



1. Log into the AdminTern internship portal <https://admintern.com/>
2. Click on
3. Click on "Need to Create an Account?"

4. Choose Anne Arundel County Public Schools in the "School System" drop down list

5. Select Student and click on "Create Student Account"



6. Complete account log in information
 - Fill in your Login email address (One you check on a regular basis)
 - Add your first and last name
 - Choose a login password
 - Click on "Create Student Account"

7. Complete all of the information on the form

Personal Information

Student ID

First Name

Middle Name

Last Name

Current Gender Identity Is

Female

My Pronouns Are (this helps us know the best way to address you)

She/Her

Location Information

Click to View/Edit on Map

Street

City

State

Maryland

Zip

Contact Information

Home Phone

Cell Phone

Parent/Guardian Name

Parent/Guardian Phone

***If you do not have a home phone fill in your cell phone number**

8. Complete School Information

Choose "**Summer Intern Explore**" in the "Affiliated Program" drop down list

School Information

Graduation Year

School Attending
Annapolis High School

Affiliated Program
Summer Intern Explore



9. Upload your signed internship agreement.

Work-Based Learning Agreement

UPLOAD AGREEMENT 

1. Download the Work-Based Learning agreement from the Resources tab
2. Read and sign the agreement
3. Upload the agreement to the your profile

Click on

UPDATE PROFILE

10. Once you have you been selected for an internship, the opportunity will be offered to you in the portal
Check the portal often for your internship assignment
Log into the portal
Click on "Applications" in the top menu bar



Browse Applications  sources 

Click on "Accept" to accept the internship you have been selected for

Application List

Open Applications

Title	Business	Status	Application	Last Updated	Actions
	21st Century Education Foundation	Offered	06/13/2023	06/13/2023	ACCEPT DECLINE



Once you accept your internship, you will be able to document your hours and activities