

WWW.AYMIAMI.GETMYINTERNS.ORG



STUDENT USER GUIDE

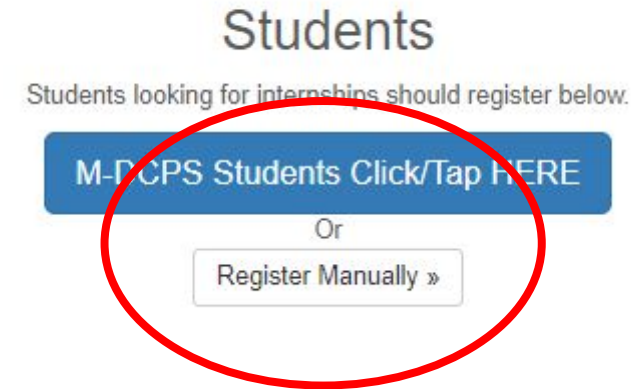
How to sign up for an internship!

TO LOG ON TO AYMIAAMI.GETMYINTERNS.ORG:

New, looking for an internship?

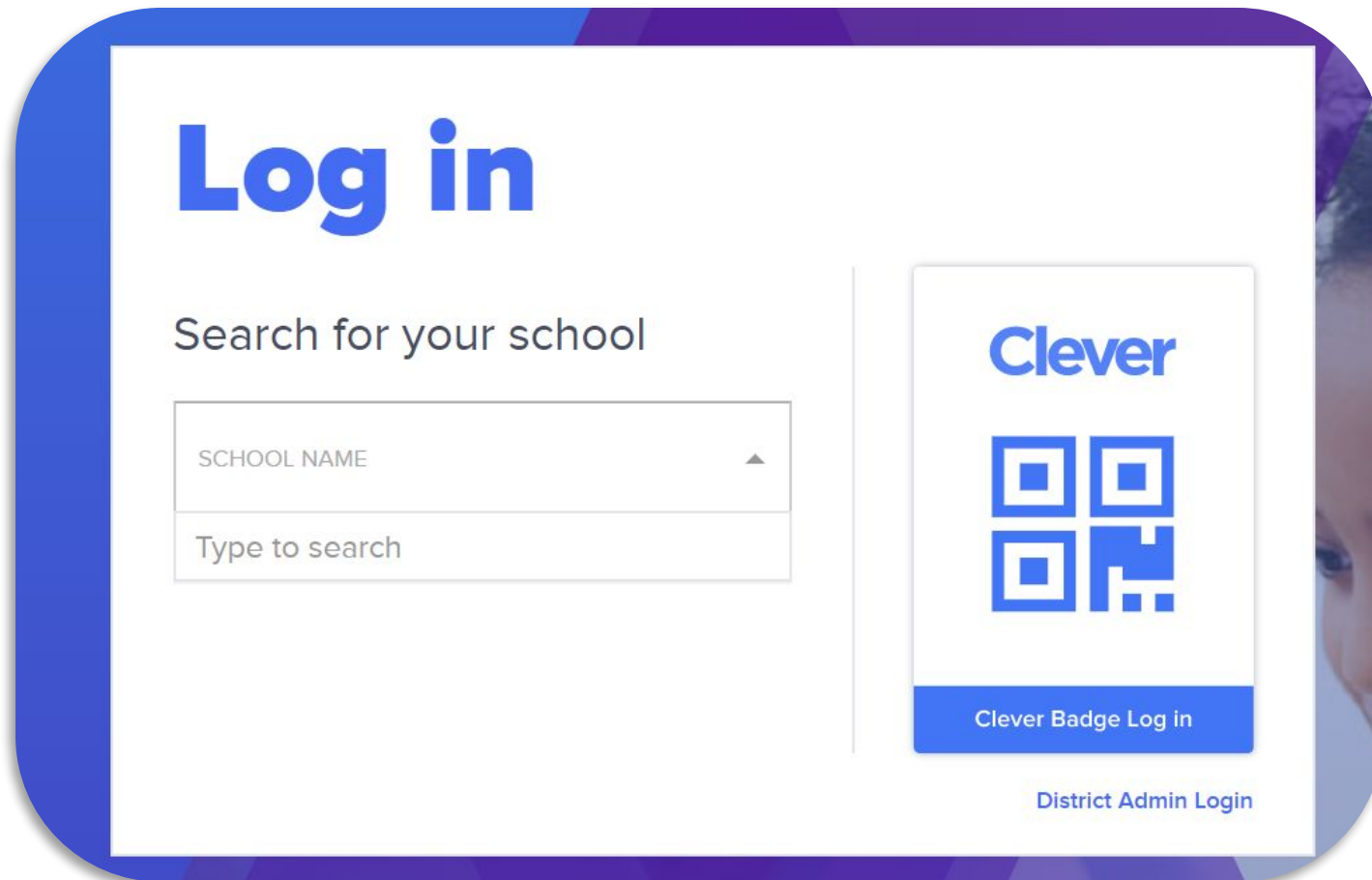
Register here.

