



Internships Platform

User Guide- Students

Version : February 2014

This guide is intended for university students.

It aims to simplify the user's navigation in the Finance Montreal Internship platform.

It details the actions that you can do via the platform:

- 1) Sign In (initial registration to the platform)
- 2) Access the platform
- 3) Display the internship offers
- 4) Complete your profile
- 5) How to Apply for an internship
- 6) Look at the list of applications

## Goal of the Internship platform

This platform is a user-friendly tool, created with the concerted effort of the financial industry and major Québec universities to increase the visibility and accessibility of internship offers in Finance.

Through such initiatives, Finance Montreal and its Centre of Excellence in Finance in Quebec are happy to promote careers in finance and contribute to the growth of the financial center of Montreal and the province of Quebec.

## GENERAL NAVIGATION

Throughout your navigation, it is always possible to:

- 1) Change the display language
- 2) Access your profile
- 3) Close the session



i. It is recommended that you always close your session via this link.

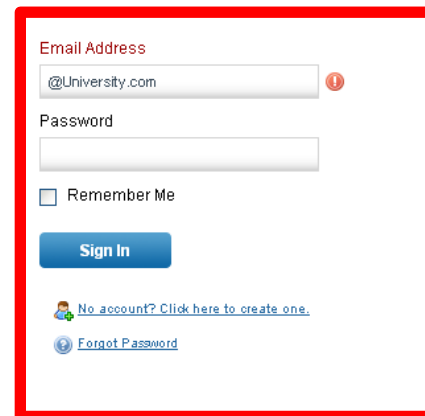
These options are found on the top right hand corner.

*We wish you a good navigation!*

# CREATE YOUR ACCOUNT

# Create your account

- 1) This action is only to be done once, during your initial registration. It is necessary to access the platform.
- 2) Open a web browser
- 3) Enter the following address: <https://stage.financemontreal.org/>
- 4) Click the "Student Academic" button
- 5) Select the "No account option? Click here to create one."
- 6) Fill out the form
- 7) Press the "Register" button
- 8) You will receive a confirmation email with your temporary password



Email Address  
@University.com

Password

Remember Me

[Sign In](#)

[No account? Click here to create one.](#)

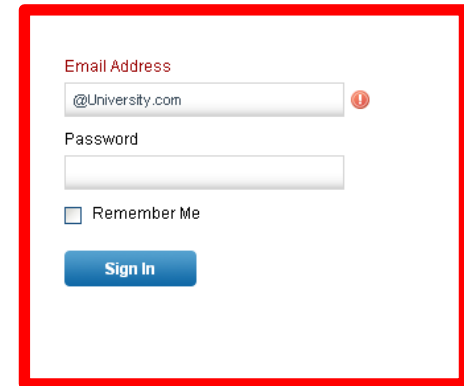
[Forgot Password](#)

## ACCESS THE PLATFORM



## Access the Platform (1/2)

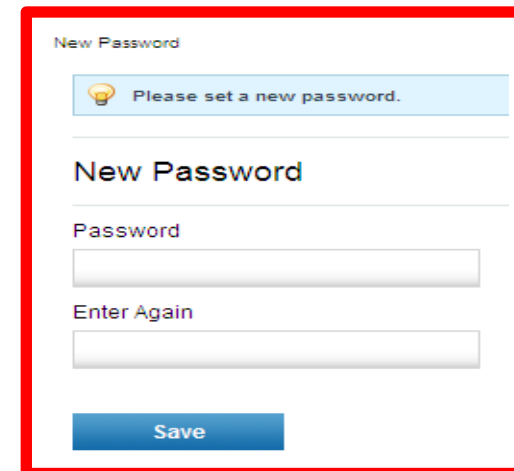
- 1) Open a web browser
- 2) Enter the following address: <https://stage.financemontreal.org/>
- 3) Click the "Student Academic" button
- 4) Enter the email address and password
- 5) Press the "Login" button
- 6) You can access the platform



A screenshot of a login form with a red border. It contains the following elements: a label "Email Address" above a text input field containing "@University.com" with a red exclamation mark icon to its right; a label "Password" above an empty text input field; a checkbox labeled "Remember Me"; and a blue "Sign In" button at the bottom.

When you have a temporary password, you will be prompted to change it.

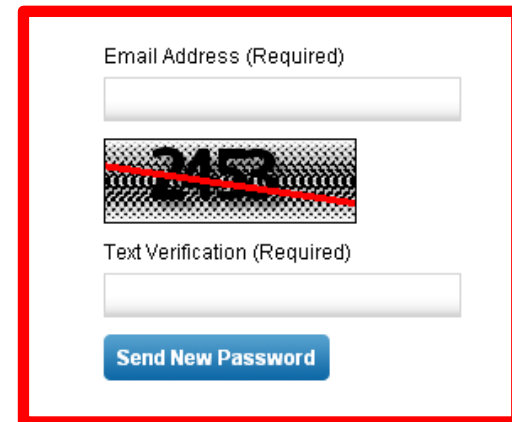
- 1) Enter the new password
  - 2) Once again Enter the new password
  - 3) Press the "Save" button
  - 4) Press the "Login" button
- You can access the platform



A screenshot of a "New Password" form with a red border. It features a light blue header with a lightbulb icon and the text "Please set a new password.". Below this is the title "New Password" and two text input fields: "Password" and "Enter Again". A blue "Save" button is located at the bottom.

