



**TEXAS INTERN  
NETWORK**  
Connecting Employers + Tomorrow's Talent

# Quick Start Guide for Employers

## Introduction

TexasInternNetwork.com, is a statewide site where you can post internships and students can apply for them. This quick start guide provides the steps for you to register as an employer.

## Registration Benefits

To take advantage of the site's tools, you must first register as an employer. Registration will provide you with access to the features and services of the site. After registering you will be able to customize your settings that make using the site quicker and easier. If you had a previous Texas Internship Challenge account, you can log into the site with the same username and password.

## Information You Will Need to Register

- Company Name
- Federal Employer Identification
- UI Employer Account Number
- Primary Location Information
- Benefits Offered
- Mailing Address
- Contact Information
- Company Information
- Company Profile

TexasInternNetwork.com



**TEXAS  
WORKFORCE SOLUTIONS**

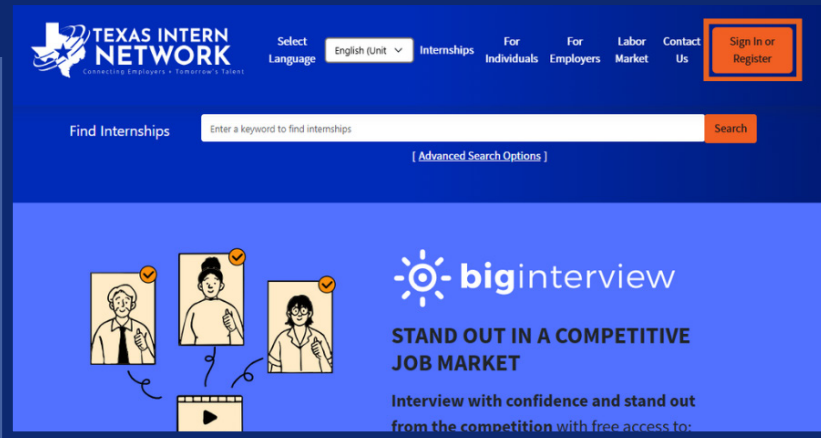


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For Assistance: WFSupportDesk@twc.texas.gov | 512-463-4210



# 1 Start Here

Type the site URL into your browser: <https://www.TexasInternNetwork.com>



On the home page, click on the “Sign In or Register” button in the top right-hand corner. This will take you to a page to create your account.

# 2 Sign-In Page

|   |   |                                |
|---|---|--------------------------------|
| <br>Estimated time to complete registration for Individual: 8 minute(s) | <b>Individual</b><br>Register as this account type if you are an <b>individual</b> and wish to search for the latest job openings, post a résumé online, <b>find career</b> guidance, search for training and education programs, find information on local employers, etc.<br><br>If you would like to view Texas Intern Network as a visitor to see what services are available, please select <a href="#">Guest Access</a> . | <b>Individual Registration</b> |
| <br>Estimated time to complete registration for Employer: 12 minute(s) | <b>Employer</b><br>Register as this account type <b>on behalf of your company</b> . Here you will gain access to industry data, labor market information and job applicants for your business. You can also <b>post job openings</b> online.<br><br>If you would like to view Texas Intern Network as a visitor to see what services are available, please select <a href="#">Guest Access</a> .                                | <b>Employer Registration</b>   |

When the sign-in page loads, click “Employer Registration.”

# 3 Employer Identification Page

When the Company Identification Information Page displays, enter all required information to proceed with making a Texas Intern Network Employer Account.

## Employer Identification

**Type of Identification:**  Federal Employer Identification Number  
 Social Security Number

**Federal Employer ID Number (EIN) / Federal Tax ID (FEID) or Social Security Number:**   
*Do not enter dashes. Example 999001111*

**Confirm Federal ID Number:**

**UI Employer Account Number:**   
*Do not enter dashes. Example 99900111111*

**Confirm UI Employer Account Number:**

## Zip code

**\* Zip code is required to validate identification information:**   
*99999 or 99999-9999*

- Select the “Type of Identification”
  - Enter the Federal Employer ID Number (EIN), Federal Tax ID FEID) and UI Employer Account Number. Do not enter dashes.
  - Re-enter the Confirm Federal ID Number and UI Employer Acct. Number. Do not enter dashes
  - Zip Code Section to enter your Zip Code
- Select the “Continue” button at the bottom of the page.

## 4 Login Information Page

When the Login Information page displays, enter all required information. Once all required employer registration information has been entered, select the “Save” button at the bottom of the page.