<https://aymiami.getmyinterns.org/Account/Register>



CLEVER REGISTRATION: SEARCH FOR YOUR SCHOOL

Note: Students must utilize the manual registration beginning March 1. Clever has been disabled.

A screenshot of the Clever login portal. The page has a blue and purple header. On the left, under the heading "Log in", is a section titled "Search for your school". It contains a dropdown menu with "SCHOOL NAME" and a search bar with the placeholder "Type to search". On the right, there is a "Clever" logo above a grid of four blue square icons. Below this is a blue button labeled "Clever Badge Log in". At the bottom right, there is a link for "District Admin Login".

Log in

Search for your school

SCHOOL NAME

Type to search

Clever

Clever Badge Log in

[District Admin Login](#)

Login with your portal



District Username/Password

CLEVER REGISTRATION

Note: Students must utilize the manual registration beginning March 1. Clever has been disabled.

Clever will prompt you for your login. Use your Student ID like below.

0123456@students.dadeschools.net

And your password for your student portal.



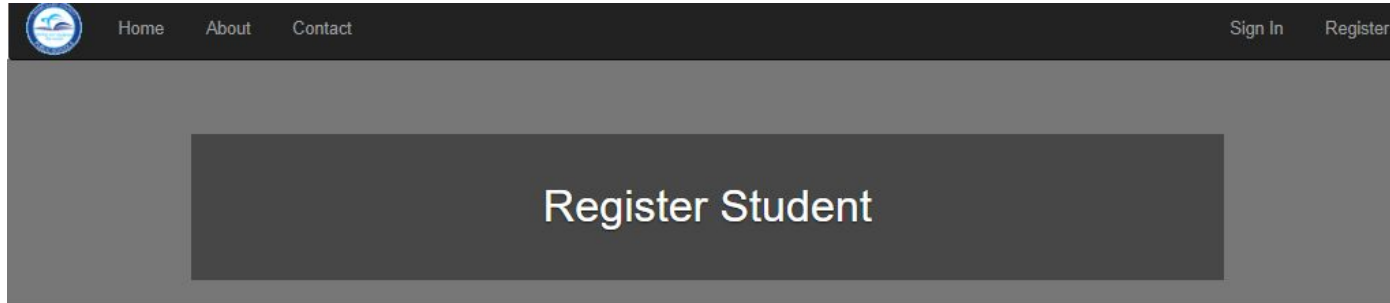
DadeSchools.net
Giving our students the world

Sign in with your organizational account

Sign in

Employees: Use EmployeeNumber@dadeschools.net
Students: Use StudentID@students.dadeschools.net

MANUAL REGISTRATION



1 Personal Information 2 Student Information 3 Demographic Information 4 Resume 5 User Information

User Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text" value="ayip2030@gmail.com"/>	Telephone	<input type="text"/>
Address	<input type="text"/>	Apt, Unit	<input type="text"/>
Cellphone	<input type="text"/>	Parent/Guardian Cell	<input type="text"/>
Last 4 SSN	<input type="text"/>		

