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Step by step instructions to choose your Job Shadow and/or Internship

**To access website:**

<http://www.experienceworkproject.com/students/opportunities/>

* **Select** the Northwest Career & Technical Academy Students link
* Enter password: **NCTA1000**
* See **Database Download** – CLICK **Job Shadows Database or Internship Opportunities**
* See chart of actual employer opportunities
* Choose the ID# (Write it down) of the place you want to do your job shadow
* Click the back arrow to return to the Opportunities Databases page
* See **Application Instructions**
* CLICK on **Download NCTA Student Information Worksheet**
* SAVE application (Student Information Worksheet) to thumb drive, hard drive, or other source
* Type **ALL** sections of application and **SAVE** again
* Return to Student page (Automatic when you save file)
* Type in “Your Name” fill in box and “Your E-mail” fill in box
* Browse for your saved file and attach your completed APPLICATION
* Type in Anti-Spam Code exactly as you see it in the Box
* CLICK **Submit Application**

\*\*We will do our best to pair you with your selected Job Shadow or Internship opportunity, but it is not a guarantee. The opportunity is based on the availability of the student and the employer and sufficient staffing to host.