

How to Use SECE to Access Internship Opportunities

*Step-by-step instructions for **STUDENTS** to look for internships:*

- Go to the [SECE website](#).
- On the homepage where it says "Sign In UH Students and Faculty/Staff," click on "[UH Login](#)."
- Complete the required fields to register successfully. Be sure to click "submit" when done.
- In the SECE homepage on the top-right section of the menu bar there is a tab named "Documents and Forms." There you are able to upload your resume, cover letter, references, unofficial transcripts, and other documents employers would need for a complete application. This is highly recommended as it would make applying for internships much smoother in the future.
- Go to "[homepage](#)" and filter or look through internships of your choice and click on the one you want to see more information on.
- Click "Add to Job Cart" at the top of the internship page you click on.
- Go back to the "[homepage](#)" and click "[Job Cart](#)" on the upper left-hand corner of the site.
- Once in the "Job Cart," click "Apply Now" under the "Options" menu bar to see how to apply for the internship under "Additional Information." Note (1) the documents you will need to upload on SECE and (2) whether the employer requests your application to be submitted on the site.
 - If the instructions require you to apply by email, then be sure to submit the necessary documents requested by email.
 - If the employer wants the application and other documents to be submitted on SECE, then be sure to upload the documents required by the employer in the bottom of the page where it says "Choose Documents" and click on "Add New Document" if needed or check below on the same page where it says "Other" in case you have documents uploaded already.