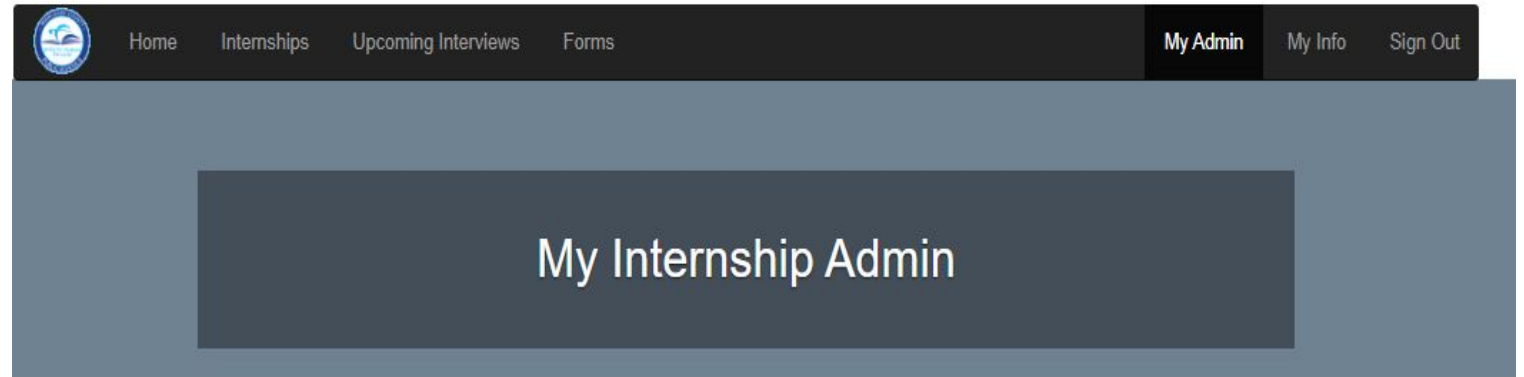
Next

To successfully apply for the academic year internship program, you must have the following information:

- Student ID #
- Full Name
- Full Address
- Email (use the one you will check daily)
- Telephone
- Cellphone
- Parent/Guardian Cell
- Weighted GPA
- Unweighted GPA
- # Of Credits
- Transportation
- Gender
- Date Of Birth
- Race
- Ethnicity
- ESE Participant
- Reduced Lunch
- English Language Learner
- Resume (Word Doc or PDF)

FIND INTERNSHIPS

Once your coordinator has approved your application, you will see this screen. It's time to apply to available opportunities! Click apply to begin your search.

