



**USING THE WORKFORCE PORTAL ON THE
NEW MASSCEC WEBSITE:
EMPLOYERS**



**MASSACHUSETTS
CLEAN ENERGY
CENTER®**



REGISTRATION AND LOG-IN



GO TO [MASSCEC.COM/USER/LOGIN](https://masscec.com/user/login)

- If you are currently an active employer, you may use the same masscec.com log in credentials from the old portal
- If you are a new employer, click on **"Register a new account"**

LOG IN

Username *
Enter your MassCEC username.

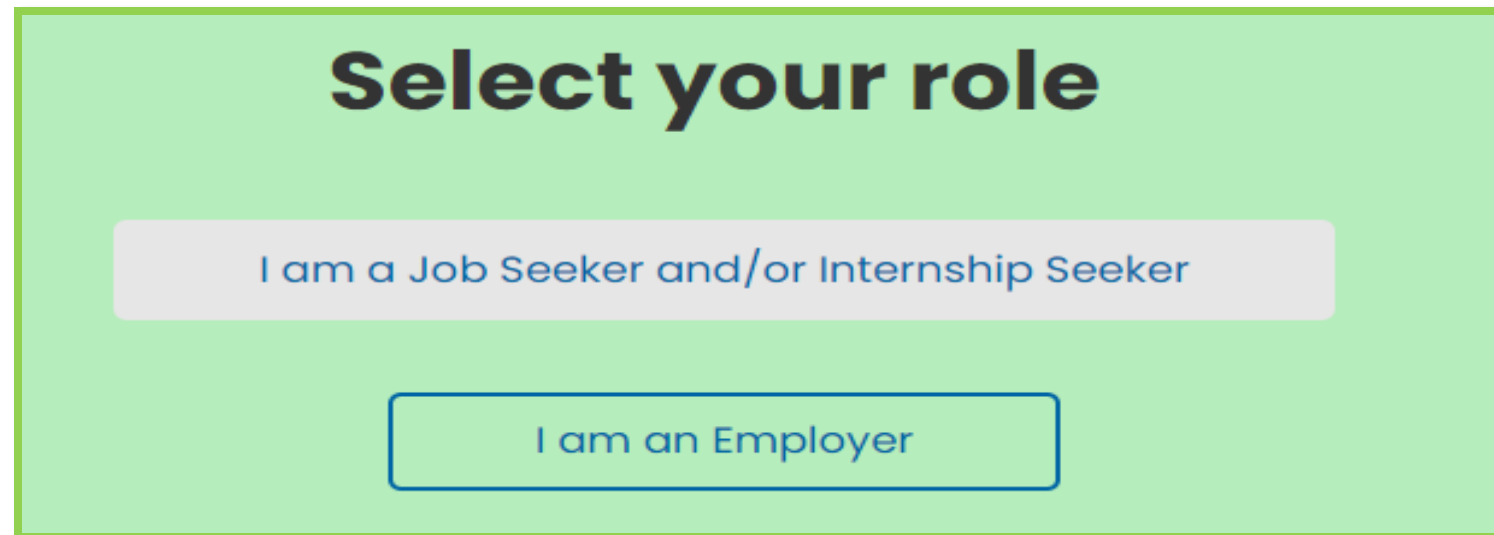
Password *
Enter the password that accompanies your username.

[Forgot your password?](#)

[Register a new account](#)

NEW ACCOUNT: REGISTERING A NEW ACCOUNT

- Choose "I am an Employer"



Select your role

I am a Job Seeker and/or Internship Seeker

I am an Employer

NEW ACCOUNT: COMPLETE THE EMPLOYER ACCOUNT REGISTRATION

- If you are a **NEW** company, click **"Register"**
- If you are joining an existing company, click **"Join"**.
- Create a username and password for your profile
- After completing the form, click **"Create new account"**

CREATE NEW EMPLOYER ACCOUNT

First name *

Last name *

Would you like to register a new company, or join an existing company?

