be able to upload and manage your documents.

My Notifications: You will be able to manage your notifications.

My Help: You will be able to access help resources.

My Logout: You will be able to log out of your account.