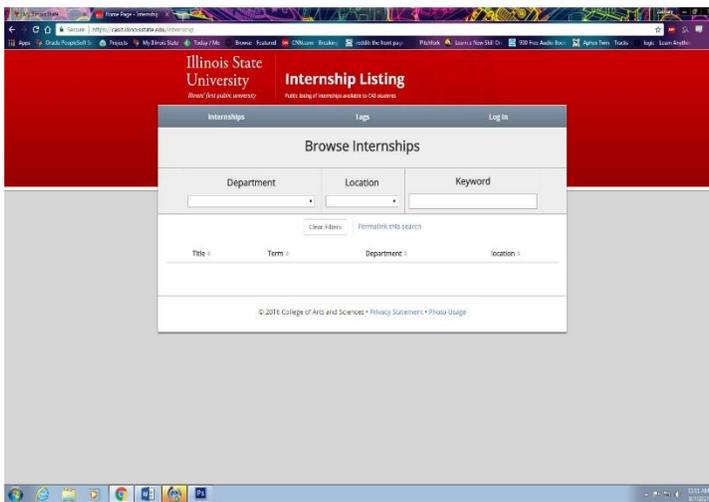


CAS Internship Posting System Tutorial

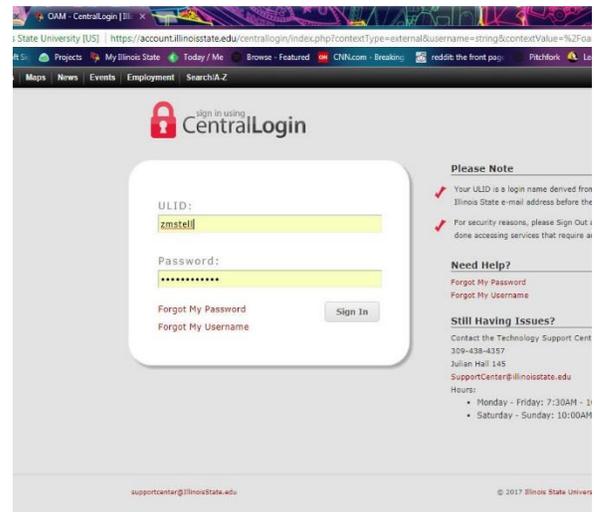
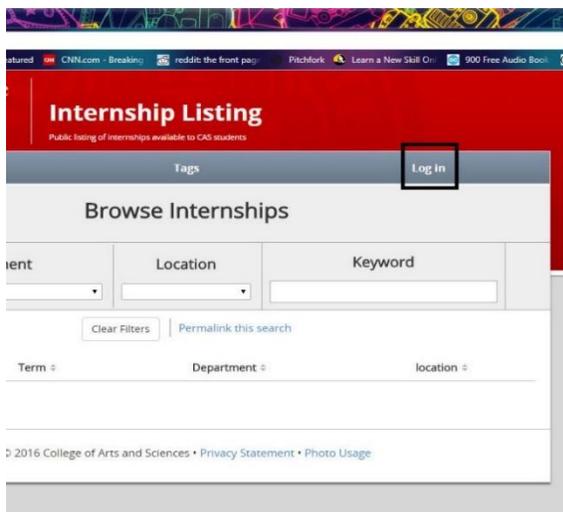
CAS now provides a convenient resource where faculty and staff members can catalog available internships within their department for students to access. To add an internship listing to the system, please follow the instructions below:

1. Go to casit.illinoisstate.edu/internship/

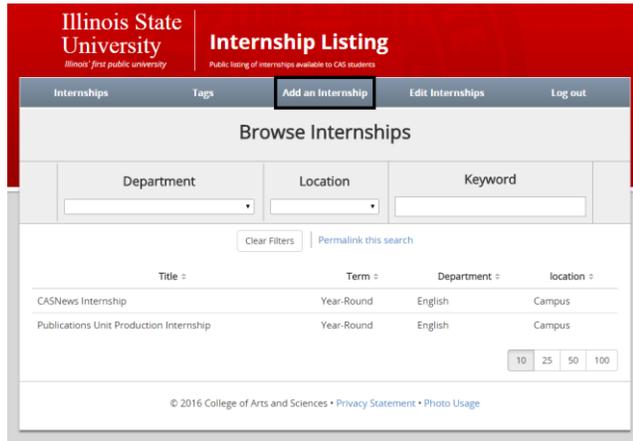


On the landing page, you will see all available internships contained within the system's database. Internships can be filtered by Department, Location, and Keyword.

