

MassCEC Internship Employer User Manual

Employer User Manual

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II. Introduction

The MassCEC Internship Portal is a dedicated platform built for the Massachusetts Clean Energy Center (MassCEC) — an organization that supports the growth of clean energy industries in Massachusetts, including solar power, wind energy, electric vehicles, and energy efficiency technology.

The portal exists to solve one simple problem: connecting interns who want real-world work experience with companies that need fresh, motivated talent. Instead of interns emailing resumes into the void or employers posting on generic job boards, everything happens in one organized, structured system.

What the Portal Does

The platform supports the full lifecycle of an internship — from the moment an intern signs up to the moment they are officially placed at a company. It covers:

- **Student (Intern) registration and profile management** — interns create accounts, build their profiles, upload resumes, and fill in demographic information that helps MassCEC track program reach and eligibility.
- **Employer registration and profile management** — companies register, set up their company profile, list their office locations, and manage their team members on the platform.

- **Internship program management** — MassCEC organizes internships into seasonal sessions (e.g., Fall 2026). Interns apply to a session through an Intake Application, which serves as the formal eligibility gate before they can apply to specific jobs.
- **Job posting and discovery** — employers post internship positions through a guided form. Once approved by MassCEC admins, those postings go live on the Internship Board where interns can search, browse, and apply.
- **Candidate search** — employers and admins can proactively search through intern profiles, filter by location and education, save candidates, and send them direct messages.
- **Hiring and matching** — when an employer is ready to hire, they submit an eligibility check. Once MassCEC approves eligibility, the employer has the intern sign an offer letter and submits it through the Match form, which includes the intern's name, proposed dates, hourly wage, and offer letter. MassCEC reviews and approves the match, making the placement official.
- **Admin oversight** — MassCEC State Admins and Staff have full visibility across employers, interns, job postings, and matches, with tools for verification, audit logs, case notes, and activity tracking.

Who It's For

Role	Who They Are
Intern	A student looking for a paid clean energy internship
Employer	A company looking to hire an intern through the MassCEC program
State Admin	A MassCEC administrator who oversees and approves everything on the platform
MassCEC Staff	Internal MassCEC team members who manage day-to-day operations

Why It Matters

For interns, this portal opens a door into the clean energy industry — one of the fastest-growing sectors in the country. For employers, it provides a pipeline of motivated, pre-screened candidates without the overhead of a traditional hiring process. And for MassCEC, it gives a centralized, trackable system to manage and measure the impact of their internship programs across the state of Massachusetts.

i Device Recommendation: This platform works best on a desktop or laptop using an up-to-date browser. We recommend Google Chrome or Microsoft Edge for the best user experience. Some features may be limited on mobile devices or other browsers. If you experience issues on a phone, tablet, or unsupported browser, please switch to Chrome or Edge on a desktop or laptop and try again.

III. Employer Experience

Imagine a bulletin board at your local library — one where businesses can post signs saying 'We are looking for an intern helper this summer!' and interns can come and see those signs and apply for the opportunity. The MassCEC Internship Portal is exactly like that bulletin board, but on the internet.

MassCEC stands for the Massachusetts Clean Energy Center. They help connect interns with companies that work in clean energy — things like solar panels, wind turbines, and electric cars.

Who is this guide for?

This guide is written for Employers — that means you, the business or company that wants to hire an intern. You might be a small business owner, an HR manager, or someone helping your company find new talent.

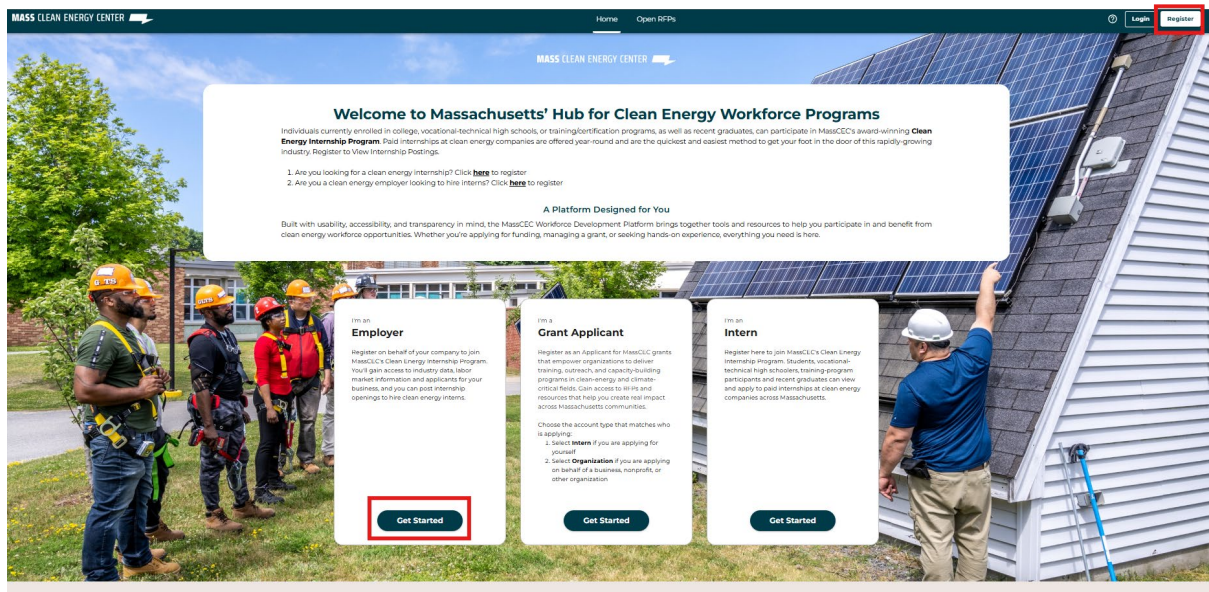
What can Employers do on this website?

	Create your company account so the website knows who you are
	Set up your company profile with your address, contact info, and company details
	Invite your colleagues (company staff) to help manage your job postings and applications
	Post internship job listings so interns can see you are hiring
	Search through intern profiles to find someone who matches what you need
	Send messages to interns you are interested in
	Review applications from interns who applied to your internship
	Officially hire an intern by submitting a Match form
	Receive email notifications about new applicants and updates

i Did you know: You will need a computer or laptop and an internet connection to use this website. You do not need to be a technology expert — if you can send an email, you can use this site!

How to Create Your Employer Account

Before you can do anything on the MassCEC Internship Portal, you need to create an account. Think of this like signing up for a library card — it tells the system who you are and gives you access to everything.



Did you know: You only need to register once. After that, you just log in with your email and password every time you visit.

Step-by-Step: How to Register

- 1 Open your web browser (the app you use to visit websites — like Chrome or Edge). Go to the MassCEC Internship Portal website.
- 2 On the home page, you will see a big button or card that says "I am an Employer" or "Register as Employer". Click that button.
- 3 The Employer Registration Form will open. This is a series of questions about your company. Don't worry — we will explain each question below.
- 4 Fill in Step 1: Company Information (see the table below for what each field means).
- 5 Click "Next" to move to Step 2: Primary Location. Fill in your company's address and phone numbers.
- 6 Click "Next" to move to Step 3: Primary Contact Information. Answer the remaining questions about your company.

7

Click the big "Submit" button at the bottom. The website will say "Registration Successful!"

8

Check your email inbox. You will receive a welcome email with a temporary password. Use that password to log in for the first time.

