



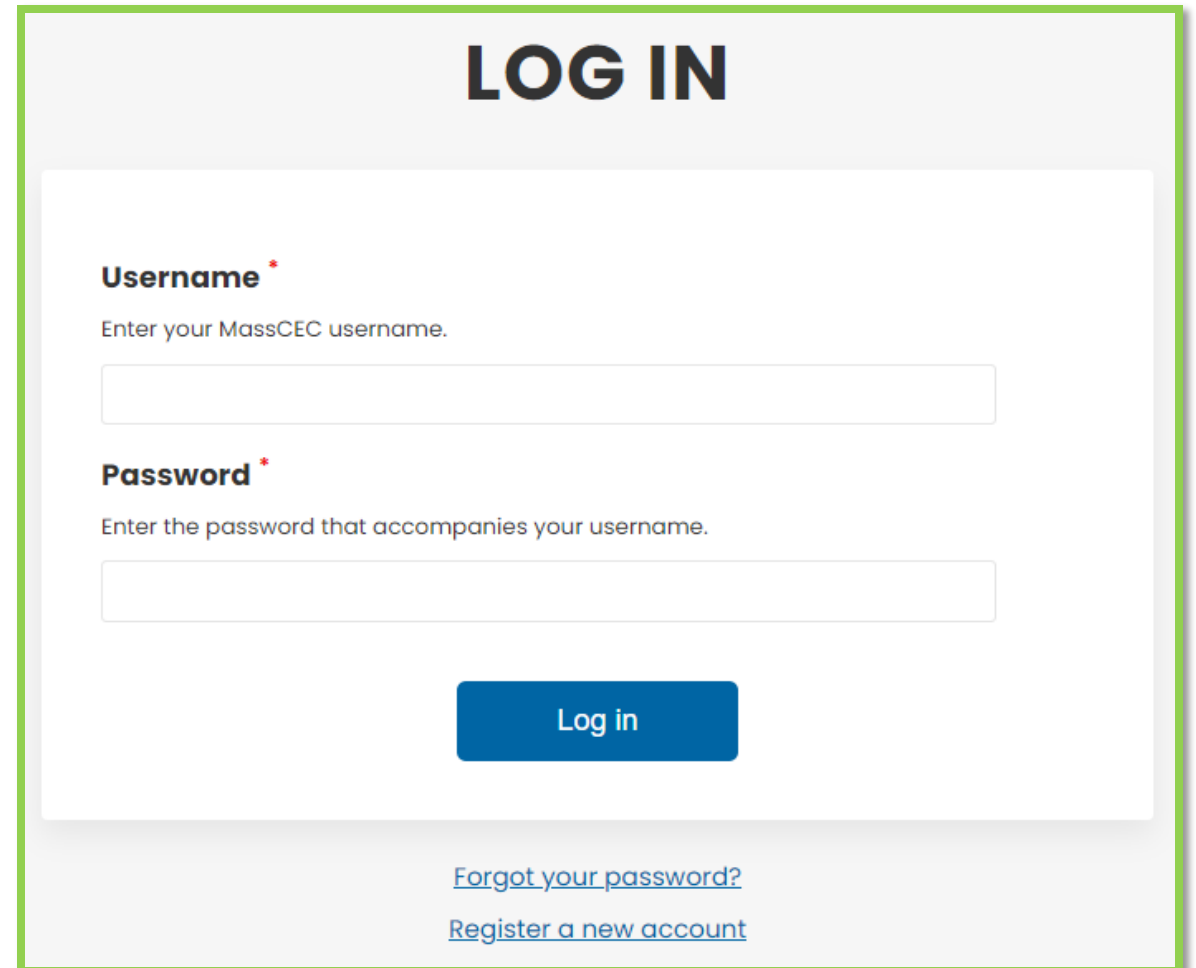
**USING THE WORKFORCE PORTAL ON THE
NEW MASSCEC WEBSITE:
JOBSEEKERS AND INTERNS**



**MASSACHUSETTS
CLEAN ENERGY
CENTER®**

GO TO MASSCEC.COM/USER/LOGIN

- If you have an existing account, you may use the same masscec.com log-in credentials from the old portal.
- If you are applying to the portal for the first time, follow the new account instructions .

A screenshot of the MassCEC login page. The page has a light gray background. At the top, the words "LOG IN" are written in a large, bold, black sans-serif font. Below this, there is a white rectangular area containing the login form. The form has two sections: "Username" and "Password". Each section has a label in bold black text with a small red asterisk to its right. Under the "Username" label, there is a line of smaller text that says "Enter your MassCEC username." followed by a white rectangular input field with a thin gray border. Similarly, under the "Password" label, there is a line of smaller text that says "Enter the password that accompanies your username." followed by another white rectangular input field with a thin gray border. Below the input fields, centered horizontally, is a blue rectangular button with the text "Log in" in white. At the bottom of the white form area, there are two lines of blue text: "[Forgot your password?](#)" and "[Register a new account](#)".