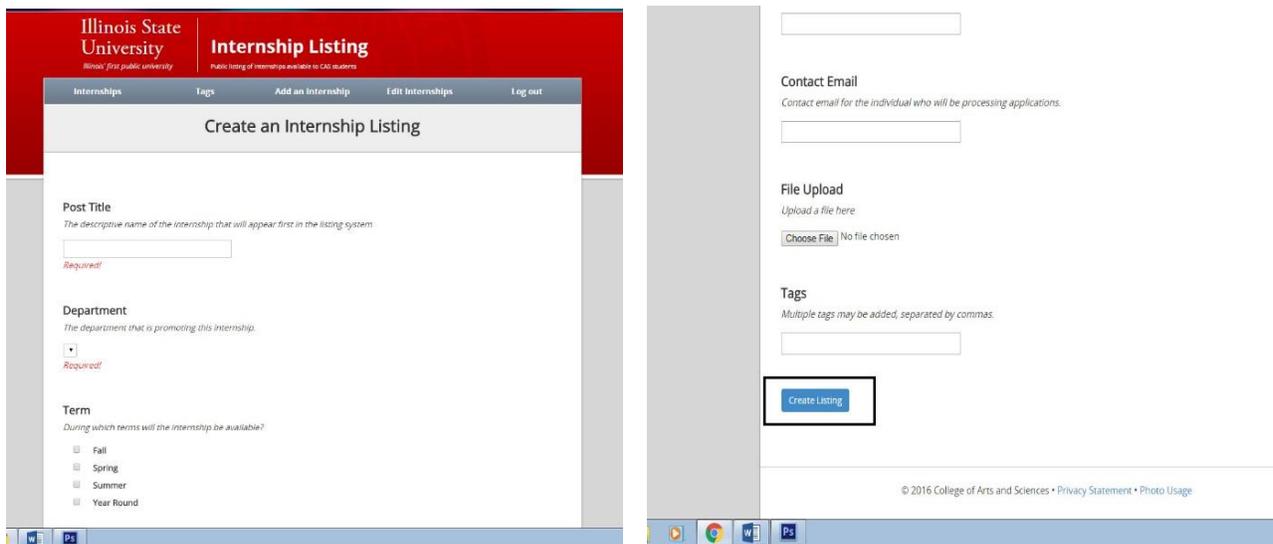
2. Click **Log In** in the right side of the navigation and type in your **ULID** and **Password**.



3. Click **Add an Internship** in the center of the navigation.



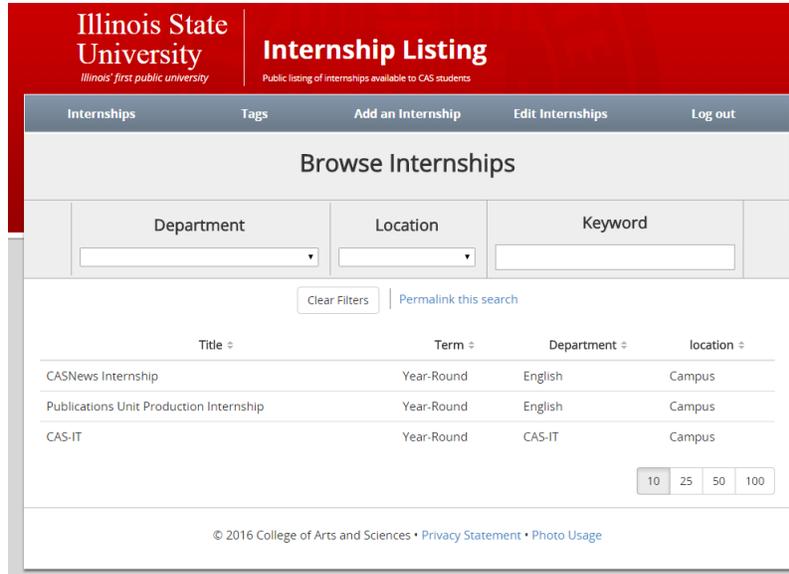
4. Fill in all relevant information about the internship including Post Title, Department, Term, Post Start/End Date, Location, Tags*, etc. and then click **Create Listing**. A small green box will appear in the top-right corner of the screen to confirm the addition of your listing to the system.



