

Online Student Information Form



SCHOOL OF
**INFORMATION
TECHNOLOGY**
Illinois State University

1. Go to <http://careercenter.illinoisstate.edu>.
2. Click on [Hire-A-Redbird](#) tab on the upper left hand side of the screen.
3. Click on Student login.
4. Access your account through ISU's Central login.
5. For first –time users:
 - a. From your Homepage, click on “Profile” on the upper left hand side and complete your Personal and Academic profile.
 - b. Click “Save”.
6. To add an internship record, go to Profile – Internships.
7. Click on “Add New Experience”.
8. Fill out all internship information.
9. You may only enter an internship record one semester (“work term”) at a time. If your internship period lasts longer than a semester, submit the first work term. Then click on “Edit” and go to the bottom of the page and click on “Copy to a new Work Term. “ Enter the relevant time period for that term.
10. Click “Submit.”
11. The internship record will be “Pending” until it completes the system verification process. Upon completion, the record will be shown as “Approved.”
12. You may review and edit internship records any time.