

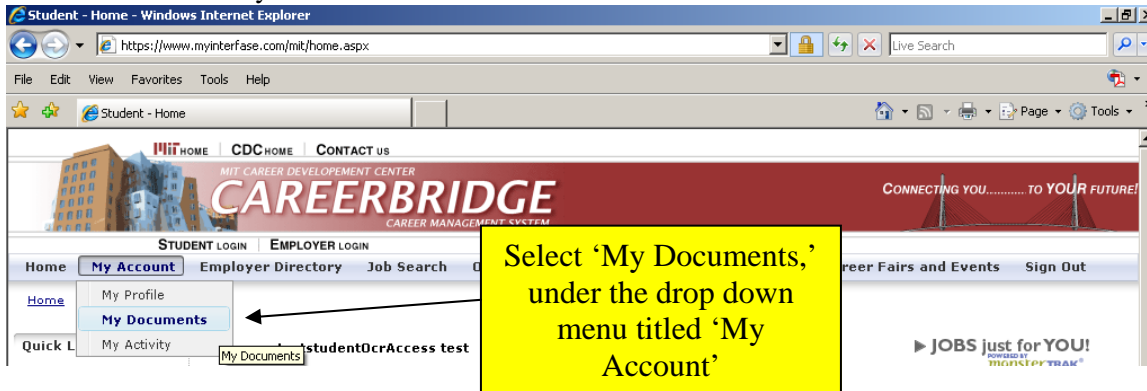
CareerBridge Instructions:

1) Prehealth Registration

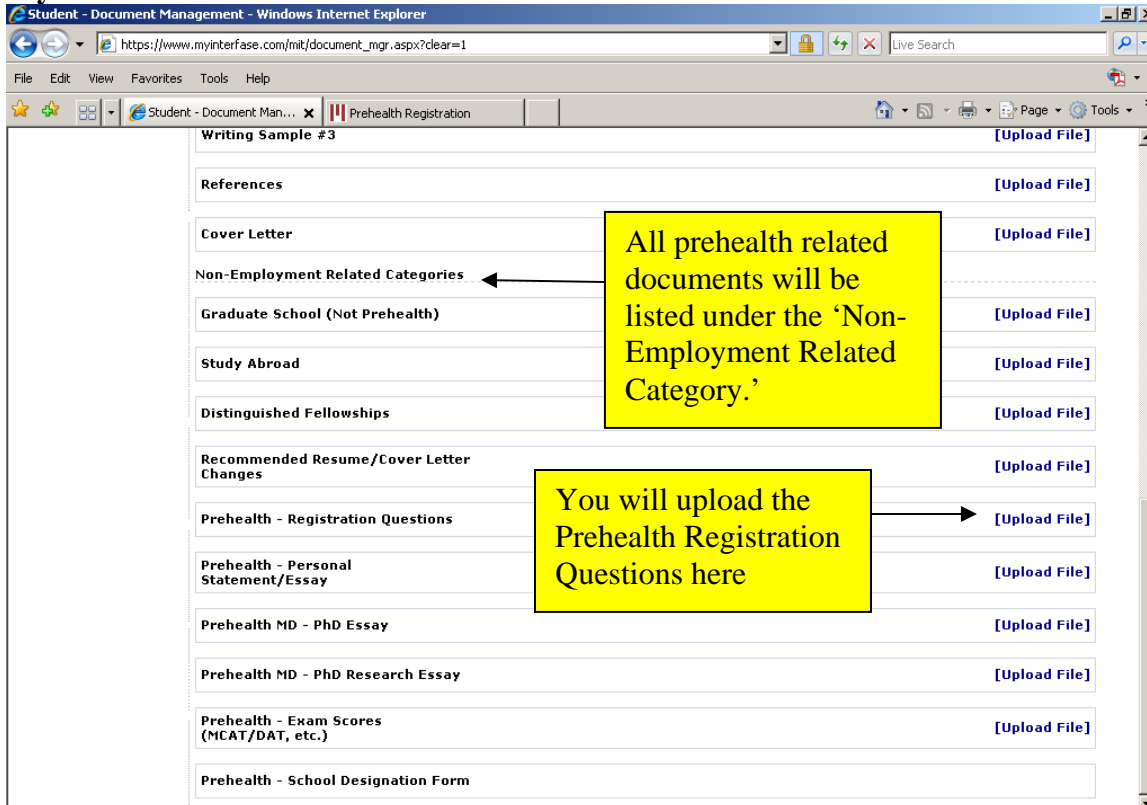
The following instructions will provide guidance on how you can use the Career Development Center (CDC) CareerBridge system to upload your TYPED responses to the Prehealth Registration Questions.