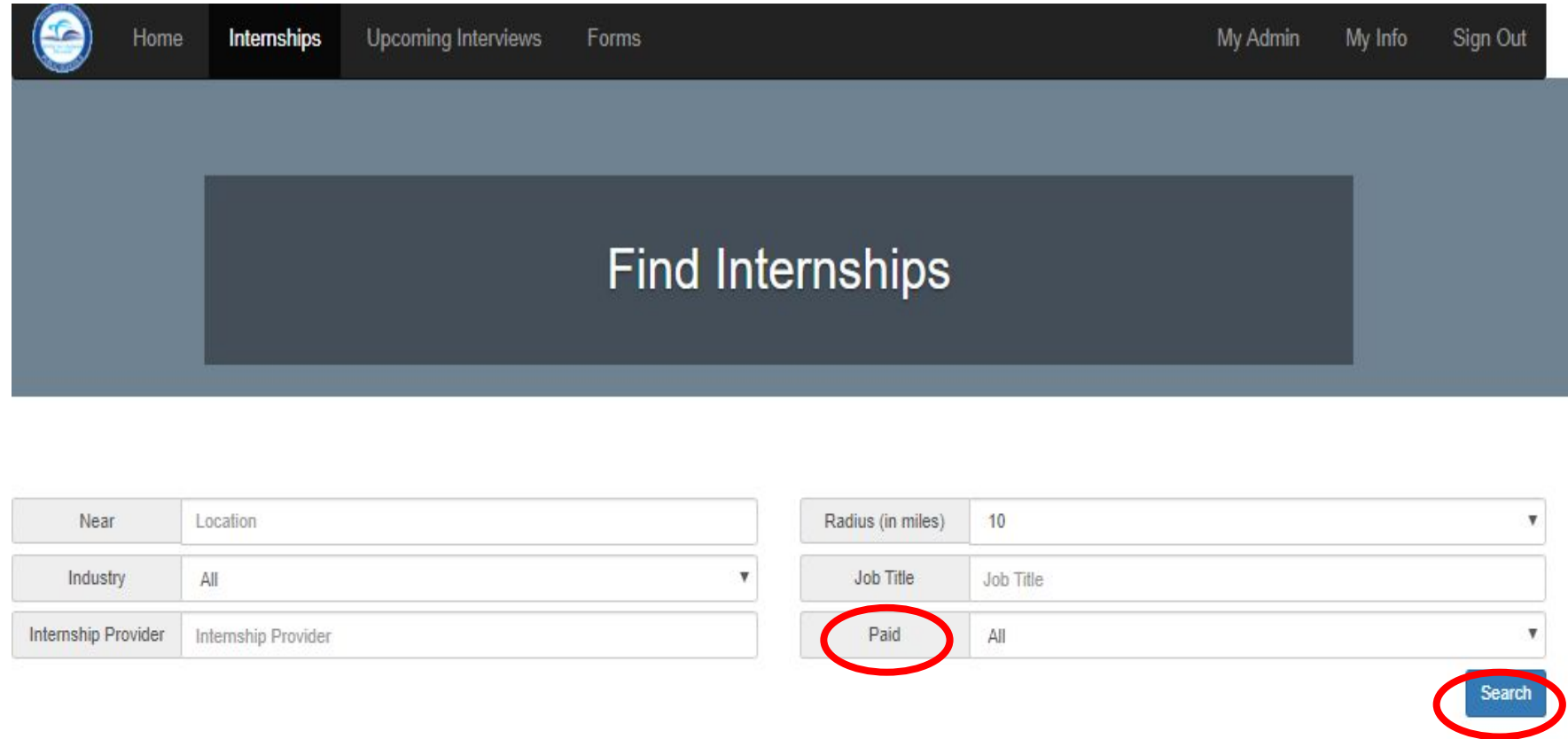


Thank you for your interest in the internship program.

You can apply to be considered by the Internship Providers that are looking to hire interns or view your current interview [schedule](#).

FIND INTERNSHIPS!

Find internships in Miami-Dade County! You may filter near a specific location, provider or job title, and whether it is paid or unpaid



The screenshot shows the 'Find Internships' page of the Miami-Dade County website. The navigation bar includes 'Home', 'Internships' (highlighted), 'Upcoming Interviews', 'Forms', 'My Admin', 'My Info', and 'Sign Out'. The main heading is 'Find Internships'. Below it are search filters:

Near	Location	Radius (in miles)	10
Industry	All	Job Title	Job Title
Internship Provider	Internship Provider	Paid	All

The 'Paid' filter and the 'Search' button are circled in red.

Find your internship by searching above

FIND INTERNSHIPS

Based on your search, you will find opportunities with a brief description. Click on “Apply” to send your information over to that provider!

Near

Location

Industry

All

Internship Provider

Internship Provider

Radius (in miles)