You will need your User Name and Password for all future activities in the Texas Intern Network site. Please write this information down and keep it in a secure place.

The screenshot shows the Texas Intern Network website interface. At the top, there is a navigation bar with the logo and a search bar. Below the navigation bar, there are several icons for Hide, Alerts, Accessibility, and Home. The main content area is titled "Login Information" and contains four required fields:

- \* User Name:** A text input field with a placeholder. Below it, instructions state: "Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . -)."
- \* Password:** A password input field with a toggle for visibility. Below it, instructions state: "Must be between 8 and 20 characters in length. One upper case character. One lower case character. One numeric character. 1 Special Character. (Allowable characters are ! @ # \$ % ^ \* . and +)"
- \* Confirm Password:** A second password input field with a toggle for visibility.
- \* Security Question:** A dropdown menu with "None Selected" as the current selection.

## 5 Successfully Registered Page

After you select the “Save” button after registration you will be guided to the “What would you like to do next?” page. Select “My Dashboard.”

The screenshot shows the "What would you like to do next?" page in the Texas Intern Network system. The page has a header with navigation links and a main content area with four options:

- Add Locations and Contacts:** To add additional locations or contacts, please click the link above.
- Post a Job:** At this time, you may enter job orders for positions that you have vacancies for. These job orders will be placed in a hold status until a staff member can verify your registration information. Please allow up to 3 business days for this verification process. You will be notified via this system's message center and via email if you provided one during registration.
- My Dashboard:** To find more information about other services offered to employers, please click the link above. This option is highlighted with a red box.

This will bring up the “Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions Based on an Individual’s Unemployment Status” page and its considerations.

### Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions Based on an Individual’s Unemployment Status

We advise employers not to automatically exclude job seekers based on their unemployment status unless the employer can show that an unemployment status restriction is related to the job posted and consistent with the employer’s business needs. This type of screening requirement may unjustifiably limit the employment opportunities of applicants in protected groups and may therefore violate federal civil rights laws. Any employer that submits a job announcement containing restrictions or exclusions based on an applicant’s unemployment status will have an opportunity to edit or remove the announcement.

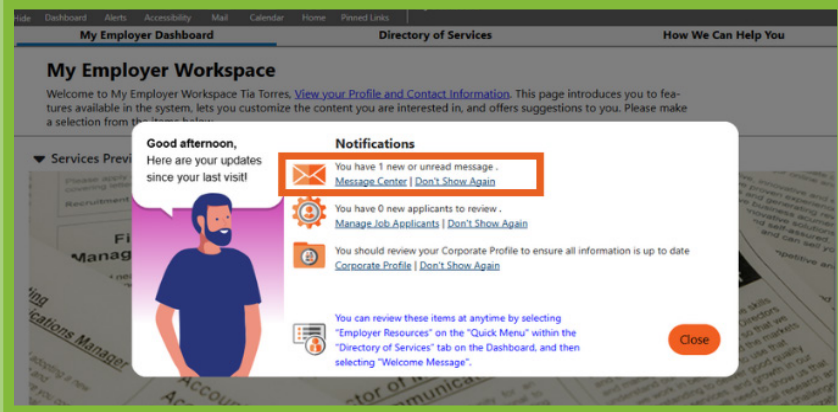
#### Practical Considerations:

- It could be difficult for employers to show that screening out applicants based on their current status as unemployed is job related and consistent with business necessity. For example:
  - Candidates for entry-level jobs and certain other positions receive relevant training upon hire.
  - An applicant who currently is employed is not likely to be employed in a position identical to the position being filled.
  - For jobs that do not require state-of-the-art knowledge, skills and/or abilities related to rapidly changing technologies or practices, the qualifications and experience that applicants acquired through past jobs do not automatically disappear during the period of unemployment. Many of those who are unemployed for long periods of time before returning to work see their earnings eventually bounce back to their pre-unemployment levels, suggesting little loss of their skills during unemployment.
  - Even for those jobs that require state-of-the-art knowledge, skills and/or abilities of rapidly changing technologies or practices, it cannot be assumed that the applicant has not taken steps to maintain proficiency in those skills and knowledge. Moreover, current employment may not be useful in evaluating relevant experience and knowledge.