9

When you log in with your temporary password, the website will ask you to set a new personal password. Choose something you will remember!

Step 1 — Company Information

This step asks you about your company. Here is what each field means:

The screenshot shows the registration form for the MASS CLEAN ENERGY CENTER. The form is divided into three main sections: Basic Information, Primary Location, and Primary Contact Information. The Basic Information section includes fields for Login Information (First Name, Middle Name, Last Name, Email) and Employer Identification (Company Name, DBA, FEIN ID, Confirm FEIN ID). The Primary Location section includes a field for Company Profile (Company Logo, File Name, Size). The Primary Contact Information section includes a field for Company Profile Description. The form has a progress bar at the top indicating the current step (1) and buttons for Login and Register. The form is titled "MASS CLEAN ENERGY CENTER" and has a "Home" link and "Open RFPs" link in the top right corner.

Field Name	What It Means and How to Fill It In
Company Name *	The official name of your business — exactly as it appears on your tax documents.
Industry / Sector *	What type of business you are. For example: Solar Energy, Wind Power, Electric Vehicles, etc.
Company Description	A short paragraph (2–5 sentences) describing what your company does. Imagine explaining your business to a friend.

Company Website	The web address of your company's website. Example: www.yourcompany.com. This field is optional — you can leave it blank if your organization does not have a website.
Benefits Offered	The perks you offer to your interns. You can select "Benefits provided outlined below" and then check which ones apply — for example: health insurance, paid time off, flexible hours, etc.
Clean Energy Sector *	Select the clean energy area your company works in. Examples include: Solar, Wind, Electric Vehicles, Energy Efficiency, and more. This is a required field — you must select a value before you can move to the next step.
Registered to do Business in MA *	A Yes / No question asking whether your company is registered to do business in the state of Massachusetts. Select Yes if your company is registered in MA, or No if it is not. This field is required and appears whether you are logged in or logged out during registration.

 **Note:** Your FEIN number must be entered in the format XX-XXXXXXX (two digits, a dash, then seven digits). If you type it wrong, the system will show an error. Double-check it before submitting.

Step 2 — Primary Location

This step asks where your company is located.

MASS CLEAN ENERGY CENTER
Home Open RFPs
Login Register

1
2
3

Basic Information
Primary Location
Primary Contact Information

Primary Location

Address Line 1 *
Enter address line 1

Address Line 2
Enter address line 2

Address Line 3
Enter address line 3

City *
e.g., Boston

State *
Select a state

Region
e.g., Greater Boston

MassHire Region
e.g., Greater Boston

Zip Code *
e.g., 02139

Mailing Address

☐ Check here if Mailing Address is the same as the above address

Add Address *
Enter address line 1

Address Line 2
Enter address line 2

Address Line 3
Enter address line 3

City *
e.g., Boston

State *
Select a state

Previous
Cancel
Continue

Field Name	What It Means and How to Fill It In
Primary Location — Address Line 1 *	The street address of your main office. Example: 123 Main Street
Address Line 2	Any extra address information, like a suite number or floor. Example: Suite 400. This field is optional.
City *	The city where your office is located.
State *	The U.S. state where your office is located. You will pick from a dropdown list.
Region	This fills in automatically! If your city is in Massachusetts, the region will auto-populate based on your city. If your city is outside Massachusetts, it will say "Outside Massachusetts".
Zip Code *	Your 5-digit postal code. Only numbers are allowed — no letters, and exactly 5 digits.
Mailing Address	If your mailing address is different from your main location, fill this in separately. If it is the same, just check the box that says "Check here if Mailing Address is the same as Primary Location" and the fields will fill in automatically!

Step 3 — Primary Contact Information

This step asks for the main contact person at your company.

MASS CLEAN ENERGY CENTER
Home Open RFPs
Login Register

Basic Information
Primary Location
Primary Contact Information

Primary Contact Information

Job Title *
Enter

First Name *
Enter

Middle Name
Enter

Last Name *
Enter

Phone Number *
Enter

Work Phone Number
Enter

Ext
Enter

Alternative Phone Number
Enter

Ext
Enter

Email Address *
Enter

Finance Contact Name *
Enter

Finance Email Address *
Enter

Previous
Cancel Submit

Field Name	What It Means and How to Fill It In
Primary Contact First Name *	The first name of the main person MassCEC should contact at your company.
Primary Contact Last Name *	The last name of the contact person. This field accepts names with spaces — for example, "Dela Cruz" is perfectly fine.
Finance Contact Name *	The full name of the person at your company who handles financial matters — for example, your Accounts Payable manager or Finance Director. This is the person MassCEC will contact for invoice questions and grant payment matters. This field is required.
Finance Email *	The email address for your finance contact. All billing correspondence from MassCEC goes to this address.
Mobile Number *	A 10-digit phone number (numbers only, no dashes needed). Example: 6175551234
Work Phone Number	Your office or work phone number — also 10 digits.
Alternative Phone Number	A backup phone number. This field is optional — you do not have to fill it in.

 **Tip:** All phone number fields only accept exactly 10 digits. If you try to enter more or fewer, the system will show an error message.

 **Warning:** Finance Contact Name is required. The registration form will not submit until this field is filled in. If you see an error on this field, type the full name of your finance contact and try submitting again.

After You Submit

Once you click Submit and your registration goes through successfully, two things will happen:

- The website will show a green success message saying your account has been created.
- You will receive two emails in your inbox:
 - Email 1 — Account Created: This email contains your login email address and a temporary password. Keep this somewhere safe!
 - Email 2 — Welcome to MassCEC: This is a welcome message with information about getting started on the portal.

 **Note:** If you do not receive an email within a few minutes, check your Spam or Junk folder. If it is not there either, contact the MassCEC support team for help.

How to Log In to Your Account

Once your account is created, you will log in every time you want to use the portal. It works just like logging into your email — you enter your email address and your password, and you are in!



Your Employer Home Page

After you log in, you land on your Employer Home Page. This is your personal starting point on the portal — a quick-access dashboard designed specifically for employers like you.

From your home page you can:

What you see	What it does
Post Job Openings	A shortcut button to start a new internship job posting immediately.
Manage your postings	See a summary of your active and pending job listings.
View recent activity	Quick links to recent applications and candidate activity on your account.
Navigate the portal	Use the navigation menu at the top to access any other section — Candidate Search, your Profile, Communications, and more.

Note: The search widget on the home page (for browsing internships) is only visible to Interns and visitors who are not logged in. As an Employer, you will not see that section — this is by design.

Logging In for the First Time

1	Go to the MassCEC Internship Portal website.
2	Click the "Log In" button at the top of the page.
3	Type in the email address you used when you registered.
4	In the Password field, type the temporary password that was sent to your email.
5	Click the "Log In" button.
6	The website will immediately ask you to set a new password. Choose a password that is at least 8 characters long. A strong password has a mix of letters, numbers, and symbols — like: BlueSkies2026!
7	Confirm your new password by typing it again in the second box.

 **Tip:** If you ever forget it, you can click "Forgot Password" on the login page and the system will send you a reset link by email.

Logging In on Regular Visits

After your first login, coming back is easy:

- Go to the website.
- Click "Log In".
- Enter your email address and the password you set.
- Click "Log In". Done!

 **Did you know:** The portal works best on a desktop or laptop. You can use it from anywhere with internet access.

Your Employer Profile — Keeping Your Information Up to Date

Your Profile is like your company's "business card" on the portal. It shows MassCEC and the interns important information about your company. Keeping it up to date makes a good impression!

