1. Go to [https://www.uc.edu/webapps/propractice/internship/](https://www.uc.edu/webapps/propractice/internship/). You can always find this URL on the internship website [www.uc.edu/intern](http://www.uc.edu/intern) under Employers, Current Employers.

2. Click the appropriate log in link in the For Employers area (for first time, continue to step #3; for returning user, skip to step #8)

3. If this is the first time you've logged into the system, just need to enter the email that was provided in your Welcome Email. If you would like to use an email address other than the one provided in the Welcome Email, please let us know and we'll update your account information.

   Press the “Reset” button once you’ve entered your email.
4. Once you’ve entered your email and pressed the “Reset” button, this screen will appear, and you should receive an email within 5 minutes. If you do not receive this message, please call our tech support line at 513.556.0330 and they will be able to assist.

5. The email you receive should look similar to the picture below. Just click on the link contained in it to be taken back to the internship system where you’ll be able to set your password.

6. Set the password you would like to use to access the internship system using the screen pictured below.

Be sure the password you’re setting meets the criteria described here
7. As long as your password match, and meet the password requirements, you’ll receive the confirmation pictured below. Just click the link to be taken to the log in screen.

8. Enter your email address and password to access the system. If you’ve forgotten your password, you can click the reset link to complete the password reset process. If you have any technical difficulties, please call out tech support line at 513.556.0330.

Upon successfully logging in, if this is your first time logging in, you’ll see the Employer Agreement, just read and electronically sign this agreement to gain full access to the system. If you’ve logged in before, you’ll be taken directly to the system.