Instructions for Accessing the Internship Exchange

The Internship Exchange is a shared database with over 7,000 internships in the U.S. and abroad. New listings are added daily.

1. Log on to www.usfca.edu/career
2. Click on **Students** in the yellow box on the left of the screen.
3. Click on **Find an Internship.**
4. Scroll down and click on **Search Internship Exchange.**
5. Please note: If you are a NEW Internship Exchange user, you MUST create an account even if you have one on DonsCareers. (See reverse side for DonsCareers instructions). These are different databases and your DonsCareers username and password will NOT work on Internship Exchange unless you create an account first. You CAN use the same username and passwords for both DonsCareers and Internship Exchange, but only after you to create an account and select your own username and password.
6. To create an account, scroll down to the Students box on the left of the page and click on **Create account**.
7. If you already registered, sign in using your username and password. Using quick search, change "jobs" to "internships" and enter your keywords, i.e. San Francisco, New York, advertising, etc.
8. You can upload your resume by clicking on Documents from the menu bar on the top of the screen. Click on the **Upload a resume** link and browse for your resume. Click **Upload.** You can send your resume directly to employers using the Internship Exchange system.
9. If you find that an application deadline has passed, contact the employer directly and see if there might still be openings or future opportunities.
10. If you encounter problems, please call 415.422.6216 or visit us on the University Center, 5th Floor.

UNIVERSITY OF SAN FRANCISCO
Priscilla A. Scotlan Career Services Center

Instructions for Accessing DonsCareers

Jobs listed on **DonsCareers** are updated daily and you can send your resume directly to the employers. Internships are posted exclusively on the Internship Exchange. See reverse side for details about the Internship Exchange.

1. Log on to https://usfca-csm.symplicity.com/students/
2. For new users, you must use the information sent in the welcoming email as your login information. Your USF student ID number is your username, not your USF email. If you are trying to login for the first time, use the password sent to you in the email. Enter the Verification code. This code is not case sensitive. Click go. If you do not have the welcoming email from csc-recruiting@usfca.edu, please call the USF Career Services Center at 415.422.6216 to have the email re-sent. Your student ID is your username for all future logins.
3. Fill out your information on the silver **Profile** tab on the top of the screen.
4. After you register, log into **DonsCareers**. To upload your resume, cover letter, and transcript to your profile; click on the silver **Documents** tab at the top when you are logged in. Click the **Add New** Button on the bottom left corner of the screen. Make sure to select the correct document type. Click the **Submit** button. There is a maximum of ten documents per profile.
5. To find **Jobs**, click on **Jobs and Internships** tab. The **"DonsCareers"** option are jobs that have been entered by employers who have chosen to post specifically to multiple universities. The **"NACElink"** Network option is a general job database.
7 .If you encounter problems, please visit us on the University Center 5th Floor or call 415.422.6216