To visit your profile, look for "View Profile" in the menu at the top of the page after you log in. Click it and you will see several tabs — each tab is a different section of your profile.

MASS CLEAN ENERGY CENTER

Home Internship

QA Employer
krishnajumao-as+qaemployer4@careerteam.com

View Profile

Logout

QA Test Employer 4 LLC
krishnajumao-as+qaemployer4@careerteam.com

Status: **Active**

XXX-XX-XX
617-555-0100
1 Beacon St, Boston, Massachusetts, 02108

Edit Profile Change Password

About Us Contact Us
General and Grant-Related Inquiries: workforce@masscec.com
Internship Inquiries: internships@masscec.com

Powered By: **career**

Employer Identification

Company Name	DBA	Type of Identification
QA Test Employer 4 LLC	QA Test Employer 4	Federal Employer Identification Number

Company Profile

Company Profile Description	Number of MA Employees	Registered in MA
QA test employer account created for internal platform testing purposes.	5	Yes

Clean Energy Sector
Alternative Transportation

Company Information

Profile Tabs — What Each One Is For

MASS CLEAN ENERGY CENTER

Home Internship

Basic Information Contact Information Locations Staff Members Communications

QA Test Employer 4 LLC
krishnajumao-as+qaemployer4@careerteam.com

Status: **Active**

XXX-XX-XX
617-555-0100
1 Beacon St, Boston, Massachusetts, 02108

Edit Profile Change Password

About Us Contact Us
General and Grant-Related Inquiries: workforce@masscec.com
Internship Inquiries: internships@masscec.com

Powered By: **career**

Employer Identification

Company Name	DBA	Type of Identification
QA Test Employer 4 LLC	QA Test Employer 4	Federal Employer Identification Number

Company Profile

Company Profile Description	Number of MA Employees	Registered in MA
QA test employer account created for internal platform testing purposes.	5	Yes

Clean Energy Sector
Alternative Transportation

Company Information

Tab Name	What it is for
 Basic Information	Your company's employer identification, company profile, and information.
 Contact Information	Your company's address, phone numbers, and main contact person. This is one of the most important tabs — keep it current at all times.
 Locations	The list of all your office locations or worksites. If interns will be working at a specific building, you add it here.
 Staff Members	The list of team members at your company who are registered on the portal. You can add new people here.
 Communications	A messaging center where you can send and receive messages through the portal.

How to Update Your Contact Information

If your address, phone number, or contact person changes, here is how to update it:

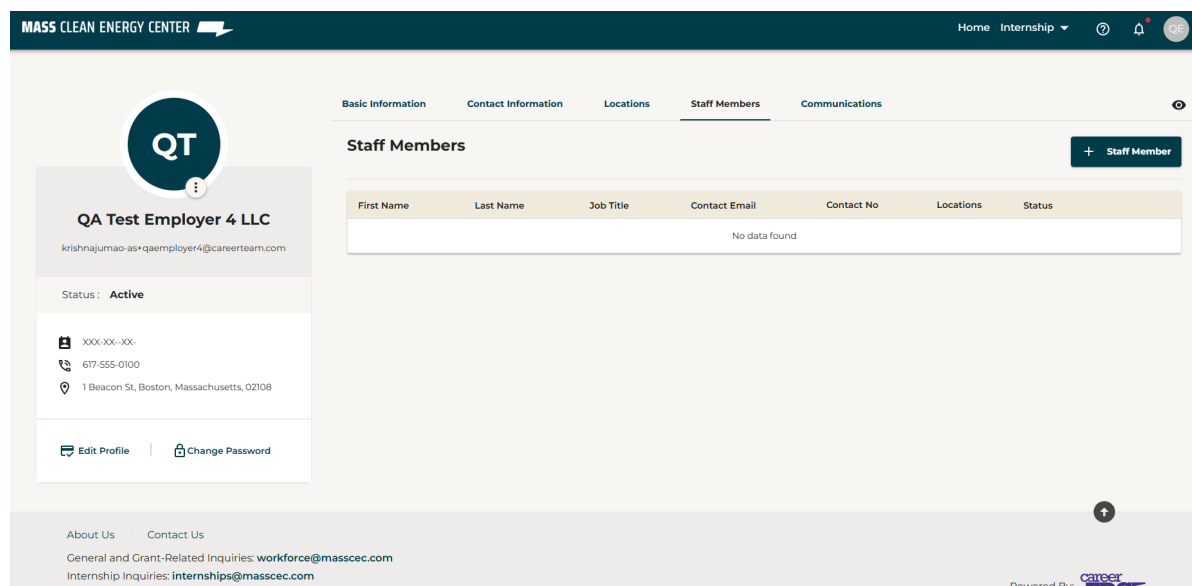
The screenshot shows the 'Contact Information' tab of a user profile for 'QA Test Employer 4 LLC'. The profile includes a status of 'Active', a phone number (617-555-0100), and a primary location at 1 Beacon St, Boston, MA 02108. The 'Contact Information' tab is active, and the 'Primary Location' and 'Mailing Address' sections are visible. Each section has a pencil icon in the top right corner, indicating an edit option. The 'Primary Contact Information' section is also visible, showing the job title 'QA Manager' and the first name 'QA'.

- 1 Log in and click "View Profile" in the menu.
- 2 Click on the "Contact Information" tab.
- 3 Click the pencil icon  (or an "Edit" button) to open the editing form.
- 4 Change the information that needs to be updated.
- 5 If your mailing address is the same as your main address, check the checkbox that says "Check here if Mailing Address is the same as Primary Location" — the mailing address fields will fill in automatically.
- 6 When you are done, click "Save". Your changes will be saved right away.

Note: Your Finance Contact Name and Finance Email are visible on your profile's Contact Information tab and can be edited at any time. If your finance contact changes, update this field so MassCEC always has the right person on file for billing questions.

How to Manage Staff Members

Staff Members are colleagues at your company who also need access to the portal — for example, an HR manager or another team lead who will be reviewing internship applications. You manage them all from the Staff Members tab on your Profile.



Viewing Your Current Staff Members

- 1 Log in and go to View Profile in the navigation menu.
- 2 Click on the Staff Members tab.
- 3 You will see a list of all staff currently registered under your company account, including their name, email, and role.

Adding a New Staff Member

- 1 On the Staff Members tab, click the Add New Staff Member button.
- 2 Fill in their First Name, Last Name, and Email Address.
- 3 Click Save.
- 4 They will receive an email invitation to set their own password and access the portal under your company account.

Note: Staff members you add can access the portal and manage internship postings and applications on behalf of your company. They cannot change your company's primary registration details.

Tip: If a staff member leaves your company, contact MassCEC to have their access removed.

How to Use the Communications Hub

The screenshot shows the 'MASS CLEAN ENERGY CENTER' portal. The user is logged in as 'QA Test Employer 4 LLC' with a profile picture 'QT'. The 'Communications' tab is selected in the navigation menu. The 'Compose a new message' section includes a 'To' field with a dropdown arrow, a 'Subject' field, and a large text area for the message. Below these fields are buttons for 'Email', 'Attach file', and 'Choose Template', along with a 'Send Later' checkbox and a 'Send' button. The 'Messages' section below shows a single message from 'Automated email' dated 'Thu, Jul 25 9:58 AM'.

