



**USING THE WORKFORCE PORTAL ON THE
NEW MASSCEC WEBSITE:
VOCATIONAL INTERNSHIP PROGRAM
STUDENTS/CO-OP COORDINATORS**



**MASSACHUSETTS
CLEAN ENERGY
CENTER®**

GO TO MASSCEC.COM/USER/LOGIN

- If you have an existing account, you may use the same masscec.com log-in credentials from the old portal.
- If you are applying to the portal for the first time, click "Register a new account" and follow the new account instructions on the next page.

LOG IN

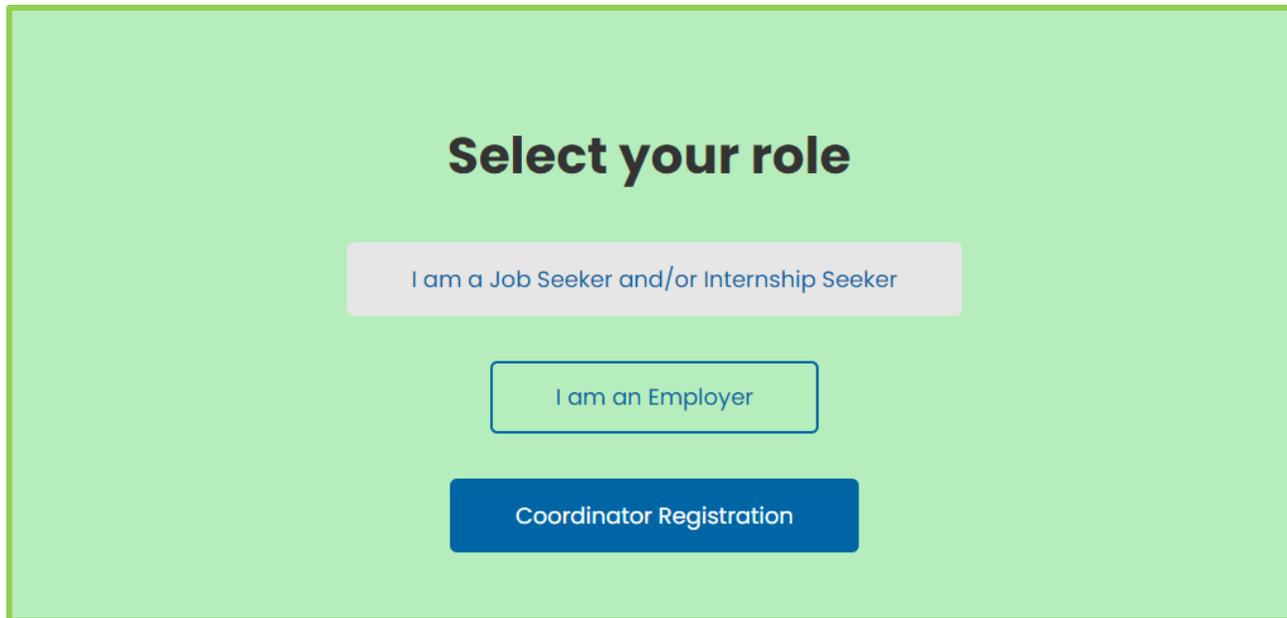
Username *
Enter your MassCEC username.

Password *
Enter the password that accompanies your username.

[Forgot your password?](#)
[Register a new account](#)

NEW ACCOUNT: REGISTERING A NEW ACCOUNT

- Choose "**Coordinator Registration**"



The image shows a registration form with a light green background. At the top, the text "Select your role" is centered. Below this, there are three buttons stacked vertically. The top button is light gray and contains the text "I am a Job Seeker and/or Internship Seeker". The middle button is white with a blue border and contains the text "I am an Employer". The bottom button is solid blue and contains the text "Coordinator Registration".