10

Job Title

Job Title

Paid

All

Search

Testing Title

testing

Testcompany

www.SherlockTalent.com

1666 John F Kennedy Causeway, North Bay Village, Florida, 33141

Distance: 0.00 miles

Apply

Internship Opportunity

Internship Opportunity

Mt. Sinai Medical Center – Department of Neurosurgery

4302 Alton Road, Suite 830, Miami Beach, Florida, 33180

Distance: 0.00 miles

Apply

Internship Opportunity

Internship Opportunity

A.M. Julien & Associates

7550 Red Rd Suite 208, Miami, Florida, 33144

Distance: 0.00 miles

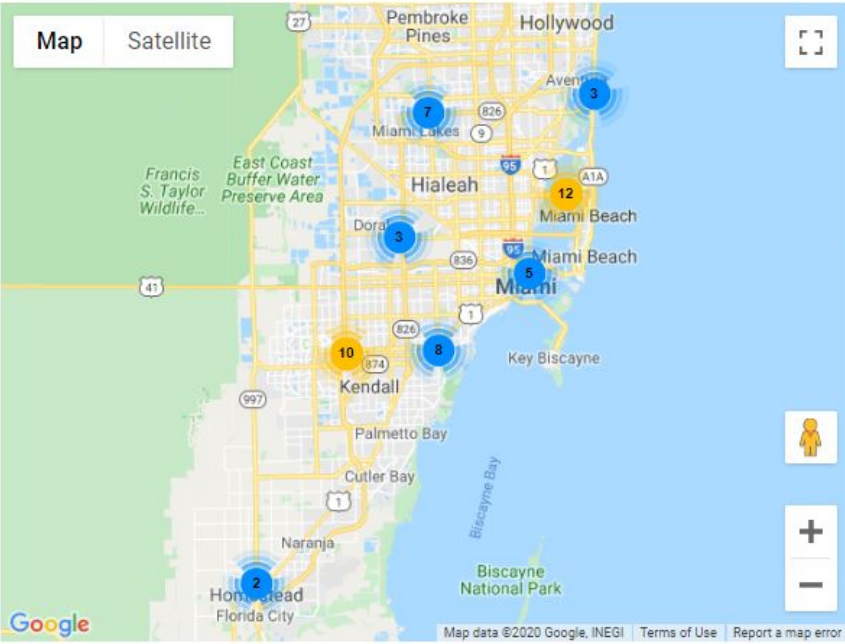
Apply

Internship Opportunity

Apply

Map

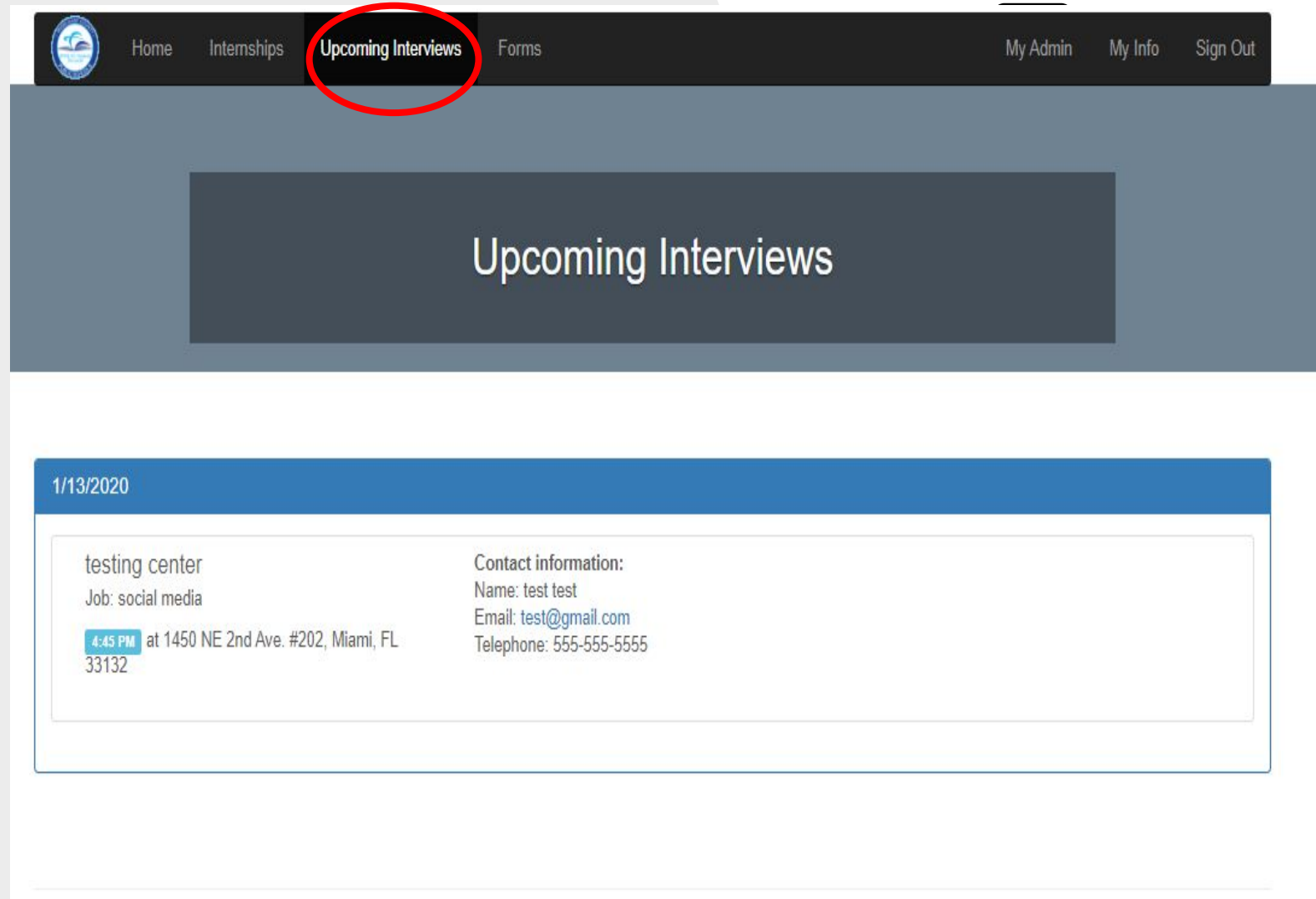
Satellite



Map data ©2020 Google, INEGI Terms of Use Report a map error

CONSIDERED CANDIDATE!

Once a provider has considered you as a candidate, you will receive an email notification used to register your account. Scheduled interviews can be found in the “Upcoming Interview” tab in your student account.



The screenshot shows a web application interface for a student account. The top navigation bar is dark blue with a logo on the left and links for Home, Internships, Upcoming Interviews (highlighted with a red circle), and Forms on the right. Further right are links for My Admin, My Info, and Sign Out. Below the navigation bar, a large dark blue box contains the text 'Upcoming Interviews'. Below this, a blue header bar indicates the date '1/13/2020'. The main content area is a white box with a blue border, containing details for a scheduled interview. The details are organized into two columns: the left column lists the testing center, job, and location, while the right column lists contact information.