The Communications Hub is your built-in messaging center on the portal. You can send messages to MassCEC staff and your team members — and receive messages back — all without leaving the website.

How to Send a Message

- 1 Click on the "Communications" tab in your profile (or look for the Communications Hub in the navigation menu).
- 2 Click the Compose button to start a new message.
- 3 In the To field, start typing to search for a recipient. You can send messages to:

- 4** Select one or more recipients from the list. You can add multiple people to the same message.
- 5** Fill in the Subject field — this is like an email subject line. Example: "Question about our internship posting"
- 6** Write your message in the Message box.
- 7** Click Send. A success confirmation will appear, and your message will immediately show up in the Message Inbox below — no need to refresh the page.

Who you can message	Description
State Admin	MassCEC State Administrators.
MassCEC Staff	Internal MassCEC team members assigned to your account.
Employer Staff Members	Colleagues you have added to your company account under the Staff Members tab.

Note: You can only send messages to the roles listed above. You cannot message interns directly through the Communications Hub — use the Contact button on a candidate's card in Candidate Search to reach interns.

Communications Access for Staff Members

If you were added to a company account as a Staff Member, you also have access to the Communications Hub — but with a narrower scope than the primary Employer account.

What's different for Staff Members	Details
Who you can message	Only the Employer account you are assigned to. You cannot search for, select, or message State Admin or MassCEC Staff directly.

Sending a message	Follow the same steps as the main Communications Hub instructions above — click Compose, select your assigned Employer as the recipient, write your message, and click Send.
Message history	Your sent and received messages appear in the same Message Inbox section, updating immediately without needing to refresh the page.

Note: If you need to reach MassCEC State Admin or Staff directly and you are a Staff Member, you can directly email us at internships@masscec.com and/or ask your primary Employer contact to send that message on your behalf — Staff Member accounts cannot message MassCEC directly.

Viewing Your Message History

All sent and received messages appear in the Message Inbox section at the bottom of the Communications Hub page. Each message shows the recipient(s), the message content, and a timestamp.

Tip: If you sent a message and it does not appear immediately, wait a moment — messages load automatically without needing a refresh. If it still does not appear after a minute, try reloading the page.

Managing Your Office Locations (Worksites)

The Locations tab is where you list all the offices or buildings where an intern might be working. For example, if your company has a main office in Boston and a second office in Worcester, you would add both as separate locations.

MASS CLEAN ENERGY CENTER

Home Internship

QT

QA Test Employer 4 LLC

krishnajumao-as+qaemployer4@careerteam.com

Status: Active

XXX-XX-XX
 617-555-0100
 1 Beacon St, Boston, Massachusetts, 02108

Edit Profile
 Change Password

Basic Information

Contact Information

Locations

Staff Members

Communications

Worksites

+ Add Worksite

Boston (Primary)

Address Line 1	Address Line 2	City
1 Beacon St	-	Boston
State	Region	Zip Code
Massachusetts	Greater Boston	02108

About Us

Contact Us

General and Grant-Related Inquiries: workforce@masscec.com
 Internship Inquiries: internships@masscec.com

Powered By:

Note: Your Primary Location appears in the Worksites tab for reference, but it's read-only there — you won't see an edit or delete option on that row. To update your primary address, go to the Contact Information tab instead. Your Mailing Address no longer appears in the Worksites list automatically; if you want it listed as a worksite, add it manually with + Add Worksite.

How to Add a New Location

- Go to "View Profile" and click on the "Locations" tab.
- You will see a list of your current locations (it might be empty if this is your first time).
- Click the "Add New Location" or "+ Add Worksite" button.
- Fill in the location details (see the table below).
- Click "Save". Your new location will appear in the list.

Location Form Fields

Field	What to Fill In
-------	-----------------

Address Line 1 *	The street address of this location. Example: 100 Technology Drive
Address Line 2	Extra address details like a building name or suite number. This is optional.
City *	The city where this location is.
State *	The U.S. state. Pick from the dropdown list.
Region	This fills in automatically based on the city you enter! If the city is in Massachusetts, the correct region will appear. If the city is outside Massachusetts, it will say "Outside Massachusetts".
Zip Code *	The 5-digit postal code for this location.

How to Edit a Location

1	Go to the "Locations" tab.
2	Find the location you want to change.
3	Click the three-dot menu (⋮) on the right side of that location's row.
4	Select "Edit" from the menu.
5	Make your changes in the form.
6	Click "Save". All the changes will be saved immediately.

How to Edit Your Primary Address and Mailing Address

Your Primary Address and Mailing Address on the Contact Information tab are now editable. If your company's address changes, here is how to update it.

- 1 Log in and go to View Profile in the navigation menu.
- 2 Click on the Contact Information tab.
- 3 Click the Edit button (pencil icon ) next to the Primary Address section.
- 4 Update the address fields as needed — Address Line 1, Address Line 2, City, State, Zip Code.
- 5 If your Mailing Address is the same as your Primary Address, check the box that says 'Check here if Mailing Address is the same as Primary Location' — the mailing fields will auto-fill.
- 6 If your Mailing Address is different, scroll down and fill in the Mailing Address fields separately.
- 7 Click Save. Your updated address is saved immediately.

 **Note:** Both your Primary Address and Mailing Address are now fully editable. You can update them at any time from the Contact Information tab.

How to Set a Location as Your Primary Location

Your Primary Location is the main address shown on your profile. If you have multiple locations, you can choose which one is the "main" one.

- 1 Go to the "Locations" tab.
- 2 Find the location you want to make primary.
- 3 Click the three-dot menu (⋮) on that location.
- 4 Select "Set as Primary Worksite".

- 5 That location is now marked as your primary location. The Set as Primary option will be greyed out for the location that is already primary — that is normal!

How to Delete a Location

If you have a location you no longer use, you can remove it.

- 1 Go to the "Locations" tab.
- 2 Find the location you want to delete.
- 3 Click the three-dot menu (⋮) on that location.
- 4 Select "Delete".
- 5 A confirmation pop-up will ask: "Are you sure you want to delete this location?" Click "Yes" to confirm.

Note: You cannot delete your Primary Location while it is still set as primary. First set a different location as primary, then delete the old one.

How to Post an Internship Job

Posting a job is how you let interns know you are looking for an intern. Think of it like putting a "Help Wanted" sign in your window — except this sign is visible to all the interns registered on the MassCEC portal!

MASS CLEAN ENERGY CENTER

[Home](#)
[Internship](#)

[Candidates](#)
[Manage Internships](#)

[+ Post a Position](#)

Home > Manage Internships

Manage Internships

Internship ID	Company Name	Internship Title	Type	Location	Number of Positions	Views	Interested Candidates?	Hires	Status	
5352850	QA Test Employer 4 LLC	Adipisci in nulla re	Distinctio Ea Archi		0	0	0	0	Draft	
5352845	QA Test Employer 4 LLC	Accountant Intern	In Person	Boston	12	1	1	0	Approved	

Rows per page: 10

1-2 of 2

[About Us](#)
[Contact Us](#)

General and Grant-Related Inquiries: workforce@masscec.com
 Internship Inquiries: internships@masscec.com

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[User Guide](#)
[Disclaimer](#)
[Privacy Policy](#)

Did you know: Before you post a job, make sure you have at least one office location saved in your Locations tab. You will need to select a location for the job.

