

Job Shadow Application Instructions

- **Are you a new student?**

- Only create a new student account if you have never done a job shadow or internship through Workplace Learning Connection before. You will need to provide your email address to create your account.
- Once you save your account information, you will be directed to your dashboard.
 - Click on the link to see an instructional video with step-by-step instructions if you'd like.
 - Click on the "New Job Shadow Request" button.
- After you click on the "New Job Shadow Request" button, your application will appear. Much of the information will auto-fill, but you will need to input any information that did not.
- You will need to include your parent/guardian's email address on the application so they can approve your application. Please ask them to check their Spam/Junk Mail folder if they don't see an email from us after you have submitted your application.
- If your parent/guardian doesn't have an email address, enter your school counselor's (school contact) email address and see your school contact to get a paper copy of the Job Shadow Participation Release page to have your parent or guardian sign.

- **Returning user?**

- If you have ever completed a WLC job shadow or internship, it is important that you enter as a returning user.
- If you forgot your username or password, click "Forgot your Username or Password." You will then be asked to enter the e-mail address you used when you applied in the past. If you don't remember that email address, your school counselor (school contact) can tell you the email you used.
- Once you've logged into your dashboard:
 - There are instructional videos if you'd like a reminder about the process.
 - Click on the "New Job Shadow Request" button to apply for a job shadow.
 - If you'd like to see your user name or change your password, click on "My Account."
- On the application:
 - If you have done a WLC job shadow or internship before, much of your information will auto-fill on the application. PLEASE verify all of your information in case you need to make any changes.
 - If your parent/guardian doesn't have an email address, enter your school counselor's (school contact) email address and see your school contact to get a paper copy of the Job Shadow Participation Release page to have your parent or guardian sign.