

**Student Getting Started Instructions**

In an effort to ensure an easy transition to MyInternshipJournal, we want to share a Getting Started Checklist with you. Before you begin, however, it is important to understand how MyInternshipJournal works. We recommend you watch [this short video](http://support.time2track.com/article/121-time2track-basics-for-individuals#1) on the Time2Track support desk before jumping in to the steps below.

***Step #1: Student Account Creation*** Your first step is to create your account. You can find step-by-step instructions in the “Signing Up” section of the MyInternshipJournal help desk. Note you will need to use our institution’s authorization key that was provided to you to [set-up your account here.](https://internshipsapp.time2track.com/signup?using=key).

***Step #2: Set up Internship(s)***

Once you’ve set up your account, you will need to create your internship. Creating an internship tells the system where to route your submitted activities (hours) for approval and where to send the forms and evaluations.

Note that your internship must be set up before you can complete or initiate a form or evaluation. You can find step by step instructions on the [Getting Started with Online Approvals](https://support.myinternshipjournal.com/article/289-getting-started-with-online-approval) section of the MyInternshipJournal helpdesk. Be sure that all the information you select for your internship is accurate including course, training site, supervisor, term, etc.

***Step #3: Begin Logging Activities***

Once you’ve completed Steps 1 & 2, you’re ready to start logging hours and training and work experiences called activities. An activity contains details about your experience. To learn how to add an activity, follow the steps listed in the[Add Activities Instructions](https://support.myinternshipjournal.com/category/266-activities).

\*\*Remember, logging or confirming your hours does not mean they are approved. To receive credit for your completed hours, make sure to complete Step 4!

***Step #4: Submit Hours for Approval***

Once you’ve logged your hours, you will need to submit them to your supervisor for approval. It is important to check with your institution and your supervisor to confirm how often you should be submitting hours for approval. When you are ready, these[Create an Approval Request](https://support.myinternshipjournal.com/article/290-create-manage-approval-requests#create) instructions will walk you through the steps. Note that “confirmed hours” does not mean “approved hours.”

***Step #5: Complete, Submit or Send Forms and Evaluations***

In addition to tracking your activities, MyInternshipJournal also facilitates completion of forms and evaluations. It is important to check with your institution to verify the process and timing for completing, submitting and sending forms and evaluations. Some forms are sent automatically, while others require students to initiate form completion or send them to a supervisor.The [MyInternshipJournals’s support page on forms](https://support.myinternshipjournal.com/category/302-forms) can walk you through the details of using forms and evaluations.

There are many features within MyInternshipJournal that will help make tracking your experiences easy. We recommend you spend some time reading about some of those by using the links below:

* [Custom activity types](https://support.myinternshipjournal.com/article/288-add-custom-activity-types-settings)
* [Backlogging Hours](https://support.time2track.com/article/148-backlogging-hours) (Time2Track helpdesk)
* [Add & Manage Recurring Activities](https://support.myinternshipjournal.com/article/270-add-activities#recurring)
* [Reports](https://support.myinternshipjournal.com/category/269-reports)

Remember for any technical questions or concerns, contact MyInternshipJournal support at [Time2Trackinfo@liaisonedu.com](mailto:Time2Trackinfo@liaisonedu.com) or 617.612.2886.