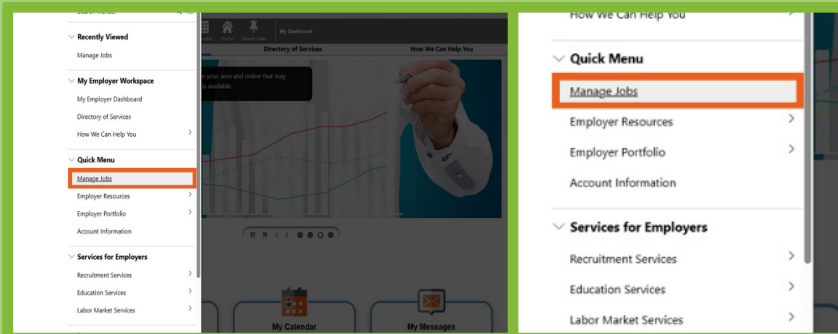
By selecting “Next” toward the bottom of the page you are confirming your understanding.

## 6 My Employer Dashboard Page

The welcome to “My Employer Workspace” page is displayed. Allow up to 72 hours for the employer verification process to be completed. You will receive a confirmation email.

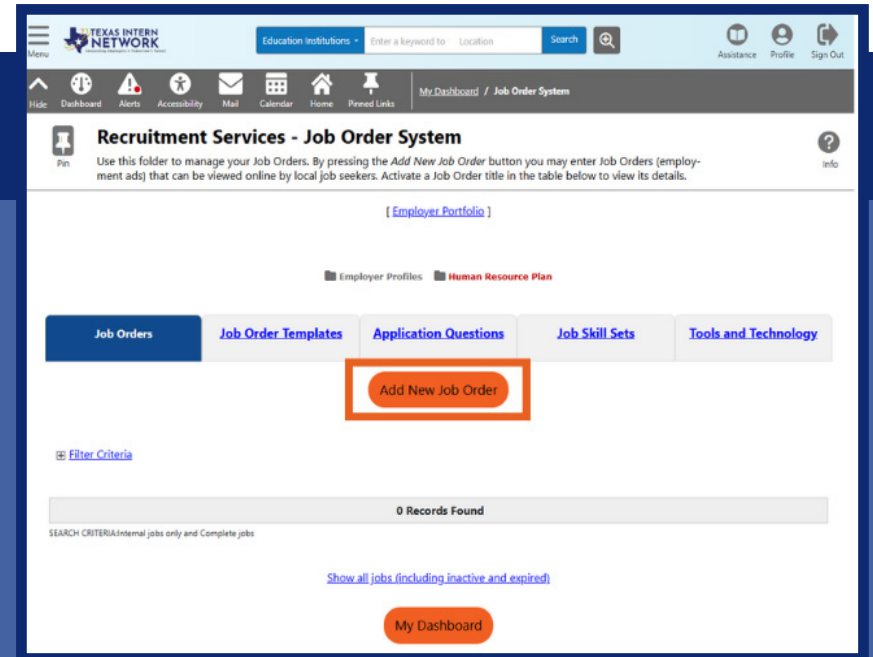


After the employer verification email is received and you log on to the site, a message will appear in the “My Employer Workspace” page which says “You have one unread message.” Select the “Close” button on the message. Select the “Manage Jobs” link from left navigation menu.

