

Quick Start Guide — Interns

Find and apply to a paid clean energy internship in Massachusetts

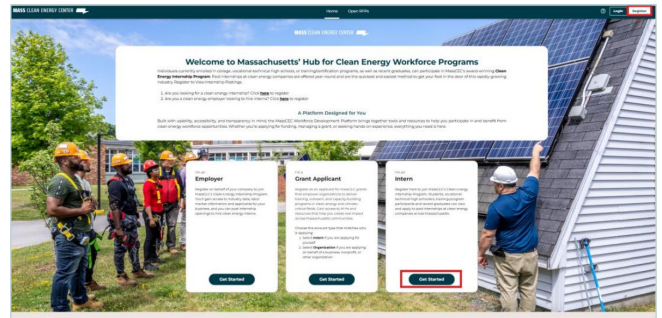
Before you begin. Free to use. You must be 18 or older to register, you need an email address you can check. Works best on a desktop or laptop in Chrome.

YOUR FIRST 15 MINUTES

- ☐ Create your intern account
- ☐ Log in and open your profile
- ☐ Add your photo, contact info and demographics
- ☐ Upload your resume (PDF only)
- ☐ Upload your transcript (PDF only)
- ☐ Open the Programs tab and start your Intake Application
- ☐ Browse the Internship Board
- ☐ Apply to internships

STEP 1 — CREATE YOUR ACCOUNT

- 1 On the portal home page, find the **I'm an Intern** card and click **Get Started**.
- 2 The registration form opens. Fill in your date of birth, name, phone, gender, home address, and other relevant information — your age fills in automatically.
- 3 Answer **Do you attend school or live in MA?** — you cannot submit without this question being yes. You may be asked later to submit further documentation to verify you live or attend school in Massachusetts.
- 4 Enter the email you want to log in with and create a password of 8+ characters mixing letters, numbers and symbols.
- 5 Review the summary on the last step, check your information is accurate, tick the acknowledgment boxes, and click Submit.
- 6 Your account is active immediately — no activation email needed.



Home page — the Intern card is on the right.

DOUBLE-CHECK FIRST

Some details — including your name and date of birth — may not be editable after you submit. Make sure you can get into the inbox you register with: your login and all program updates go there.

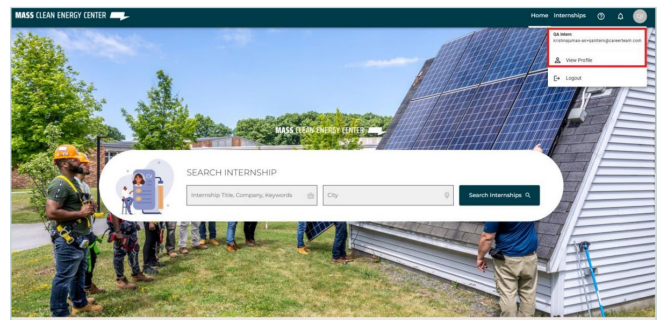
STEP 2 — LOG IN AND BUILD YOUR PROFILE

Click **Log In** at the top of the page, enter your email and password, then click the circle with your initials in the top right and choose **View Profile**.

Your profile hosts both your application documents and information needed for the program to verify your eligibility. Profile Information, Demographics, Resume and Skills all work to provide necessary details.

Resume tips

- One page, saved as a PDF, with your contact details at the top.
- List your school and your year or graduation date.
- Include work experience.
- Add volunteering, clubs, sports, languages and tools you use.



Click your initials, then View Profile.

GOOD TO KNOW

Demographics are confidential and used for MassCEC program reporting only — never to judge your application. Your SSN field is optional, but helps MassCEC understand the reach of this program.

Profile tabs and tiles at a glance

Profile Information	Contact details, employment history and your skills selection.
Demographics	Date of birth, gender and race. Required fields are marked with an asterisk.
My Resume	PDF only — a new upload replaces the old one automatically.
Transcript	PDF only — other formats are rejected and your existing file is kept.
Programs	Apply to a session and, once matched, see your placement details. Start here.

