1. To access Nexus please go to http://www.myinterface.com/neu/student

To access your account, please enter your Student NU ID as the Username and Password. Include zeroes, no space or hyphen - 000XXXXXX If your profile does not appear when you enter your ID then you will need to proceed to “click here to register” and follow instructions to complete your profile (see next slide)

2.
Once you “click here to register” if your ID was not found this is the page you will see.

Continued on next page
3. Please complete all required information by clicking “Edit” (see red arrow). All fields marked with an * are required. Click on each tab to fill in the required information (see blue arrow). Click “Save”. Click “Continue” once you have entered all required information.

4. You will need to upload a personal statement and resume in order to complete your profile.
5. Once you submit your profile, you are certifying that the statements made throughout this application are true and your eligibility for a co-op or internship will be reviewed by our office. It takes the co-op department 1-3 business days to review and approve your application. Once your profile has been approved you will receive an email indicating that your account has been activated. At that point you will be able to login and search available positions.

6. We highly recommend that our students participate in the COP 5001 Experiential Learning Preparation Course. This course is 0 credit and therefore you will not incur a fee for your participation. The course description is as follows: This course provides guidance and support for CPS students who are interested in searching for an academically relevant work assignment so that they may practice their academic theories in a real world work environment. Throughout the course, students will work through each required preparation component needed for conducting a successful internship or co-op search. This course assists students with resume and cover letter writing, interviewing and networking skills, business etiquette, job search strategies and action steps. Students will gain a greater understanding of the CPS cooperative education and academic internship policies, procedures and expectations.

The final goal of this course is that students can begin their search with a complete tool kit and strategies for increasing the probability of success. Students who secure an experiential learning opportunity will also understand and be prepared to apply experiential learning theory to their work experiences; and to begin their experiential learning co-requisite course called Personal and Career Development COP3940/6940.

Please send an email to cpscoop@neu.edu if you’d like to participate in COP 5001 Experiential Learning Preparation Course.

7. To search for available positions, go to the “Coop and Internship Search” tab. To search all positions simply click the search button.
8. When you see a position that meets your academic and career interests, please upload a targeted cover letter and resume – the files names must reflect the name of the company. Email the **job ID, position title and organization name** to cpscoop@neu.edu for a referral once your targeted cover letter and resume have been updated. If your request is approved, be prepared to be contacted by this employer by phone or email.

9. Students who secure internships and co-ops will need to complete the “**Report a Co-op/Intern hire**”. Make sure you select the corresponding co-op or internship term when you are starting.
10. Once you confirm your hire, you will receive a Learning Agreement that must be electronically signed by you and your supervisor. Then the Co-op department will complete the corresponding course registration. **International Students** must apply for CPT (Curricular Practical Training) authorization through the co-op department in order to be eligible to participate in their internships/co-ops. Allow 2-3 weeks for processing. **International students cannot begin work until they receive CPT authorization.**

**International Students** working in a paid position must apply for a Social Security Number once they receive their CPT authorization.