## Forgot Password

- 1) Click on “Forgot your password?”
- 2) Enter your email address and the security characters
- 3) Click on “Send new password”
- 4) You will be emailed your new temporary password



A form for resetting a password is highlighted with a red rectangular border. It contains the following elements:

- Label: "Email Address (Required)"
- Input field: A white text box for entering the email address.
- Image: A security image showing the numbers "245" on a noisy background, with a red diagonal line drawn across it.
- Label: "Text Verification (Required)"
- Input field: A white text box for entering the security characters.
- Button: A blue button labeled "Send New Password".

[VIEW INTERSHIP OFFERS](#)

## View internship offers (1/2)

Once you validated your access, you get to the "List of internship offers" page.

- 1) You can search for an internship offer for which you have some information by using one of the available fields.



- 2) You can also access the list of ongoing internships postings in the box below.
  - i. It is possible to extract the page you are viewing, use the navigation button between pages and / or change the number of results displayed per page.
- 3) To get the details of a particular offer, click on any of the fields related to this offer (e.g. No, Title, Company,)

4) You are currently viewing an internship offer. You can read all the information provided by the company.

i. The tabs allow you to view information related to the internship in French and / or English.



ii. It is possible that the company posted only one version.

iii. If the company already has an internship description, a minimum number of fields will be provided. To view the contents of an attached document or a hyperlink just click on the link.

iv. By clicking on the "Print" button you will be able to open and / or save the offer in PDF format.

5) To return to the list of offers, click on the button on the bottom left.

## COMPLETE YOUR PROFILE

# Complete your profile



To complete your profile, click on "My Profile" at the top right of the page.

[Sign Out](#) [My profile](#) [EN](#) | [FR](#)

The profile page compiles information about you. Some of it is transferred to the company during the application process for an internship.

There are 3 sections:

- i. Personal Information
  - ii. Notifications, check box if you wish to be informed of all new internships offers
  - iii. General Education
- 1) Once the information is entered, press "Save"
  - 2) To return to the list of offers, click the link at the top right.

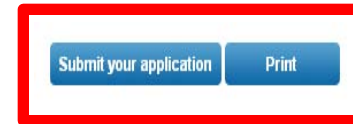
[← Back to Internship offers](#)

## APPLY FOR AN INTERNSHIP



When an internship catches your attention, we invite you to submit your application. To do so:

1) Press the button "Submit your application"



2) At this stage, two possibilities can occur:

i. A form appears

- This is an indication that the company, for this internship, will receive your application via an email address that is not accessible to you.

ii. A redirect message

- This indicates that the company, for this internship, wants to receive your application via its own website and you are asked if you wish to be redirected without losing your connection to the platform.

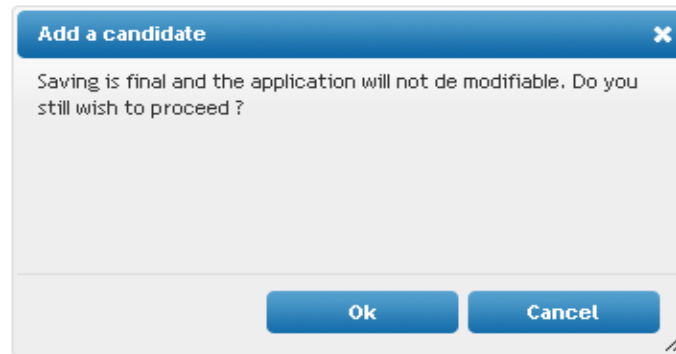
## Apply for an internship (2/3)



- 3) If a redirect message appears: You can choose to accept or cancel
  - i. If you accept, you will have to follow the company's procedure. **CAUTION:** Once you press **ACCEPT** it will no longer be possible for this internship, to access the link to the company via the platform. We recommend you to save it.
  
- 4) If a form appears: You must fill in the fields.
  - i. Some fields are linked to the profile, thus possibly already filled if you documented your profile beforehand.
  - ii. Some fields are specific to the application stage
  - iii. It is compulsory to attach a resume. If you wish, you can attach other documents and / or a hyperlink.
  - iv. If you wish to receive a copy of the email you must check the box

**IMPORTANT:** Finance Montreal does not retain any of your documents.

- 5) To submit your application, click the "Submit" button
- i. Note that this step is final. You can not remove or modify your application again.
  - ii. Press "OK" if you want to continue.
  - iii. Press "Cancel" if you want to return to your application.



- 6) To cancel your application, click the "Cancel" button
- i. Please note that your data will not be saved.

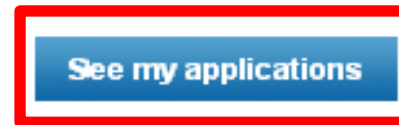
**SEE THE LIST OF YOUR APPLICATIONS**

# See the list of your applications



1) From the "List internship " page, click" See my applications "

List Internship



2) A table will show you all your applications. The header is:

List of my applications

Title ▼	Enterprise	Application's date
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# STATISTICAL INFORMATION REQUEST

## Statistical information request



If you have been selected for an internship that was posted on the platform, it is possible that Finance Montreal will contact you about your overall satisfaction from the Platform.

Thank you in advance for taking a few minutes to answer the questions you will be emailed.

Questions? : [stage@finance-montreal.com](mailto:stage@finance-montreal.com)