Step 1: Getting to the Job Posting Form

- After logging in, look for "Manage Internships" in the navigation menu at the top of the page. Click it.
- You will see a list of all your current job postings (it may be empty if this is your first time).
- Click the big "Post a Position" button.
- A 4-step form will open. You will fill in the details of your internship in 4 steps.

Step 2: Fill In the Job Details Form (4 Steps)

The form has four steps. You can go back and forth between them using the Previous and Next buttons. Your information is saved as you move between steps, so you will not lose anything.

Form Step 1 of 4 — Internship Details

Field	What to Fill In
Session *	Required. Choose the session (funding period or seasonal program) this internship belongs to.
Internship Title *	The name of the position. Be specific! Example: "Solar Energy Research Intern" or "Clean Energy Marketing Intern".
Internship Description *	A full explanation of what the intern will do day-to-day. Write at least 2–3 paragraphs. The more detail you give, the better your chances of attracting the right intern!
Worksite Location *	Select the Massachusetts office or worksite where the intern will be working. The dropdown only shows your saved locations that have a Massachusetts address. If the dropdown is empty or your location is missing, go to your Profile > Locations tab and check that you have at least one Massachusetts address saved, then come back to this form.
Internship Location – Format *	Required. Choose how the intern will work — for example, In-Person or Hybrid.
Summer Session Details	A Yes / No toggle for whether this position is part of the summer program funding track.
Eligible Applicants *	Required. Select which applicants are eligible to view and apply to this posting. If a role is open to both CIM students and regular college students, post it twice — once for the CIM session and once for the regular Fall session. Note: If a job is open to both CIM students and regular college students, you must clone the posting and submit one separate listing for each session.
Clean Energy Sector *	Select the clean energy area that best matches this internship.
Job Category *	Required. Choose the category that best classifies this role.

Primary Activity *	Select the option that best describes the intern's day-to-day work.
Hourly Wage *	How much you will pay the intern per hour. Example: 18.50 (meaning \$18.50 per hour).
Pay Schedule *	Required. Choose how often the intern will be paid — for example, Weekly, Bi-Weekly, or Monthly.
Skills *	Required. Choose the skills the intern will need for this role from the provided list.

 **Tip:** If the Worksite Location dropdown appears empty, it means you have no Massachusetts addresses saved yet. Go to your Profile, click the Locations tab, and add a Massachusetts worksite. Then return to Manage Internships and start a new posting — your location will now appear in the dropdown.

If a location doesn't appear in the Worksite Location dropdown, hover over the field — a tooltip explains: “You must add additional locations to your company profile before they appear here.” Add the missing location under Profile > Locations, then return to the job posting form.

 **Warning:** Only Massachusetts addresses appear in this dropdown. Addresses from other states will not be listed, even if saved to your profile.

- Click "Next" to go to Step 2.

Form Step 2 of 4 — Contact Information

Field	What to Fill In
Contact Name *	The name of the person at your company who is the contact for this specific internship.
Contact Email *	The email address for that contact person.

Phone Number *	The phone number for that contact person.
-----------------------	---

- Click "Next" to go to Step 3.

Form Step 3 of 4 — Additional Information

Field	What to Fill In
Number of Interns Requested *	Required. The number of interns you plan to hire for this role this session.
Signatory Name *	Required. The full legal name of the person authorized to sign contracts for your company.
Signatory Title *	Required. The job title of the person signing.
Employer of Record *	Required. The legal company responsible for payroll, tax reporting, and issuing the intern's W-2.
Host Employer *	Required. The company or site where the intern will actually do their day-to-day work.
Employer Record Details	An optional text box. Use it to explain any third-party payroll provider, staffing agency, or fiscal sponsor involved, so MassCEC understands how your company is set up.
Pay intern wages without state or MassCEC funding *	Required. A Yes / No answer for whether you could pay the intern's wages without state or MassCEC funding.
Internship Program Acknowledgement *	Required. A checkbox confirming you'll pay on a weekly or bi-weekly schedule and pay proper overtime for any hours over 40 per week, in line with state and federal labor laws.
Site Visit	Three date pickers (MM/DD/YYYY). Choose three possible dates within the upcoming 12-week session when a MassCEC staff member could visit the worksite for an on-site check-in.

Can this internship lead to a possible part-time or full-time hire? *	Required. A Yes / No answer for whether this internship could lead to a part-time or full-time job.
Will the position be part-time or full-time? *	This is the field that appears if you select “Yes” on the “Can this internship lead to a possible part-time or full-time hire?” question. Mandatory field.  Tip: Hover over the Full Time / Part Time field for a reminder: “Full time is defined as 40 hours a week. If the position is less than 40 hours a week, please mark it as part time.”
Are you willing to hire international students for this position? *	Required. A Yes / No answer for whether you're willing to hire international students for this role.

- Click "Next" to go to Step 4.

Form Step 4 of 4 — How to Apply Options

This step tells interns how to apply for your internship. You must choose at least one option — if you leave this section empty and click Submit, the form will show an error and ask you to select at least one.

Option	What it means and what to fill in
Send Resume *	Interns send their resume to an email address you provide. If you check this option, an Email Address field will appear — fill it in with the email address where you want to receive resumes. This field is required if Send Resume is selected.
Call this Phone Number *	Interns call a phone number to apply. If you check this option, a Phone Number field will appear — enter the number interns should call. This field is required if this option is selected.
Redirect to Company Website *	Interns are taken to your company's website to apply through your own system. If you check this option, a

	Company Website URL field will appear — enter the full web address. This field is required if this option is selected.
Mail Paper Resume *	Interns can mail a physical printed resume to your office address. Select this for internships that accept traditional paper applications.
In Person at Company *	Interns can walk in and apply in person at your company's location.
In Person at Workforce Center *	Interns can apply in person at a Massachusetts Workforce Center. Select this if you are partnering with a workforce development organization.

- Click "Submit" to submit your job posting.

⚠ Warning: You must select at least one option before you can submit. If you click Submit without selecting anything, you will see the message: 'Select at least one from the Options to continue submission.'

i Note: You can select more than one option if your internship accepts multiple application methods. For example, you might accept both email resumes and phone calls at the same time.

Reviewing the Terms & Conditions Before You Submit

Before you can submit your job posting, you'll be asked to confirm you agree to the program's Terms & Conditions.

- 1 On the last step of the job posting form, look for the Terms & Conditions section.
- 2 Click the Terms & Conditions link to open and read the full text.
- 3 Once you've opened and reviewed it, the agreement checkbox becomes selectable.

4

Check the box to confirm you agree, then click Submit.

Note: The agreement checkbox stays greyed out until you've opened and viewed the full Terms & Conditions — you can't check it sight-unseen.

What Happens After You Submit

After you click Submit, your job posting goes to a State Admin at MassCEC for review. They will check your posting to make sure everything is correct.

Status	What it means
 In-Review	Your posting has been submitted and is waiting for MassCEC to review it.
 Active	MassCEC has approved your posting! It is now live and visible to interns. They can search for it and apply.
 Rejected	MassCEC found an issue with your posting. They may send you a note explaining what to fix. You can edit the posting and resubmit.

How to Edit a Job Posting

If you need to change something in a job posting — maybe you updated the pay rate or the start date — here is how:

1

Go to "Manage Internships" in the menu.

2

Find the job posting you want to edit in the list.

3

Click the three-dot menu (⋮) on the right side of that posting.

- 4 Click "Edit".
- 5 Make your changes in the form.
- 6 Click "Update" when you are done.