NEW ACCOUNT: REGISTERING A NEW ACCOUNT

- Click "Register a new account"
- Choose "I am a Job Seeker and/or Internship Seeker"



Select your role

I am a Job Seeker and/or Internship Seeker

I am an Employer

NEW ACCOUNT: COMPLETE THE JOB SEEKER ACCOUNT REGISTRATION

- Complete the required information for your profile
- Choose whether you would like to use the portal for internships, the job board, or both
- Click "Create new account" to complete your profile

CREATE NEW JOB SEEKER ACCOUNT

First name *

Last name *

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password *

Password strength: Weak

Confirm password *

INTERN APPLICATION/RESUME SUBMISSION

- Based on the profile submitted, create an intern application or resume submission.
- Fill out the intern application/resume submission form
- Save the submission by clicking "Save"

**Intern
Application
Form**

**Resume
Submission
Form**

EDIT APPLICATION

It's time to create your application for the Clean Energy Internship Program! You will not be able to match with an employer until you have completed your application. Please familiarize yourself with the [eligibility requirements](#) and with the [Student FAQ](#). If you have any questions not answered in the FAQ, please do not hesitate to contact us at internships@masscec.com. If you are looking for a full or part-time job, use the "Edit Resume" feature on your Dashboard to submit your resume to our Resume Board.

Personal Information

Cover Letter *
Please provide a brief description of yourself and what you are looking out of an internship. Cover letter should be 1,000 characters or less.

Please check the box below if you are currently available for an internship.
 Available

EDIT RESUME

Submit your resume to our Resume Board, where it can be viewed by clean energy employers. You will receive a confirmation email when MassCEC staff has posted it on the Resume Board. If you have any questions please do not hesitate to contact us at workforce@masscec.com. The Resume Board is for full- and part-time (non-internship) job opportunities only. Please use MassCEC's [Internship Program](#) to find an internship.

Address

Street address *

City * **State *** **Zip code ***

 - Select -

Phone number

SUBMISSION APPROVALS

- **If you submitted an intern application**, your profile will automatically appear on the Student Dashboard which can be viewed by employers.
- **If you submitted a resume form**, your profile will appear on the Resume Board after approval by MassCEC, this may take up to three days.

INTERNSHIP/JOB SEEKER DASHBOARD

DASHBOARD

Welcome to your dashboard! If you're looking for an Internship, please familiarize yourself with the eligibility requirements and the Student FAQ on our [internship program page](#). If you have any questions not answered in the FAQ, please do not hesitate to contact us at internships@masscec.com.

- Click on the “**View Internships**” button to access the [Internships Board](#) and view internship postings by participating host employers.
- Click on the “**View Job Board**” button to access the [Job Board](#) and view job postings for full-time/part-time positions.

View Internships

View Job Board


EDITING YOUR INTERN APPLICATION/RESUME SUBMISSION

- Edit your intern application if needed by clicking on the “Edit application” button on the dashboard
- If you chose "Both" as a job type option on your account registration, click on "**Edit Resume**", to submit a resume form for MassCEC approval

Edit Intern Application

 [Edit application](#)

Edit/Submit Resume

 [Edit resume](#)

INTERNSHIPS DASHBOARD

- Use the Internships Dashboard to browse internship positions.

INTERNSHIPS

Browse through the job descriptions from employers participating in the Clean Energy Internship program this session thus far. Job descriptions are added throughout the session.

It is crucially important that you express your interest to an employer and/or reach out to unlisted employers, as proactive individuals are far more likely to be placed into internships. Not all clean energy companies in Massachusetts are aware of this program. Unlisted employers can learn about the program and get instructions for registering [here](#).

Keywords

Company

City

Job Title

Sector

Primary Activity

JOB BOARD

- Use the Job Board to find full-time/part-time job opportunities.

JOB BOARD

Welcome to the MassCEC Clean Energy Jobs Board!

The Jobs Board is for those seeking full- or part-time positions. Students and recent graduates should also check out our [Clean Energy Internship Program](#).

Keywords

Job Type

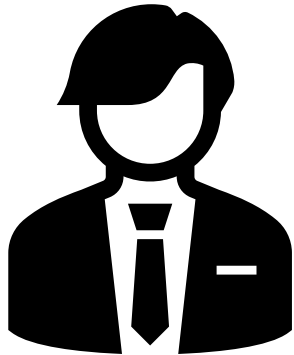
Degree Requirement

Regions Available to Work

Job Category

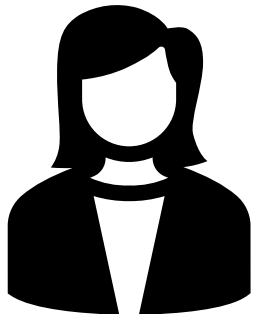
Job Sector

CONTACT



Good luck on your Internship/Job search!

Contact internships@masscec.com for questions about the internship program.



Contact workforce@masscec.com for questions about the resume and job board.