

# Job Shadow and Internship Process for Advisors



**Are you a teacher interested in job shadowing and internship opportunities for your students? This is how to get started:**

1

**Register in LaunchPad**

- Go to [uplinkthefuture.org](http://uplinkthefuture.org)
- Click on LaunchPad
- Click on Advisor Login/Registration
- Fill out info and click Submit

2

**Fill Out and Fax in Advisor Form**

- Download Advisor Form and fax it in.
- Once we receive your signed Advisor Form you will receive an e-mail telling you that you have been activated in UpLink.

3

**Search for Opportunities and Apply for Internships**

- Go to [uplinkthefuture.org](http://uplinkthefuture.org)
- Click on LaunchPad
- Login
- Click on Find Opportunities
- Click on item that you are interested in and it will give details on that opportunity.
- Follow the instructions online to secure job shadow opportunities and direct your students to Internship opportunities.
- **Check back** to the web site frequently to apply for new opportunities as they are posted.

Check out our videos at [uplinkthefuture.org](http://uplinkthefuture.org). Click on view UpLink videos, then watch video under LaunchPad