Register

Join

Email address *

testingemployer@gmail.com

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 *

testinemployer

NEW COMPANY: CREATE A COMPANY PROFILE

- Input your company information
- Click **"Submit"**

✓ Registration successful. You are now logged in.

ADD COMPANY

Company Name *

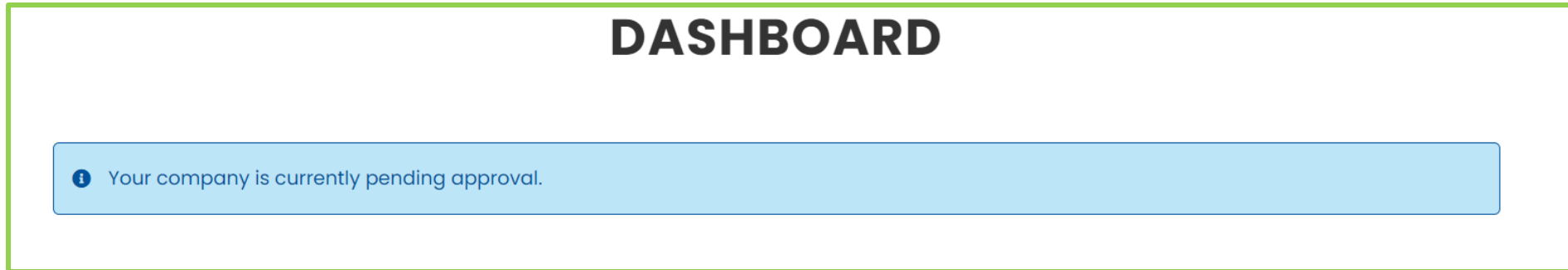
Clean energy sector *

- Select a value - ▾

Please describe the nature of the business or organization *


Company Email *

NEW COMPANY: SUBMISSION APPROVALS



- It can take up to three business days to review your company submission.
- **You can submit internship postings while your company approval is pending.**
- Once approved, you can access intern applications and resume submissions.

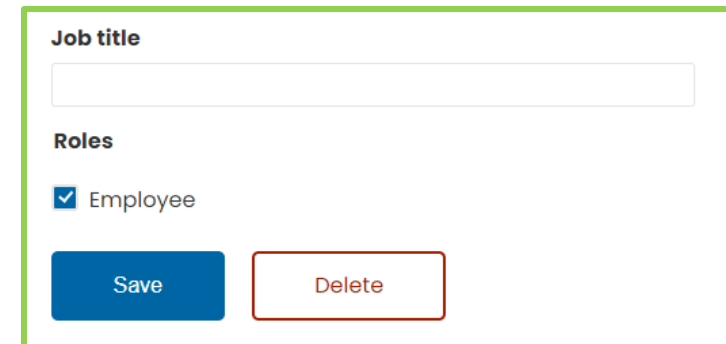
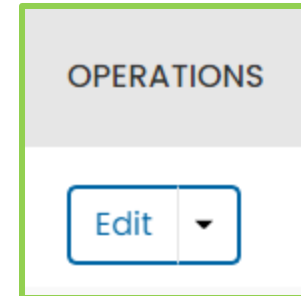
EXISTING COMPANY: SUBMISSION APPROVALS

