

Washington State Workforce Portal is a FREE online resource connecting employers and students for internship opportunities. Employers and educators may post an unlimited number of internship opportunities and have access to our intern candidate database for free. Additionally, educators have access to the site's student reporting feature.

Getting started is easy; simply follow the instructions below.

How to Register for your FREE Washington State Workforce Portal Educator Account

1. Visit www.washingtonworkforceportal.org
2. Click "Login/Register" in the upper right-hand corner of your screen.
3. Complete the first part of the registration process
4. On the next half of registration, select "Employer/Educator" as the account type.
5. Slowly type the name of your school in the text box, and a list will populate below.
 - a. If you see your school in the dropdown list, that means there is an existing account.
 - i. Click on your school's name. Some of the registration fields will disappear because Washington State Workforce Portal already has your school's information on the site.
 - ii. After submitting your registration, a registered user from your school will be notified of your request and will review your information to confirm your account.
 - b. If you do not see your school in the dropdown list, simply complete the registration form.
 - i. Select "University" or "High School" as the organization type.
 - ii. Your registration will be sent to Washington State Workforce Portal to review and approve.

Until your registration has been approved by either Washington State Workforce Portal, or a registered user from your school, you will not be able to post internships, search for interns and assist your students. If you haven't received access to the site in 24 hours, contact Washington State Workforce Portal at info@washingtonworkforceportal.org.

How to Grant Other Educators Access

If another educator joins your school's account, you must grant them access to the school's workspace on Washington State Workforce Portal.

1. Log in to your workspace.
2. On the right-hand side of your screen, click "Manage the Organization Profile" in the Workspace Links box.
3. Click the "Users" tab.
4. Check the boxes as needed to grant the new user permission to do various tasks.
5. Click the green "Save" button.

Assisting Students

Share these steps with your students to get them registered on Washington State Workforce Portal:

1. Visit www.washingtonworkforceportal.org.
2. Click "Login/Register" in the upper right-hand corner of your screen and complete the first page of registration.
3. On the next page, select "Student" as the account type.
4. If you attend a high school or university, select your school in the "Institution" dropdown menu. If you do not see your school, select "Other Institution" located at the bottom of the list.
5. Complete the rest of the fields and click "Create User."
6. Click "Manage Your Profile" in the gray box on the right side of your dashboard.
7. Fill your profile out as completely and accurately as possible. Select your relevant skills in the "Skills" portion of your profile.
8. Once your profile is completed, click the green "Save" button.

When students register on Washington State Workforce Portal, employers can view their profiles and uploaded documents. That is why it is important for students to complete their profiles and keep them updated.

Utilizing Washington State Workforce Portal Reporting Feature

Washington State Workforce Portal provides educators with a free reporting feature that allows them to easily access the number of their students using the site and obtaining internships.

To Run a Student Report

1. Log in to your workspace.
2. In the "Student Reports" section of the "Reports" section of your workspace, select the desired fields you want a report of (e.g. Degree Type, Major, Status).
3. Enter the start and end dates of your report.
4. Select whether you want the report to show accounts that were created or updated during the time frame.
5. Either view the report in your browser or download a CSV.
6. Click your browser's back button if you need to change certain fields (start and end dates) to run the report again.

A student report allows you to quickly see how many of your students are registered on the site. You can also click on students' names to view their profiles.

To Run a Filled Internship Report

1. Log in to your workspace.
2. In the "Filled Internships" section of the "Reports" section of your workspace, select the desired fields you want a report of (e.g. City, State, County).
3. Enter the start and end dates of your report.
4. Either view the report in your browser or download a CSV.
5. Click your browser's back button if you need to change certain fields (start and end dates) to run the report again.

A filled internship report allows you to quickly see how many of your students secure internships and where they are interning.