1/13/2020	
testing center	Contact information:
Job: social media	Name: test test
4:45 PM at 1450 NE 2nd Ave. #202, Miami, FL 33132	Email: test@gmail.com
	Telephone: 555-555-5555

APPROVED HIRES

aymiami.getmyinterns.org/AccountAdmin/PendingHireReport

Home Pending Reports My Admin My Info Sign Out

Pending Hires

Show 10 entries [Export](#)

Student	School	Academy	Company	Job Title	
Student Account	Southwest Miami Senior High School	None	testing center	social media 2	✓ ✗

Showing 1 to 1 of 1 entries

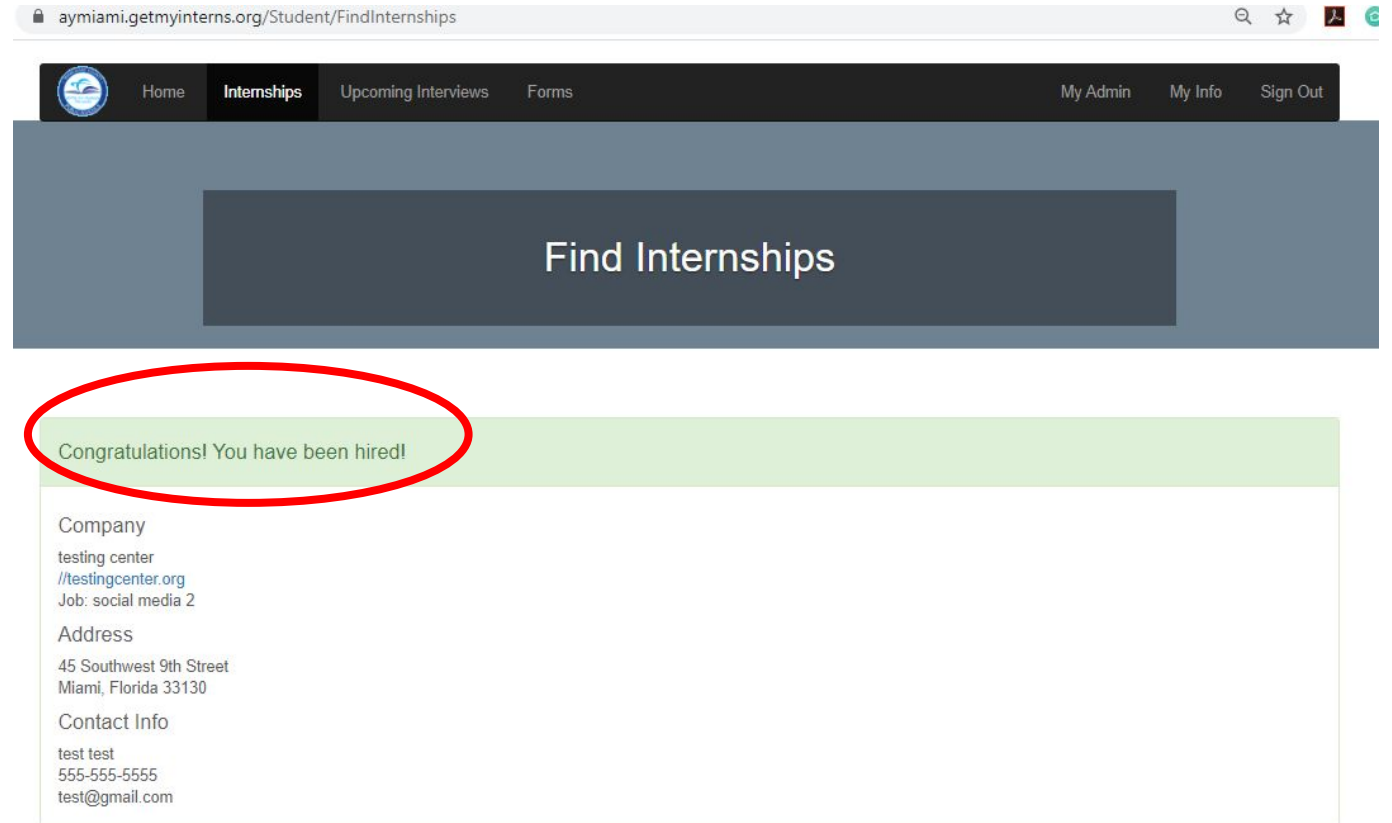
[Previous](#) **1** [Next](#)

Your coordinator must approve all hires.

Note: this is what appears in your school's coordinator account

APPROVED HIRES

Your school coordinator has approved your placement and now you have been matched with the company.