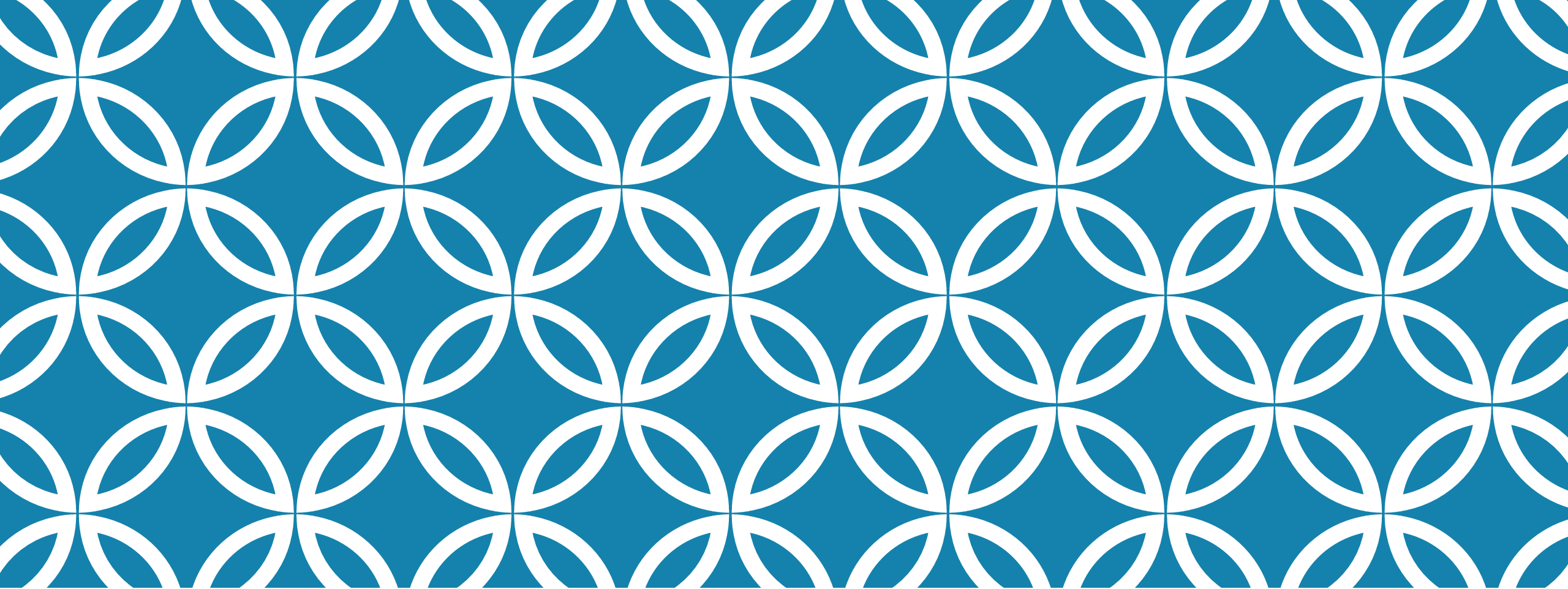
 Your account is currently pending approval.

- If you chose to join an existing company, you will receive a pending approval message on the dashboard.
- Any member from your company with an existing account can approve your access to join the company account.
- **An employer joining a company can't access the company profile and post internship postings until their account is approved.**

APPROVING EMPLOYEES TO AN EXISTING COMPANY

- On the [dashboard](#), click on the "Employees" tab
- Under the "Operations" column, choose "Edit" on the employee that you want to approve
- Mark the checkbox next to "Employee" then click "Save" to approve the user to join your company account

A screenshot of a form used for approving employees. It has a white background and is enclosed in a green border. At the top, it is labeled "Job title" above a white text input field. Below this, the section is titled "Roles". Under "Roles", there is a checked checkbox next to the word "Employee". At the bottom of the form, there are two buttons: a blue "Save" button and a red-outlined "Delete" button.

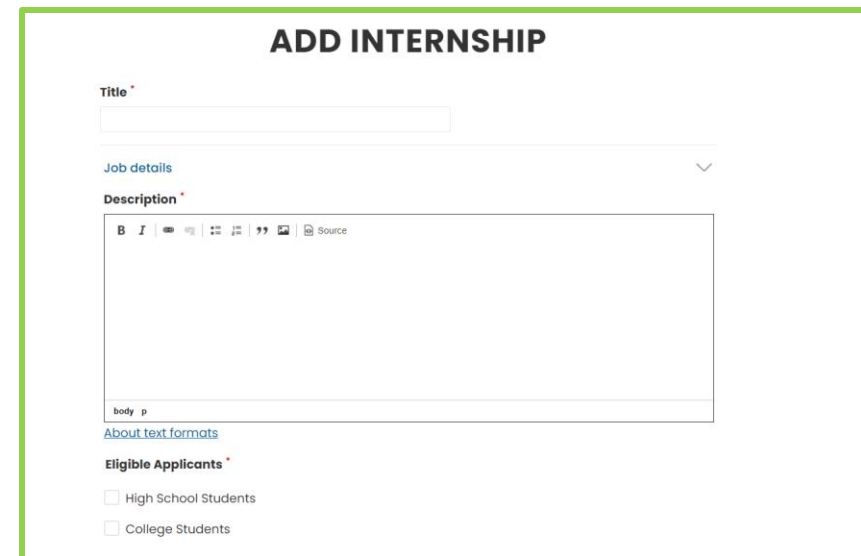
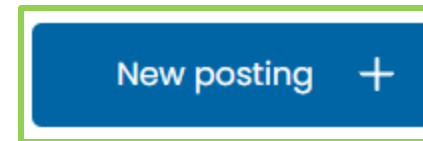