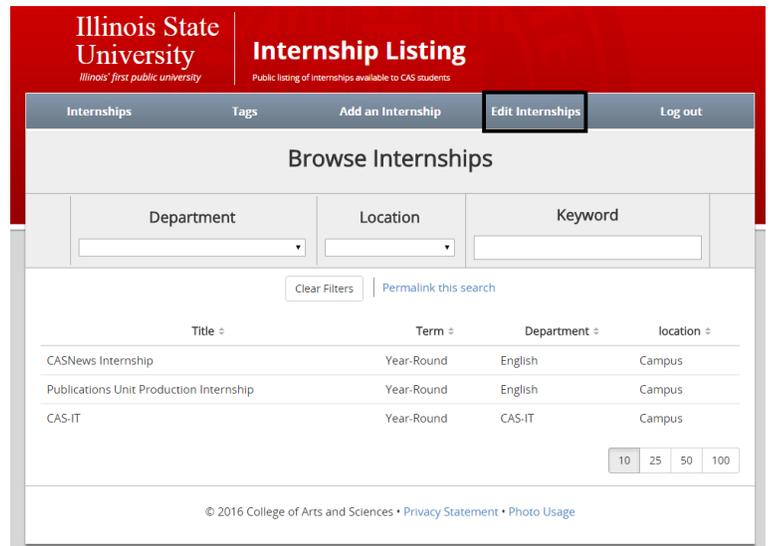
Please note that the start date determines when the internship will appear under the internship listings, and the end date determines when the internship is no longer visible. However, even if the internship has passed its end date, it is not permanently removed. It can still be edited and extended under the **Edit Internship** tab, (explained in step 6.)

*Use multiple tags (Ex. English, Tech Writing, Fall) to categorize your posts and help students find specific internships more quickly.

- Once you return to the home page, your internship will be in the listing. Filter by Department, Location, and/or Keyword to single out specific internships.



- To make changes to the internships you have created, click **Edit Internships** in the navigation...



Internships	Tags	Add an Internship	Edit Internships	Log out
<h2>Audit Internship Listings</h2> <p>Sorted by Expiration Date in ascending order.</p>				
<input type="checkbox"/> Not yet visible - The 'start date' set for this post has not yet arrived. <input checked="" type="checkbox"/> Visible to users - The 'start date' for this post has arrived, and it is not expired. <input type="checkbox"/> Expired, not visible - The 'end date' for this post has passed.				
Title	Term	Expiration Date		
Edit	CAS-IT	Year-Round	2017-09-10T00:00:00 Extend	
Edit	Basket Weaving Position		2017-09-10T00:00:00 Extend	
Edit	Test Internship	Fall Spring	2017-09-12T00:00:00 Extend	
Edit	CASNews Internship	Year-Round	2020-08-16T00:00:00	
Edit	Publications Unit Production Internship	Year-Round	2020-08-16T00:00:00	
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Click **Edit** on your internship...

and make your changes on the next page. **Make sure to click the 'Save Changes' button once you are finished.**

Internships	Tags	Add an Internship	Edit Internships	Log out
<h2>Edit Listing</h2>				
Save Changes				
Post Title <i>The descriptive name of the internship that will appear first in the listing system</i> <input type="text" value="CAS-IT"/>				
Department <i>The department that is promoting this internship.</i> <input type="text" value="CAS-IT"/>				
Term <i>During which terms will the internship be available?</i> <ul style="list-style-type: none"> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input checked="" type="checkbox"/> Year Round 				
Post Start Date				

7. To quickly extend the length of your internship listing, click **Extend** under the **Edit Internships** tab.

	Title	Term	Expiration Date	
<input type="checkbox"/>	Not yet visible - The 'start date' set for this post has not yet arrived.			
<input checked="" type="checkbox"/>	Visible to users - The 'start date' for this post has arrived, and it is not expired.			
<input type="checkbox"/>	Expired, not visible - The 'end date' for this post has passed.			
<input type="button" value="Edit"/>	CAS-IT	Year-Round	2017-09-10T00:00:00	<input type="button" value="Extend"/>
<input type="button" value="Edit"/>	Basket Weaving Position		2017-09-10T00:00:00	<input type="button" value="Extend"/>
<input type="button" value="Edit"/>	Test Internship	Fall Spring	2017-09-12T00:00:00	<input type="button" value="Extend"/>
<input type="button" value="Edit"/>	CASNews Internship	Year-Round	2020-08-16T00:00:00	
<input type="button" value="Edit"/>	Publications Unit Production Internship	Year-Round	2020-08-16T00:00:00	

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This will extend the internship listing for the same amount of time that you had originally set it for. (If you set the start and end date a year apart, it will be extended another year.)