The screenshot shows a web browser at the URL aymiami.getmyinterns.org/Student/FindInternships. The navigation bar includes links for Home, Internships, Upcoming Interviews, Forms, My Admin, My Info, and Sign Out. A large 'Find Internships' button is visible. Below it, a green banner with the text 'Congratulations! You have been hired!' is circled in red. The main content area displays details for a company named 'testing center' with the website [//testingcenter.org](http://testingcenter.org) and job title 'social media 2'. The address is '45 Southwest 9th Street, Miami, Florida 33130'. Contact information includes 'test test', phone '555-555-5555', and email 'test@gmail.com'.

aymiami.getmyinterns.org/Student/FindInternships

Home Internships Upcoming Interviews Forms My Admin My Info Sign Out

Find Internships

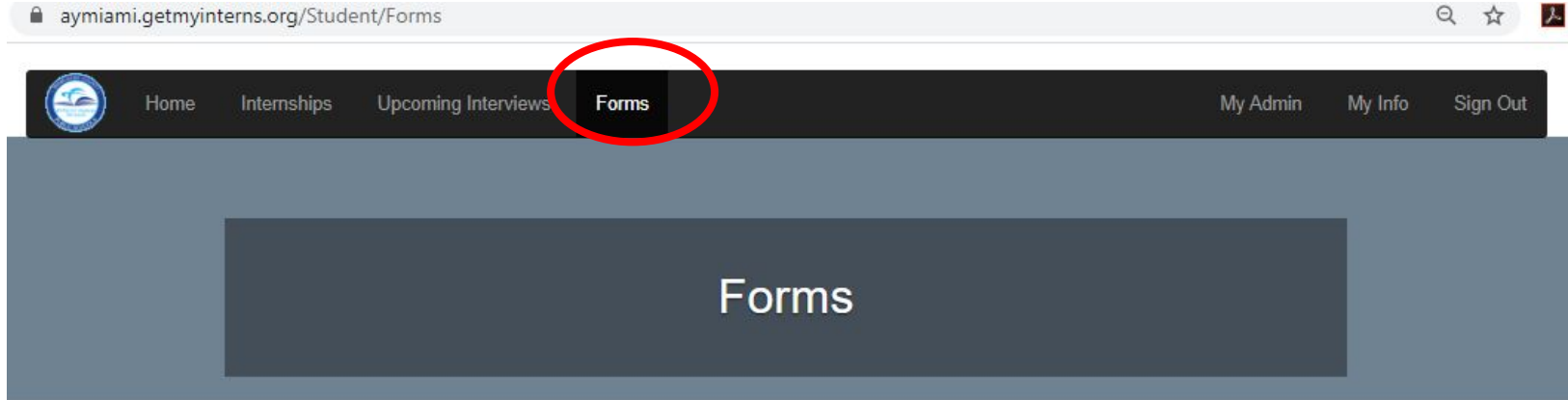
Congratulations! You have been hired!

Company
testing center
[//testingcenter.org](http://testingcenter.org)
Job: social media 2

Address
45 Southwest 9th Street
Miami, Florida 33130

Contact Info
test test
555-555-5555
test@gmail.com

FORMS



In the FORMS tab, you will find all forms used in the program but your coordinator may have additional forms.

Student/Parent Internship Agreement

Student/Parent Agreement must be signed by the student and parent. Please submit to your school's internship coordinator.

[Download](#)

Student Emergency Contact Information Sheet

Students please fill out this form, save a copy for your records, and provide a copy to your business mentor and school's internship coordinator. If any information changes, please be sure to provide your mentor and coordinator with updated information.

[Download](#)

Student Intern Log Sheet

Each student should maintain a record of his/her daily attendance and activities. Student is to submit log sheet to school internship coordinator each nine weeks by the due date. Mentor signature is required. Duplicate this form as needed.

[Download](#)