ADDING AN INTERNSHIP AND CHOOSING A CANDIDATE



SUBMITTING AN INTERNSHIP POSTING

- Click on the “**Internships**” tab
- Choose the “**New Posting**” button
- Complete the “Add Internship” form
 - **NOTE:** We are no longer accepting PDF files of job descriptions.
- Remember to press “**Save**”

A screenshot of a web form titled "ADD INTERNSHIP". The form includes a "Title" field, a "Job details" section with a dropdown arrow, a "Description" field with a rich text editor toolbar (containing icons for bold, italic, link, unlink, list, and source), and an "Eligible Applicants" section with two checkboxes: "High School Students" and "College Students". The form is enclosed in a thin green border.

FINDING CANDIDATES FOR YOUR INTERNSHIP

- Click **"View Students"**
- On the intern page, you can search for candidates by:
 - Name
 - Region
 - Interest
 - Major
 - Year of Graduation

View Students

INTERNS

Welcome to the student database for Employers! To be eligible for funding, employers must complete the following:

1. Request an eligibility check for potential interns. To do this, click on the candidate's name then click "Request Eligibility Check" at the bottom of the profile. Eligibility checks will be reviewed within 3 business days.
2. Once eligibility is approved by MassCEC, interview potential interns and have your preferred candidate(s) sign an offer letter.
3. Submit the offer letter signed by the student and the appropriate person at your organization to internships@masscec.com.
4. Receive email from MassCEC confirming that reimbursement funds are reserved.

We wish you the best of luck finding intern(s) for the upcoming session. If you have any questions, please do not hesitate to contact us at internships@masscec.com.

Name	Intern Type
<input type="text"/>	- None -
Regions Available to Work	
- None -	
Field of Interest	
- None -	
Major	
- None -	
Year of Graduation	
<input type="text"/>	<input type="button" value="Search"/>

SUBMITTING AN ELIGIBILITY CHECK

- Click intern's name to access their profile
- Choose the **"Request eligibility check"** option, select the internship position you wish to fill, and press **"Submit"**
- **The eligibility check is required prior to hiring an intern with MassCEC funding.**