 **Tip:** You can also click on the job title to open the Job Detail page, and then click the Edit button from there.

Finding the Right Intern — Candidate Search

You don't have to just wait for interns to apply! You can also go looking for interns yourself. The Candidate Search section lets you browse all the interns profile registered on the portal — like flipping through resumes.

The screenshot shows the 'MASS CLEAN ENERGY CENTER' portal. At the top, there's a navigation bar with 'Home' and 'Internship' links. A dropdown menu for 'Candidates' is open, showing 'Candidates' and 'Manage Internships' options. Below this is the 'CANDIDATE SEARCH' section with input fields for 'Name', 'Keywords', 'City', and 'Skills', along with a 'Search Candidates' button. A 'Filters' section shows 'Education Level' as a dropdown. Below the search area are four tabs: 'All Candidates', 'Recently Viewed', 'Saved', and 'Contacted'. The 'All Candidates' tab is active, displaying a list of two candidates: 'Candace Donna Berry Stafford' (CS) and 'QA TestIntern' (QT). Each candidate profile includes their name, location, type, and a set of action buttons: 'Save', 'Contact', 'View Resume', and 'Mark as Applied'. The 'QA TestIntern' profile also shows dates for 'Match Submitted On', 'Profile Updated On', and 'Profile Uploaded On'.

Did you know: The Candidate Search is only available to Employers and State Admins — interns cannot see it. This is your private tool for finding talent.

How to Get to Candidate Search

- 1 After logging in, look for "Candidate Search" or "Candidates" in the navigation menu.
- 2 Click it. You will see the Candidate Search page with a list of interns profiles.

The Four Tabs in Candidate Search

At the top of the Candidate Search page, you will see 4 tabs. Each tab shows a different group of candidates:

MASS CLEAN ENERGY CENTER

Home
Internship

CANDIDATE SEARCH

Name

Keywords

City

Skills

Search Candidates

Filters

Education Level

All Candidates
Recently Viewed
Saved
Contacted

CS
Candace Donna Berry Stafford

Location: boston, Alaska
Type: High School Diploma

Save
Contact
View Resume
Mark as Applied

Match Submitted On -
Profile Updated On 07/28/2026
Profile Uploaded On -

QT
QA TestIntern

Location: Boston, Massachusetts
Type: 1 Year of College or a Technical or Vocational School

Save
Contact
View Resume
Mark as Applied

Match Submitted On -
Profile Updated On 07/24/2026
Profile Uploaded On -

Tab	What it shows
All Candidates	Every intern registered on the portal. This is where you start your search — it shows the full list.
Saved	Interns you have bookmarked or saved for later. Think of it like a favorites list.
Recently Viewed	Interns whose profiles you clicked on recently. Helpful when you want to go back to someone you looked at earlier.
Contacted	Interns you have already sent a message to via the Contact button. When you mark a candidate as Contacted, their status updates immediately and they appear here. Use this tab to track your outreach and avoid duplicate messages.

How to Search for a Specific Type of Candidate

The "All Candidates" tab has search filters to help you narrow down the list to only the interns who match what you need.

MASS CLEAN ENERGY CENTER

Home Internship

CANDIDATE SEARCH

Name Keywords City

Skills Search Candidates

Filters

Education Level

All Candidates Recently Viewed Saved Contacted

CS Candace Donna Berry Stafford

Location: boston, Alaska Type: High School Diploma

Save Contact View Resume Mark as Applied

Match Submitted On -
Profile Updated On 07/28/2026
Profile Uploaded On -

QT QA TestIntern

Location: Boston, Massachusetts Type: 1 Year of College or a Technical or Vocational School

Save Contact View Resume Mark as Applied

Match Submitted On -
Profile Updated On 07/24/2026
Profile Uploaded On -

- 1 Go to the "All Candidates" tab.
- 2 You will see a search bar at the top. Type in the intern's name if you are looking for someone specific, or type a skill or keyword.
- 3 Below the search bar, there are filter options. You can filter by City — type a city name and the list will show only interns in or near that city. Note: make sure you type a city name, not a state name.
- 4 The Education Level filter in Candidate Search is becoming a multi-select — you'll be able to check off more than one level at a time (for example, both "High School Diploma" and "2 Years of College") to see a broader pool of candidates in one search.
- 5 The list will update automatically as you change the filters.
- 6 When you find someone interesting, click on their card to view their full profile.

What Information is on Each Intern's Card

Each intern appears as a small card showing:

- Their name
- Their education level (for example: High School, Associate Degree, Bachelor's Degree)
- Their location (city)
- When they last updated their profile
- When they uploaded their resume
- Action buttons: View Profile, View Resume, Contact, Save, Mark as Applied

How to View an Intern's Resume

- 1 Find the intern's card in the list.
- 2 Click the "View Resume" button on their card.
- 3 Their resume will open on a small card and you can download it to your computer.

How to Save a Candidate for Later

- 1 Find the intern's card.
- 2 Click the "Save" button.

3

That Intern will now appear under the "Saved" tab so you can find them easily later.

How to Send a Message to a Candidate

If you are interested in an Intern and want to reach out to them, you can send them a message directly through the portal.

The screenshot shows the MASS CLEAN ENERGY CENTER portal. At the top is a dark blue header with the logo and navigation links: Home, Internship, and user icons. Below the header is the 'CANDIDATE SEARCH' section with input fields for Name, Keywords, City, and Skills, and a 'Search Candidates' button. A 'Filters' section shows 'Education Level' as a dropdown. Below the search section are tabs for 'All Candidates', 'Recently Viewed', 'Saved', and 'Contacted'. The 'All Candidates' tab is active, showing a list of candidates. The first candidate is 'Candace Donna Berry Stafford' with a 'CS' icon. Her profile includes location (Boston, Alaska), type (High School Diploma), and a 'Contact' button highlighted with a red box. Other buttons for 'Save', 'View Resume', and 'Mark as Applied' are also visible. The second candidate is 'QA TestIntern' with a 'QT' icon, located in Boston, Massachusetts, with a type of '1 Year of College or a Technical or Vocational School'.

1

Find the Intern's card.

2

Click the "Contact" button.

3

A small form will pop up called the Contact Candidate Form.

4

Fill in the Subject field — this is like the subject line of an email. Example: "Internship Opportunity at Green Power Co."

5

In the Message box, write a friendly message to the Intern. Introduce yourself and explain why you are interested in them.

6

Click "Send Message".

7

The message will be sent to the intern's email address automatically.

⚠ Important: This message only goes one way — candidates cannot reply to you through the portal. If you want the intern to be able to respond, include your email address (or other contact info) in the message itself.

i Note: After you send a message to a candidate using the Contact button, their status automatically updates to 'Contacted' and they move to the Contacted tab. You can use the Contacted tab at any time to see which candidates you have already reached out to — so you never accidentally contact the same person twice.

Mark a Candidate as Applied

Found a strong candidate in Candidate Search who hasn't applied to your posting? You can add them yourself, then request an eligibility check and hire them if they qualify.

- 1** In Candidate Search, open the candidate's card.
- 2** Click the Mark as Applied button on their card.
- 3** Choose which of your job postings to attach them to.

They'll now appear under that posting's Applicants tab, just like someone who applied directly — and you can send them for an eligibility review from there.

i Note: This is only for candidates you sourced yourself. Interns who applied through the portal (or through one of your posting's apply methods) already show up in Applicants automatically.