NEW ACCOUNT: COMPLETE THE CO-OP COORDINATOR ACCOUNT REGISTRATION

- Complete the required information for your profile
- Click "Create new account" to complete your profile

CREATE NEW CO-OP COORDINATOR ACCOUNT

First name *

Last name *

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Provide a password for the new account in both fields.

Password *

Confirm password *

Passwords match:

NEW ACCOUNT: SUBMIT HIGH SCHOOL INFORMATION

- Choose your High School
- Complete the High School Address information form
- Click "Save"

✓ Registration successful. You are now logged in.

EDIT COORDINATOR

Co-Op Coordinator

High School
- None -

High School Address ∨

Street address *

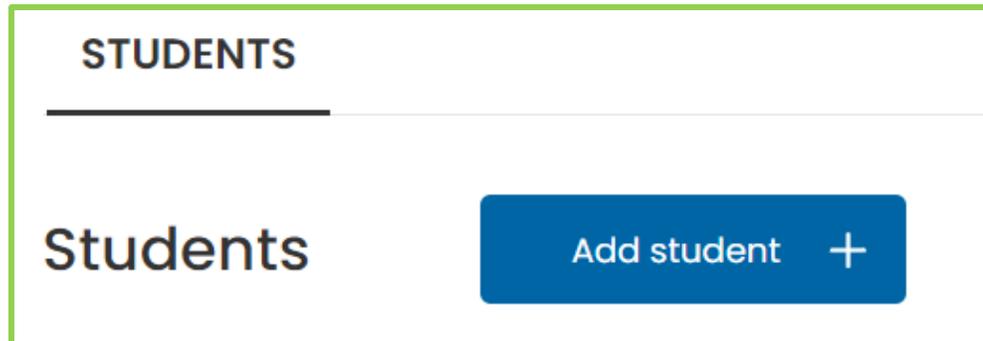
City * **State *** **Zip code ***

- Select -

Save

SUBMIT A STUDENT PROFILE

- Go to masscec.com/dashboard
- On the dashboard, click on "Add Student"



SUBMIT A STUDENT PROFILE

- Input your student's information on the application form
 - Required Documents: Resume

EDIT APPLICATION

Personal Information ∨

Student First Name *

Student Last Name *

Please check the box below if you are currently available for an internship.

Available

Educational Information ∨

Program *

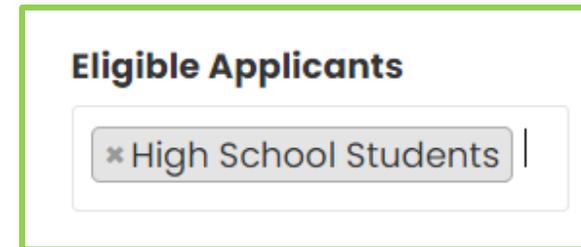
Year of Graduation *

Job Information ∨

Field of Interest

VIEW INTERNSHIPS FOR HIGH SCHOOL STUDENTS

- On the Dashboard, click on the “**View Internships**” button to access the [Internships Board](#) and view internship postings by participating host employers.
- Under the filter “**Eligible Applicants**” choose “High School Students” then click “**Apply**”
 - The page will show internships accepting high school applicants



JOB BOARD

- Use the [Job Board](#) to find full-time/part-time job opportunities. Your students can use this resource to find job opportunities after graduation.

JOB BOARD

Welcome to the MassCEC Clean Energy Jobs Board!

The Jobs Board is for those seeking full- or part-time positions. Students and recent graduates should also check out our [Clean Energy Internship Program](#).

Keywords

Job Type

Degree Requirement

Regions Available to Work

Job Category

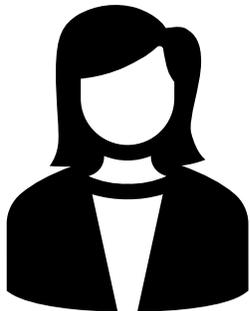
Job Sector

CONTACT



Good luck on your Internship/Job search!

Contact internships@masscec.com for questions about the internship program.



Contact workforce@masscec.com for questions about the job board.