Request eligibility check

Request eligibility check

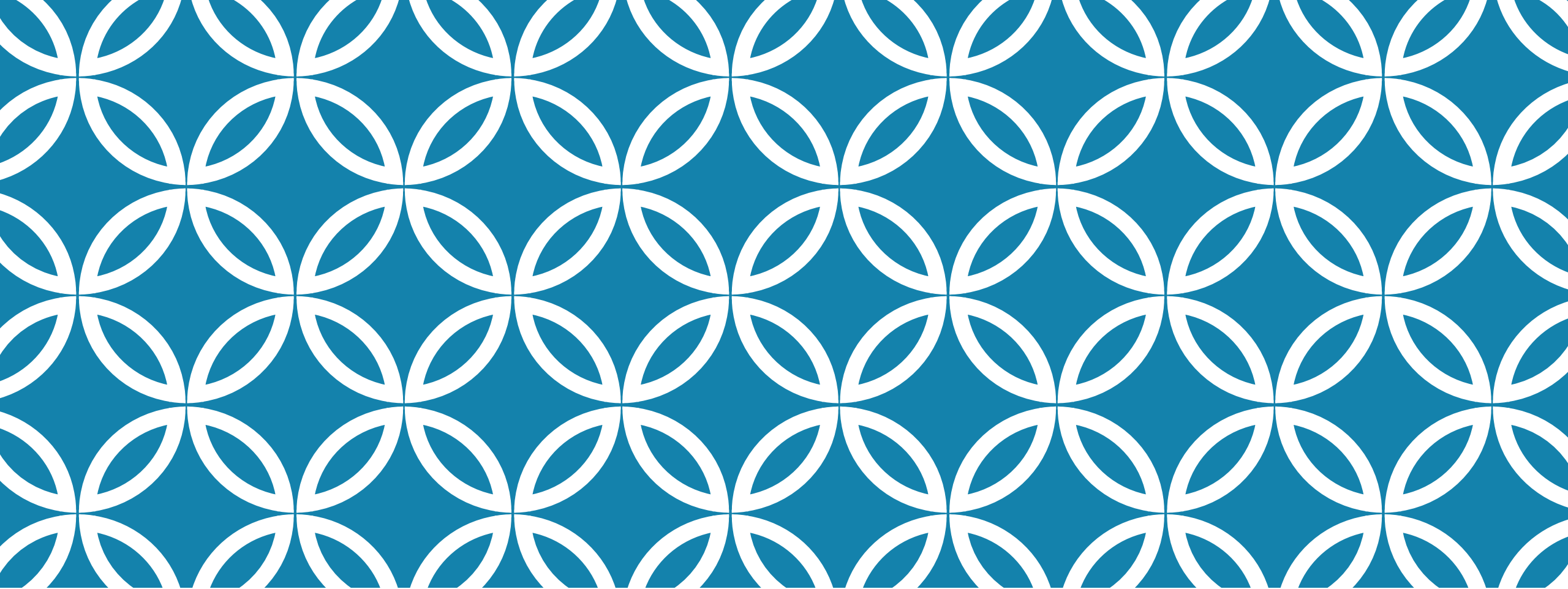


Which internship is this eligibility check for?

TEST Internship

Submit

Cancel

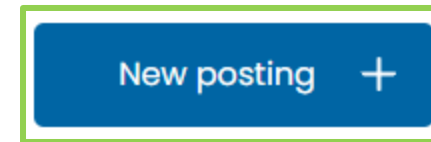


USING THE JOB AND RESUME BOARD



SUBMITTING A JOB POSTING FOR THE JOBS BOARD

- On the Jobs tab, click on "**New Posting**"
- Choose "**Jobs**"
- Complete the "Add Job Posting" form and click "**Save**"
- **Note:** It can take up to three business days to review company job postings



ADD JOB POSTING

Title *

Job details ▼

Job type *

- Select -

Region *

- Select -

Location (City)

For telecommuting jobs, write "Telecommute"

Job category

- None -

RESUME BOARD

Search for full-time/part-time candidates

- Choose the "View Resume Board" option
- You can browse the resumes
- Access a candidate's profile and contact information by clicking on their name.

View Resume Board

Welcome to the MassCEC Clean Energy Resume Board!

Search these resumes to locate candidates who may be a good fit for your company or organization.

Are you interested in hiring interns through the [Clean Energy Internship Program](#)? Go to the [student dashboard](#).

Keywords

Job Type

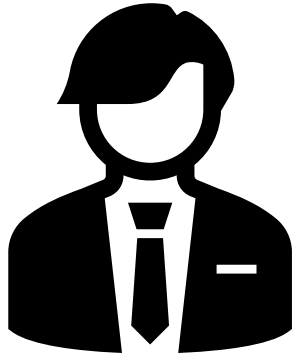
Degree Requirement

Regions Available to Work

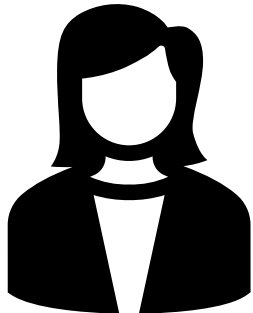
Job Category

Job Sector

CONTACT US



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



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