Reviewing Applications & Hiring Your Intern

Once the Intern finds your job posting and applies, you will see their applications in the system. This chapter explains how to review those applications and officially hire an intern by submitting a Match.

i Did you know: A "Match" is the official way to hire an intern through the MassCEC portal. It is like signing a digital offer letter — it records all the details of the internship agreement.

i Note: Shortlisting an applicant does not remove them from the main Applicants list. They will continue to appear in both the full Applicants list and the Shortlisted view simultaneously — so you always have a complete picture of all applicants regardless of their shortlist status.

How to See Who Applied to Your Job Posting

- 1 Go to "Manage Internships" in the menu.
- 2 Find the job posting that has applicants. You will see a number next to it showing how many people applied.
- 3 Click on the job title to open the Job Detail page.
- 4 On the Job Detail page, click on the "Applications" tab or look for a section labeled "Applicants".
- 5 You will see a list of all the interns who applied.

What You See on Each Applicant's Card

Home > Manage Internship > QA Test Internship - Tooltip & TC Testing

QA Test Internship - Tooltip & TC Testing Active

QA Test Employer 2 LLC

Location: Boston, Massachusetts | Type: fullTime | Posted: 2 days ago | Hourly Wage: \$20.00- \$20.00 | Cohort: Clean Energy Internship Fall 2026 Session [For Testing]

← Back to details

Internship Applicants (1) Shortlisted Applicants (0) Filter

QA Intern Requested for Eligibility Review

Location: Boston Massachusetts | Type: Bachelor's Degree | Date Applied: 07/21/2026

Viewed 07/21/2026

Shortlist Contact View Resume Submit a Match

Match Submitted On -
Profile Updated On 07/19/2026
Profile Uploaded On -
Status Last Updated On 07/21/2026, 01:00:45 AM

Rows per page: 5 1-1 of 1

About Us Contact Us

General and Grant-Related Inquiries: workforce@masscec.com
Internship Inquiries: internships@masscec.com

Powered By:

Each applicant is shown as a card with the following information:

- Intern's name and profile photo
- Education type (for example: Bachelor's in Environmental Science)
- Location (city and state)
- Profile activity timestamps — when the interns last updated their profile and when they uploaded their resume
- Application status — whether their application is pending, reviewed, etc.
- Action buttons: View Profile, Contact, and Submit Match

How to Review an Applicant's Profile

- 1 Click "View Profile" on the applicant's card.
- 2 You will see their full profile — education history, work experience, skills, and contact information.
- 3 To go back to the list, click the back button or close the profile view.

Requesting an Eligibility Review

Home
>
Manage Internship
>
QA Test Internship - Tooltip & TC Testing

QA Test Internship - Tooltip & TC Testing
Active

QA Test Employer 2 LLC

Location: Boston, Massachusetts
Type: fullTime
Posted: 2 days ago
Hourly Wage: \$20.00- \$20.00
Cohort: Clean Energy Internship Fall 2026 Session [For Testing]

Edit Internship
More Actions

Back to details

Internship Applicants (2)

Shortlisted Applicants (1)

Filter

IA

Irish Austine

Location: Boston AL
Type: -
Date Applied: 07/21/2026

Request for Eligibility Review
Shortlisted
Contact
View Resume
Submit a Match

Match Submitted On -
Profile Updated On 07/21/2026
Profile Uploaded On -

QI

QA Intern

Location: Boston Massachusetts
Type: Bachelor's Degree
Date Applied: 07/21/2026

Requested for Eligibility Review
Shortlist
Contact
View Resume
Submit a Match

Match Submitted On -
Profile Updated On 07/19/2026
Profile Uploaded On -
Status Last Updated On 07/21/2026, 01:00:45 AM

Rows per page: 5 1-2 of 2

From the Applicants Tab

- Go to Manage Internships, open the posting, and click the Applicants tab.
- Find the intern and click "Request for Eligibility Review" on their row.
- The intern's status updates to "Requested for Eligibility Review."

Note: If a request has already been submitted for an intern, the system prevents a duplicate request — or shows a message that one is already pending.

Status	What you'll see
Status	Status shows For Eligibility Review. The request button is hidden to prevent duplicates.
If Eligible	Submit a Match becomes available.
If Not Eligible	Submit a Match and the request button are both hidden. Only Shortlisted, Contact, and View Resume remain.

If Needs More Information

Once you've provided what's needed, click Request for Eligibility Review again to restart.

How to Officially Hire an Intern — The Match Form

When you have decided which intern you want to hire, you will fill out the Match Form. This is the most important step — it officially records your hire in the system and sends the information to MassCEC for approval.

The screenshot shows the 'QA Test Internship - Tooltip & TC Testing' page. At the top, there's a navigation bar with 'Home', 'Internship', and a user profile icon. Below the header, the page title is 'QA Test Internship - Tooltip & TC Testing' with an 'Active' status. A sub-header shows 'QA Test Employer 2 LLC'. A filter bar includes 'Location: Boston, Massachusetts', 'Type: fullTime', 'Posted: 2 days ago', 'Hourly Wage: \$20.00 - \$20.00', and 'Cohort: Clean Energy Internship Fall 2026 Session [For Testing]'. The main content area has a 'Back to details' link and tabs for 'Internship Applicants (2)' and 'Shortlisted Applicants (1)'. A 'Filter' button is on the right. The list shows two applicants: 'Irish Austine' (IA) and 'QA Intern' (QI). The 'QA Intern' is marked as 'Eligible'. For each applicant, there are buttons for 'Request for Eligibility Review', 'Shortlisted', 'Contact', 'View Resume', and 'Submit a Match'. The 'Submit a Match' button for the 'QA Intern' is highlighted with a green box. Below the buttons, there's a status section with 'Match Submitted On -', 'Profile Updated On 07/21/2026', and 'Profile Uploaded On -'. The 'QA Intern' status also includes 'Status Last Updated On 07/21/2026, 01:31:48 AM'. At the bottom, there's a 'Rows per page: 5' and '1-2 of 2' pagination.

⚠ Warning: If an intern's eligibility review is still pending, the Submit a Match button will be disabled. Hovering shows: "Matching is unavailable while Eligibility Review is in progress. Once the applicant is marked as Eligible, you'll be able to proceed with Matching."

i Note: You can only submit a Match for an intern who has applied to your specific job posting. You cannot match with an intern you found in Candidate Search unless you have marked them as Applied to this posting, or they have applied to your posting on the platform.

The screenshot shows the MASS CLEAN ENERGY CENTER portal. The main header includes the logo and navigation links: Home, Candidates, Manage Internships, and a user profile icon. The breadcrumb trail indicates the current path: Home > Manage Internship > QA Test Internship - Tooltip & TC Testing. The page title is 'QA Test Internship - Tooltip & TC Testing' with an 'Active' status. Below the title, it says 'QA Test Employer 2 LLC'. There are buttons for 'Edit Internship' and 'More Actions'. A location filter shows 'Location: Boston, Massachusetts' and a type filter shows 'Type: fullTime'. A 'Posted:' filter is also visible. The main content area shows a list of applicants. The first applicant is 'IA Irish Austine' with location 'Boston AL' and type '-'. The second applicant is 'QI QA Intern' with location 'Boston Massachusetts' and type 'Bachelor's D'. A 'Submit Match' modal form is open over the applicants. The form has the title 'Submit Match' and a note: 'Your offer letter should include: Start Date, End Date, Hourly Wage.' It contains fields for 'Intern Name' (QA Intern), 'Expected Start Date' (e.g., 12-03-2025), 'Expected End Date' (e.g., 12-03-2025), and 'Hourly Wage' (Enter). There is a section for 'Upload Offer Letter' with a table for file uploads. The table has columns for 'File Name', 'Size', and 'Type'. Below the table is a link to 'Drop files to attach, or browse'. At the bottom of the modal are 'Cancel' and 'Submit' buttons. The background shows a list of applicants with buttons for 'Contact', 'View Resume', and 'Submit a Match'.

