

HOW TO SUBMIT YOUR PLACEMENT APPROVAL FORM

- 1) To access the internship portal, go to this link:
http://www12.edc.gsph.pitt.edu/GSPH_EPIDX/login.aspx?type=studentservicesportal
- 2) In the box that says “Epidemiology Login” there is text that says “Register for Portal Access?” Click this link.
- 3) Enter your first name, last name, and email. Your access code should fill in automatically. If it does not, type in **APPLYNOW** as the text. Solve the math problem and click Submit.
- 4) Fill out the form in its entirety including a password and click Submit.
- 5) You will then receive an email with your username and email address used to register the account. **PLEASE KEEP THIS EMAIL**—you must have your username available to login and submit your Placement Approval form.
- 6) Login to the portal using the link in step #1. Use your username and your chosen password.
- 7) On the main page, select “**Submit Internship Placement Approval Form**”.
- 8) Complete the Placement Approval form completely and click Submit. **NOTE: Be sure to discuss with your preceptor which email address they prefer to use. They will be using this address to register themselves with the portal and it must match the address listed on your Placement Approval Form.**
- 9) You will receive an email with a link to your Placement Approval Form (at the bottom of the email, it says “You can view this application at any time by logging into the Epidemiology Internship Portal dashboard or by clicking on this link.” You will click on the word “link” to view and print the form.)
- 10) Once you have this form printed, you, your advisor, and your preceptor must sign it.
- 11) Finally, you will bring this form to A536 Crabtree.
- 12) **Note:** There are copies of the forms on the [website](#), but only use them as a guide, **hard copy forms not generated from the web portal will not be accepted. This form is due no later than Monday, May 9, 2016.**