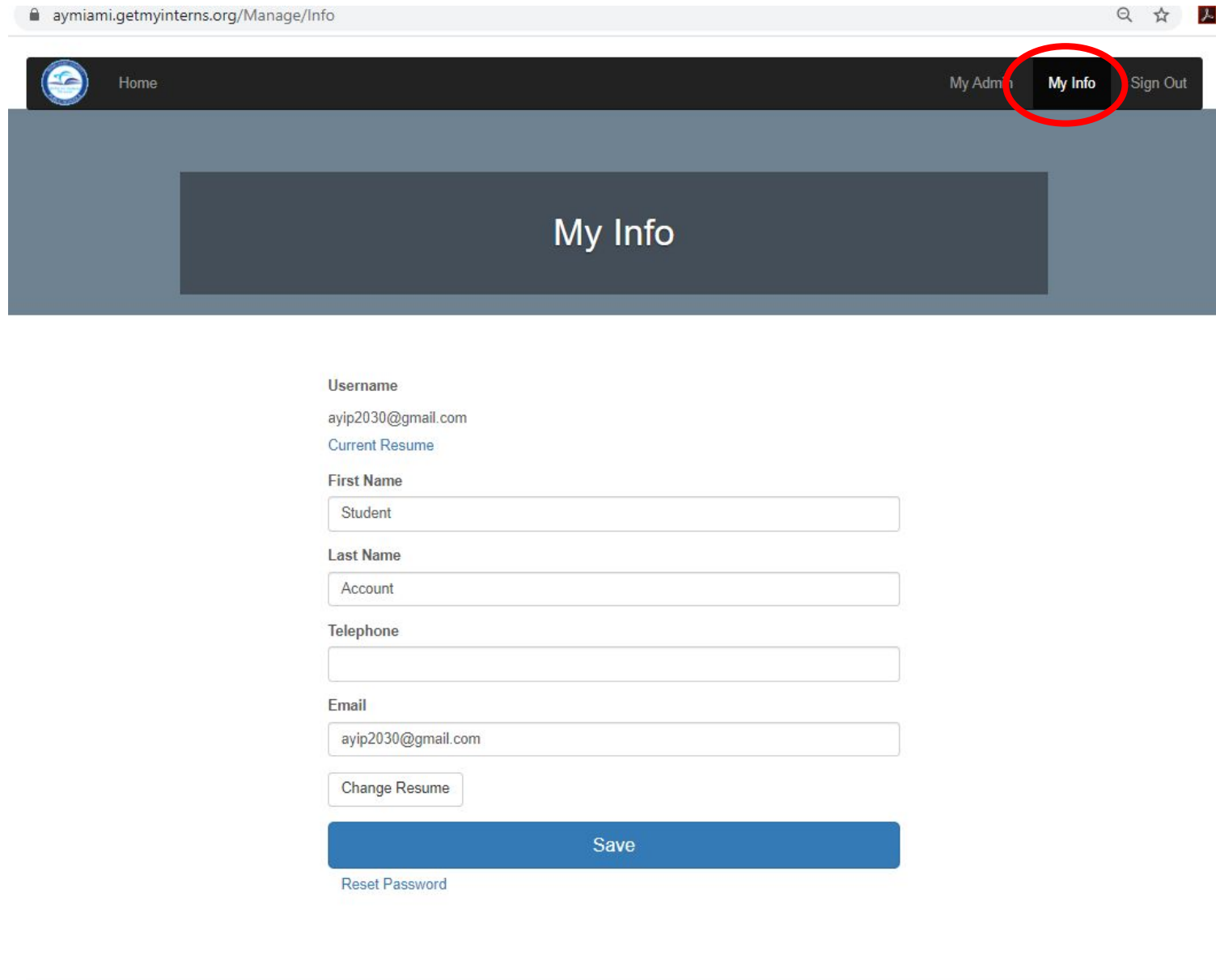
Student Handbook 2020-2021

This handbook has been developed to help prepare you to successfully complete the internship program. It is your responsibility to read this handbook and comply with what will be asked of you. If you have any questions, concerns, or issues that arise, please contact your school-site coordinator

[Download](#)

Reset Password or Change Resume

In MY INFO tab, you can view your current resume or change it, reset your password and change phone number.



aymiami.getmyinterns.org/Manage/Info

Home My Admin **My Info** Sign Out

My Info

Username
ayip2030@gmail.com
[Current Resume](#)

First Name

Last Name

Telephone

Email

[Reset Password](#)

ADDITIONAL INFORMATION

AFTER YOU ARE APPROVED BY COMPLETING YOUR PREREQUISITES

1. Complete one of the items below -
2. **IF you HAVE an INTERNSHIP JOB** - you will SELECT the company that has hired you. If they are not showing up, then the company needs to REGISTER on the www.aymiami.GetMyInterns.org website.
3. **If you don't have an INTERNSHIP, APPLY** - select companies you are interested. Only the companies you select will be able to view your resume. If they are interested in you they will get in touch through the website or email for an interview.
4. REVIEW - Students must review their interview schedule online to see if they have been selected by the companies. Remember to dress professionally, take your resume and arrive on time!

CONTACT

Contact your school's coordinator

Share your experience with us #MDCPSInterns



@MDCPSCommunity

www.engagemiamidade.net/internships