STEP 3 — JOIN A PROGRAM (INTAKE APPLICATION)

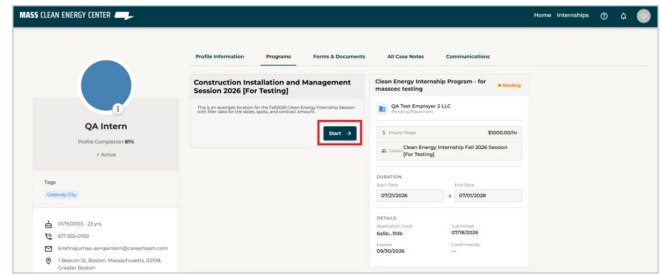
You cannot apply to any job posting until you have joined that session and been approved.

- 1 Go to **Profile > Programs**.
- 2 Find the session you want — for example Summer 2026 — and click the button on its card (**Apply**).
- 3 Complete the Intake Application, including rating your top skills from the MassCEC list. Those skills copy across to your profile automatically.
- 4 Review, then click Submit. You will get a confirmation on screen.

Need to come back later?

In the bottom right of the intake form hit “Save for later” this saves your progress so you can continue later.

If you are looking for jobs in various sessions, fill out both session intake forms. This will allow you to apply for additional jobs as they are relevant to you.



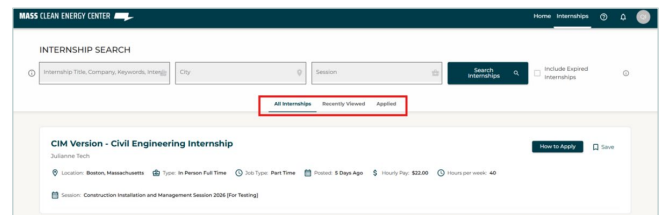
Programs tab — start the application on the session you want.

ONE APPLICATION PER SESSION

MassCEC may run several sessions at once. Each one needs its own Intake Application. You can hold one matched spot per session, and spots in more than one session at the same time.

STEP 4 — FIND AND APPLY TO INTERNSHIPS

- 1 Click **Internships** in the top menu to open the Internship Board.
- 2 Search by keyword, city or session, and use the tabs at the top to filter the list. Click Save to bookmark a posting for later.
- 3 Click a posting to open the full details: position description, desired skills, hourly pay, session, and start and end dates.
- 4 Click **How to Apply**. A pop-up shows the methods that employer accepts.
- 5 Pick one method, complete your application, then hit applied. The employer can now see that you applied.



Internship Board — search, filter and save postings.

WHY CAN'T I APPLY?

An employer can submit an application on your behalf, or you may not have a complete intake form for that session. Make sure your intake form matches the position you're looking at.

WHAT HAPPENS AFTER YOU APPLY

- 1 Employers can submit you for an eligibility check. If more information is needed from you, you'll get an email.
- 2 If you pass the eligibility check, the employer may reach out to you outside the platform for you to sign an offer letter.
- 3 The employer submits a signed offer letter to MassCEC as a match request.
- 4 MassCEC approves the request, or asks for an adjusted offer letter.
- 5 If the match is approved you are hired and start on the agreed date.
- 6 Your session shows you as hired in the programs tab with more information about your position.

Between applying and being matched, monitor your email and submit additional documentation as requested.

ONCE YOU ARE MATCHED

You are marked as Hired and the Apply button is disabled on every other listing for this session. That is expected — it means you have been selected.

Your placement details appear on your program card in the **Programs** tab: company name, hourly wage, session, start date and end date. A dash (—) means that the field is still being finalized.

TROUBLESHOOTING & WHO TO ASK

Forgot your password	On the login page click Forgot Password, enter your email, then enter the verification code from your inbox and set a new password.
A field will not save or the page looks wrong	Switch to Chrome or Microsoft Edge on a desktop or laptop and try again. If the issue persists reach out to internships@masscec.com .
Anything else	Email Internship Inquiries at internships@masscec.com . The address is always in the footer at the bottom of every page, even when you are logged out. Use it for questions pertaining to internships, or for persistent software issues..