

## Self-Enrollment Instructions for Spring 2017 Internship Applications

1. Go to [mymasonportal.gmu.edu](http://mymasonportal.gmu.edu) (Blackboard).
2. Enter your username and password into the “Login to myMason (Secure)” box.
3. At the top right side of the page click on the “Organizations” tab.
4. On the left side of the page enter “Special Education Internship” in the Organization Search box. Click on “Go.”
5. Search for “Special Education Internship”.
6. Identify the organization that pertains to you. Organization IDs for specific semester and type of internship are below for reference.

Spring 2017 (requesting placement)	AU_CEHD_SEIA_Spring2017_Placement
Spring 2017 (on-the-job)	AU_CEHD_SEIA_Spring2017_OnTheJob

7. Next to the organization ID, you will see a down arrow. Click on it and click “Enroll.” On the next screen click “Submit.” You should then receive an “Action Successful” message and should click “Ok.”
8. Click “Application materials” on the left side of the screen to begin the application. Complete all required items.
9. Monitor your Mason email account for updates on the status of your application.