




High School Apprenticeship Challenge

Application Instructions

1. Go to: <https://mlsc.smartsimple.com>
2. If you are a returning user, log in using your email address and password.
3. If you are a new user, click on the green "**Intern Registration**" button.
 - a. Fill out the registration form by entering your school name followed by your name and email address. You will then receive an email with a temporary password. If your school name is not listed, you will need to add it.
 - b. Return to the log-in page and enter your email address and the temporary password. You will then be prompted to create your own password. Once entered, you will be taken to your Home page.
4. Click on the "**My Profile**" tab in the upper right-hand corner and complete or update your profile.
5. Return to the Home page and find the "**High School Apprenticeship Challenge: 2019 Internship Program**" listed under the "Internship Applications" section.
6. Click on the  button to the right to begin the application. Note that there are 5 sections to the application (see tabs at the top).
7. As part of the application, you will be required to upload your Cover Letter and Resume (both documents must be in PDF format).
8. Once completed, click the "**Submit**" button on the lower right-hand corner of the page.
9. Potential employers will contact you directly if they are interested in considering you for an internship position. At that time, they will tell you about their organization and describe the position.

If you need any technical support, please email:

apprenticeship@masslifesciences.com

For an overview of the program, please visit our website:

www.masslifesciences.com/programs/hsapprenticeship