

WELCOME TO Berklee's INTERNSHIP PROGRAM

Berklee
college of
music

USING THE
SERVICES ON

www.berklee.edu/oel

 **s i m p l i c i t y**
↳ part of the **NACELink network**

TO GET STARTED, REGISTER ONLINE TO ACCESS OUR DATABASE:

- GO ONLINE TO WWW.BERKLEE.EDU/OEL
- ON THE LEFT SIDE OF THE PAGE, SELECT THE LINK *SUBMIT AN INTERNSHIP JOB DESCRIPTION*
- SELECT *EMPLOYER LOGIN*
- YOU WILL BE QUICKLY DIRECTED TO [HTTPS://BERKLEECSM.SYMPPLICITY.COM/EMPLOYERS](https://berkleecsm.simplicity.com/employers)
- WE RECOMMEND THAT YOU ADD THE DATABASE'S LINK ([HTTPS://BERKLEE-CSM.SYMPPLICITY.COM/EMPLOYERS](https://berklee-csm.simplicity.com/employers)) TO YOUR BOOKMARKS
- BEFORE PROCEEDING, CHECK WITH YOUR COMPANY TO DETERMINE IF THERE IS ALREADY A PROFILE
- IF YOUR COMPANY IS ALREADY REGISTERED, DETERMINE WHICH COLLEAGUE HAS ACCESS TO ADD YOU AS A CONTACT
- IF YOUR COMPANY IS NOT REGISTERED, PLEASE REGISTER BY FOLLOWING THE REGISTRATION PROMPTS (HINT: The more information you provide, the more attractive your organization is to the students!)
- PLEASE NOTE THAT IF YOU ARE ALREADY REGISTERED ON THE *NACELink Network*, YOU CAN USE THE SAME PASSWORD FOR ALL OF YOUR COMPANY'S PROFILES
- PLEASE NOTE THAT YOU HAVE THE OPTION TO POST AN INTERNSHIP AT THE SAME TIME AS YOUR COMPANY PROFILE REGISTRATION
- YOUR REGISTRATION INFORMATION AND/OR INTERNSHIP POSTING(S) WILL BE SUBMITTED TO *THE OFFICE OF EXPERIENTIAL LEARNING* FOR APPROVAL
- YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR REGISTRATION, SYSTEM ACCESS, AND APPROVAL OF POSTING(S) WITHIN 24-48 HOURS
- AFTER YOU RECEIVE THE CONFIRMATION EMAIL, PLEASE LOG ON TO MANAGE YOUR ACCOUNT AND POSTING(S)

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