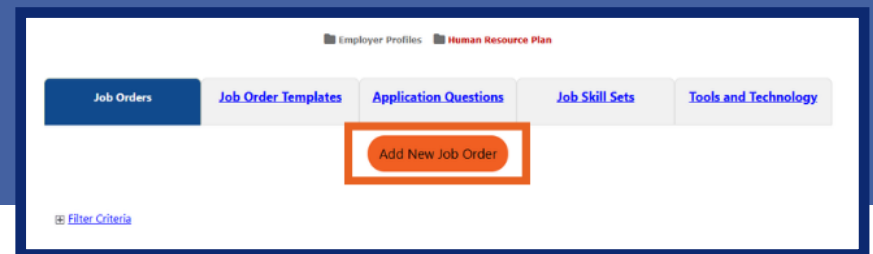


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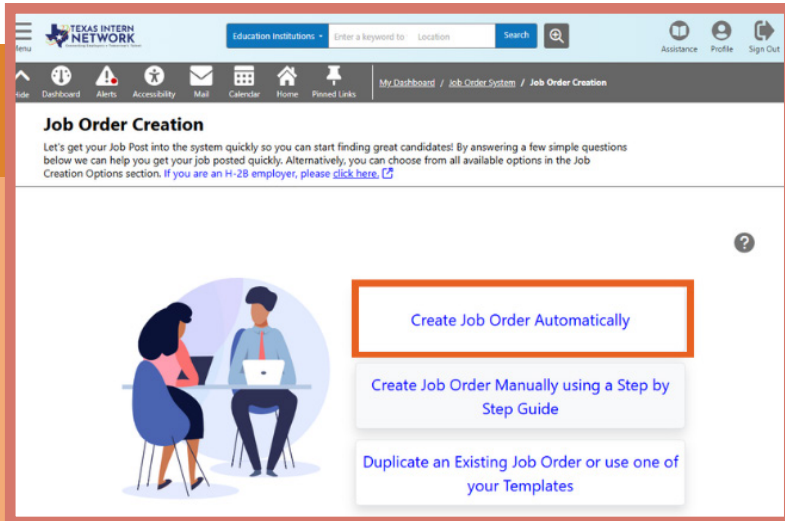
## 7 Recruitment Services- Job Order System



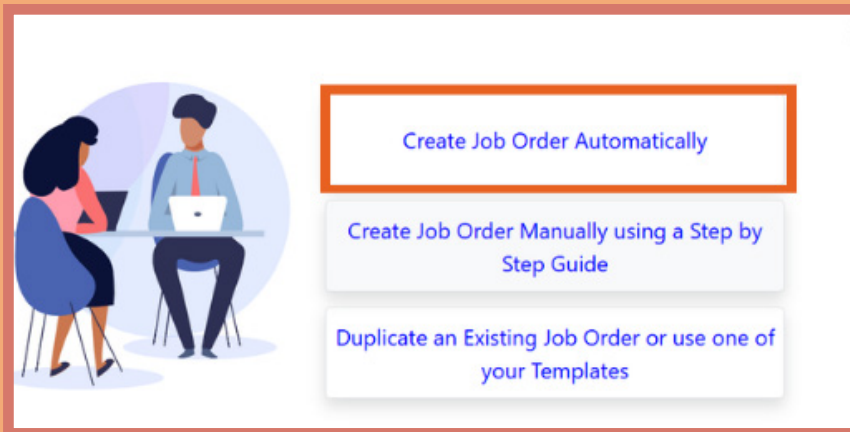
You are able to add Job/Internship postings from this option on the dashboard. The “Manage your Job Orders” page is displayed. Select “Add New Job Order” button.



## 8 Job Order Creation



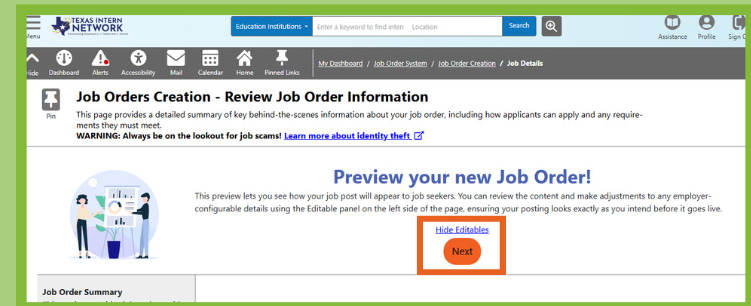
The Job Order creation will prompt you step by step to enter the information for the new job order. After selecting from the three options, it will prompt you through the application. Select “Next” button to proceed through the process of various questions.



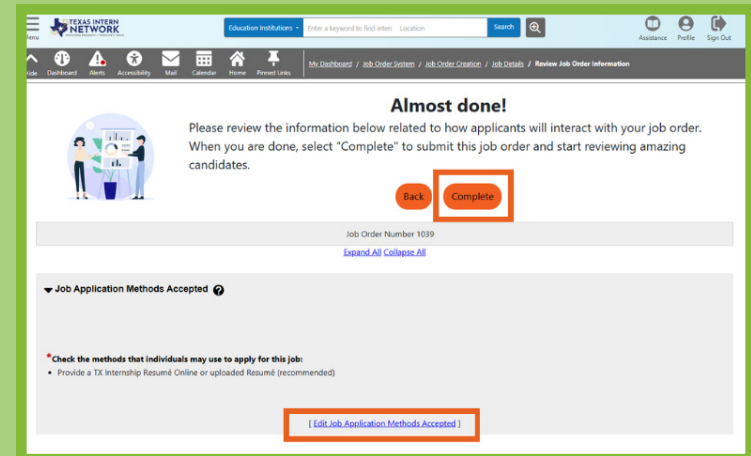
To exit without creating a job order, click the “Back” button or “Cancel” button.