- 1 Go to the Applicants list for your job posting.
- 2 Find the intern you want to hire.
- 3 Click the "Submit Match" button on their card.
- 4 The Submit Match form will open. Fill in all the required fields
- 5 Attach the Offer Letter — this is a PDF you prepare outside the portal. It is the official letter offering the intern the position.
- 6 Review everything carefully — check the name, dates, and salary.
- 7 Click "Submit".
- 8 The Match will be created with a status of PENDING — meaning MassCEC needs to review and approve it.
- 9 MassCEC will review your Match. You will be notified when it is approved or if they have questions.

Match Form Fields — What to Fill In

Field	What to Fill In
Intern Name	This field fills in automatically from the applicant you selected — you do not need to type it.
Expected Start Date *	The date you want the intern to start working. Format: MM/DD/YYYY. Example: 06/16/2026
Expected End Date *	The date the internship will end. Format: MM/DD/YYYY. Example: 08/28/2026
Hourly Wage *	How much you will pay the intern per hour. Example: 18.50 for \$18.50/hour.
Offer Letter *	Upload the signed offer letter document. This should be a PDF file that you have prepared on your own computer and signed (or ready to be signed).

What Happens After You Submit the Match

After you submit the Match form, MassCEC staff will review it. Here is what the different statuses mean:

Match Status	What it means for you
 PENDING	Your match has been submitted and is waiting for MassCEC to review it. No action needed from you right now.
 APPROVED	Great news! MassCEC has approved the match. The internship is officially confirmed. You will receive a notification.
 REJECTED	MassCEC found an issue. They may have added a note explaining why. Review their notes and contact MassCEC if you need to resubmit.
 Needs more Information	MassCEC needs a change or more detail before they can approve the match. Update what's requested, then resubmit the match.

Waitlist

Your match is on hold — for example, while a spot opens up — rather than rejected. MassCEC will follow up with next steps.

Note: Once you submit a Match for an intern, the system marks that intern as Hired. Their Apply button is disabled across all other internship postings, and no other employer can submit a new match for them. This ensures each intern is only placed once per program season. If you need to make a change after submitting, contact MassCEC staff.

You'll get an email every time a match's status changes — approved, rejected, or needs more information — so you always know where things stand without logging in to check.

How to Replace an Offer Letter

If you uploaded the wrong offer letter, or need to provide an updated version, you can replace it without losing the match record.

- 1 Go to Manage Internships in the navigation menu.
- 2 Find the relevant job posting and open it.
- 3 Go to the Manage Matches section for that posting.
- 4 Find the match record and click to open it.
- 5 Click "Edit Offer Letter" in the match details dialog.
- 6 Select your replacement file. Accepted format: PDF only.
- 7 Click Upload. The new file replaces the old one immediately and a confirmation message appears.

i Did you know: If you upload a file in an unsupported format, the system will show an error message and the original offer letter will be kept. Make sure your file is a PDF before uploading.

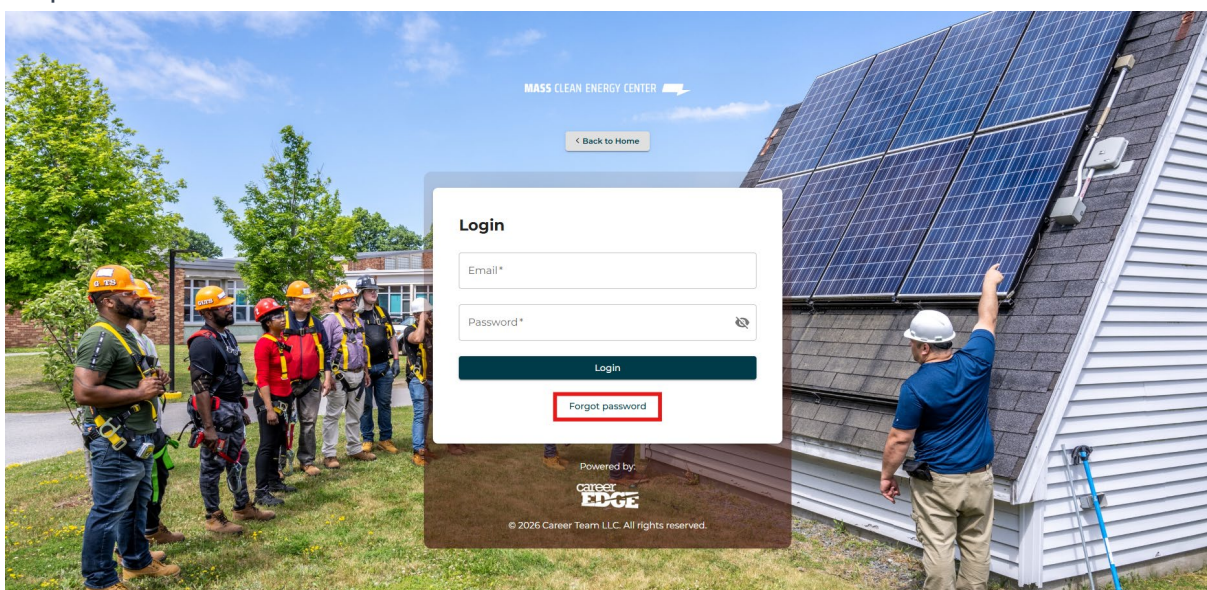
i Note: Staff Admins can also replace offer letters from the Manage Matches page using the same steps above.

IV. General Troubleshooting

This section covers common issues that apply to all users, regardless of role. If you're having trouble logging in or accessing your account, start here before reaching out to your administrator.

Forgot Your Password?

If you can't remember your password, don't worry — you can reset it in just a few steps.



- 1 Go to the login page and click the "Forgot Password" button.
- 2 You'll be taken to a new page — enter your email address and submit.
- 3 Check your email for a verification code. Enter the code, type your new password, confirm it, then click Submit.

Can't Log In? Here's What To Do

- **Check your email for an activation link.** When your account is created, you'll get an email with a temporary password or a link to activate your account. You have 7 days to use it — after that, it expires and an admin will need to send you a new one.
- **First time logging in?** The system will ask you to create a new permanent password before you can continue.
- **Didn't get the email?** Check your Spam or Junk folder. If it's still not there, contact your administrator and ask them to resend the invite.

Still Need Help? Contact MassCEC

If you are having an issue that is not covered in this guide, or if you have a question about your application or account, you can reach the MassCEC Internship team directly.

Contact Method	Details
Internship Inquiries Email	Look for the MassCEC Internship contact email in the footer at the very bottom of any page on the portal. Click the email address to open your email app, or copy and paste it into your email.
When to use it	Use this email for questions about your eligibility, program enrollment, match status, or anything else you cannot resolve through the platform.

 **Note:** The Internship Inquiries email is always visible at the bottom of the portal — you do not need to be logged in to see it.