## 9 Job Orders Creation Review Job Order Information

Note: you have 90 days from the creation date to complete the job order before it is deleted from the system. After completing the posting, the “Job Order Creation- Review Job Order Information” page will display.



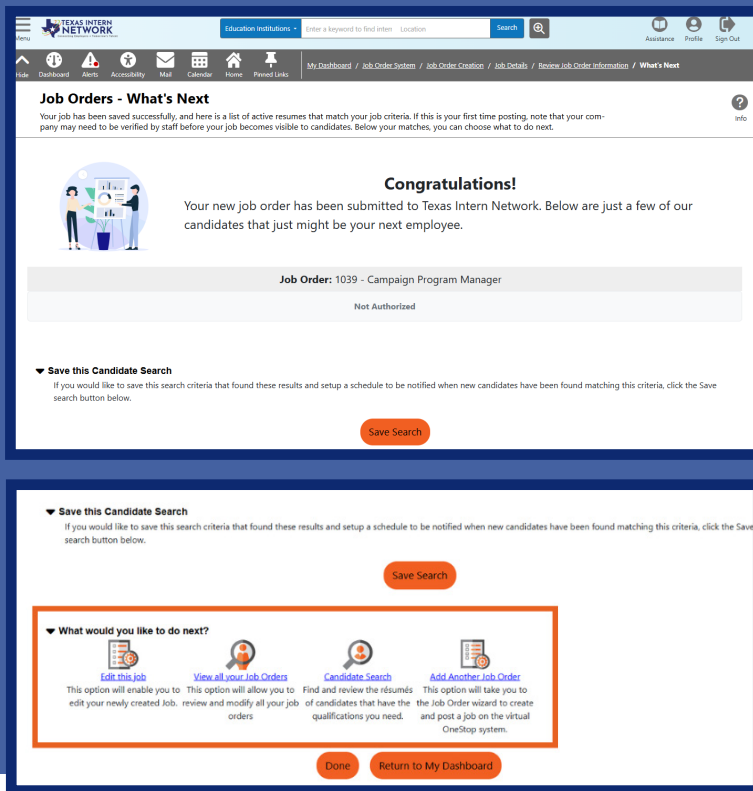
Review the information and proceed by selecting “Next” button this will prompt you to “Preview” and to edit any additional information. There will be 5 leading sections in the “Preview” each having a “Edit” feature located at the bottom of each section.



If you have no edits to make you may select “Complete” shown at the top after “Almost done!”

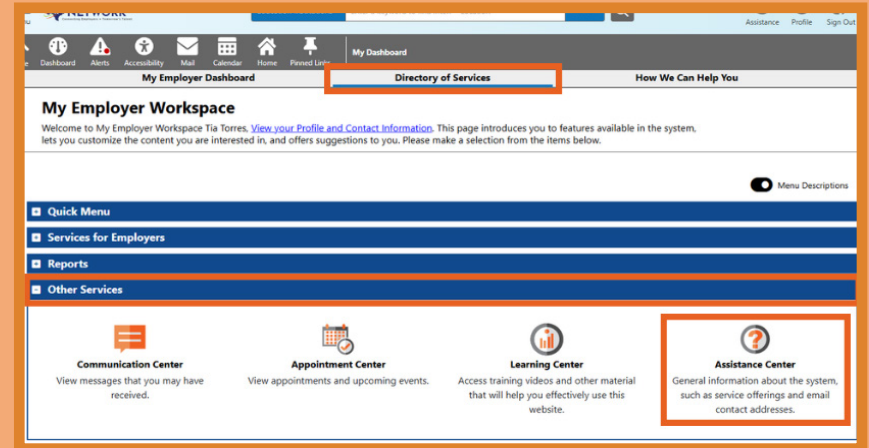
## 10 Job Orders- What's Next

Once you complete your job order creation the completion screen should display. Towards the bottom of the completion screen you will be prompted to select up to four options select the title you would like to proceed with.



## 11 More Help

For further help on this and other application features, go to “Other Services” in the “Directory of Services” located at the top of your “my employer workspace”.



Click “Other Services.”

This will take you to the “Assistance Center.”

The Assistance Center provides:

1. A Questions and Answers page.
2. Links to Quick Reference Cards.
3. Step-by-step tutorial videos on how to use the website. These include topics like creating job orders and or employer resources.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).twc.texas.gov

For State Fiscal Year 2026 (Sept. 1, 2025 – Aug. 31, 2026), the Texas Workforce Commission funds 100% of Texas Intern Network activities from \$30,000 of Workforce Innovation and Opportunity Act federal funds.

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