Please note: Information regarding Prehealth Registration and the Prehealth Registration Questions can be found at: <http://web.mit.edu/career/www/preprof/phregistration.html>

To access the “My Documents” function, log onto CareerBridge <https://www.myinterfase.com/mit/student/> and on the home page select ‘My Documents’ under the drop down menu titled ‘My Account’:



My Documents View:



2) Credential File Tracking

The following instructions will provide guidance on how you can use the Career Development Center (CDC) CareerBridge system to track your application progress, specifically the maintenance and delivery of your letters of recommendation.

Please Note: Applicants using the MIT Credential Service are responsible for the information, deadlines, and policies provided on the following:

Credential Service web page: <http://web.mit.edu/career/www/preprof/credential.html>

2010 Deadlines Sheet: <http://web.mit.edu/career/www/preprof/2010deadlines.pdf>

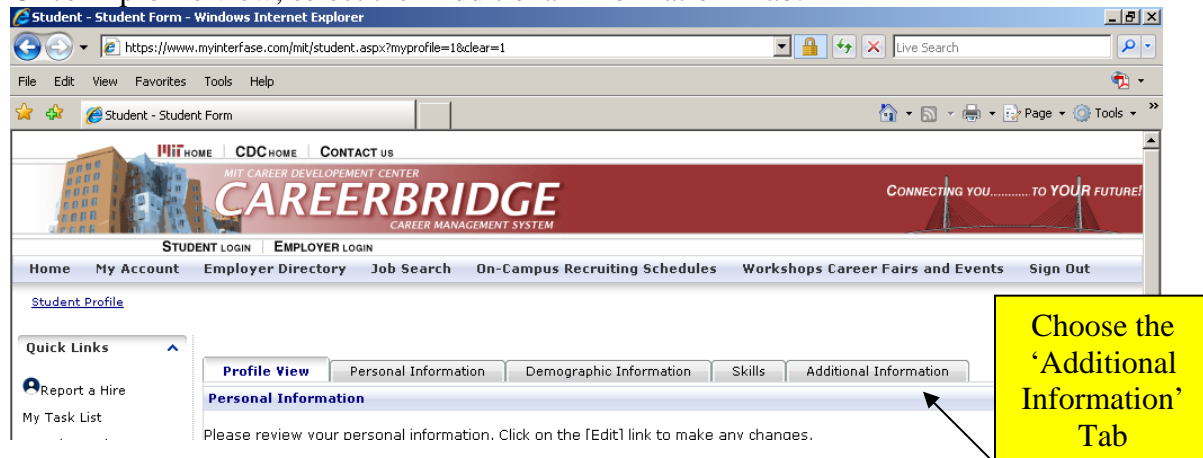
Prehealth File Checklist: <http://web.mit.edu/career/www/preprof/filechecklist.pdf>

As part of their CareerBridge profile, applicants are also responsible for providing and maintaining their most up to date phone number, MIT email, permanent and campus address.

To access your CareerBridge profile log onto CareerBridge <https://www.myinterfase.com/mit/student/> and on the home page select 'My Profile' under the drop down menu titled 'My Account':



Once in profile view, select the 'Additional Information' Tab:



Additional Information Tab View:

When forms, information, letters, etc. are received in the CDC your CareerBridge profile will be updated with 'Yes/No' or text indicating the status of their receipt.

Admin - Student Form - Windows Internet Explorer
 https://www.myinterfase.com/mit/student.aspx

File Edit View Favorites Tools Help

Admin - Student Form

Allow Employers to View Your Information determines if the student's profile and resur employers. Select YES to allow employers to search and view the student's profile. Select specific access to view the student's profile.

* Allow Employers to View Your Information? No

Prehealth - Credential Service Waiver Form: No

Prehealth - Advisor Request Form: No

Prehealth - Advisor Intake Appointment Date:

Prehealth - Application Service ID (AAMC, AADSAS, VMCAS, etc.):

Prehealth - Recommender Designation Form:

Prehealth - Recommender Letters Received:

Prehealth - Recommender Letter Notes:

Prehealth - Transcript Notes:

Prehealth - Official Transcript Received: No

Prehealth - Hidden Grade Form: No

Prehealth - Hidden Grade Received Data:

Prehealth - Exam Scores: No

Prehealth - Credential File Sent to Advisor: No

Prehealth - Advisor Letter Received: No

Prehealth - Advisor Letter Notes:

Prehealth - AMCAS Letter ID:

Prehealth - School Designation: No

Prehealth - Letter Packet Sent to Schools:

Prehealth - General Notes:

Prehealth - Credential Service Payment Received: No

Prehealth - Payment Notes:

This field is not related to your prehealth credential file.

This number must be listed on your Recommender Designation Form

The date your form was received will be noted here.

Upon receipt, each recommender's name and the date their letter was received will be noted here.

This number must be listed on your School Designation Form.

The date your form was received will be noted here.

These fields only pertain if you are applying to schools which request hidden grades.

School Designation forms (SDF) are accepted when:

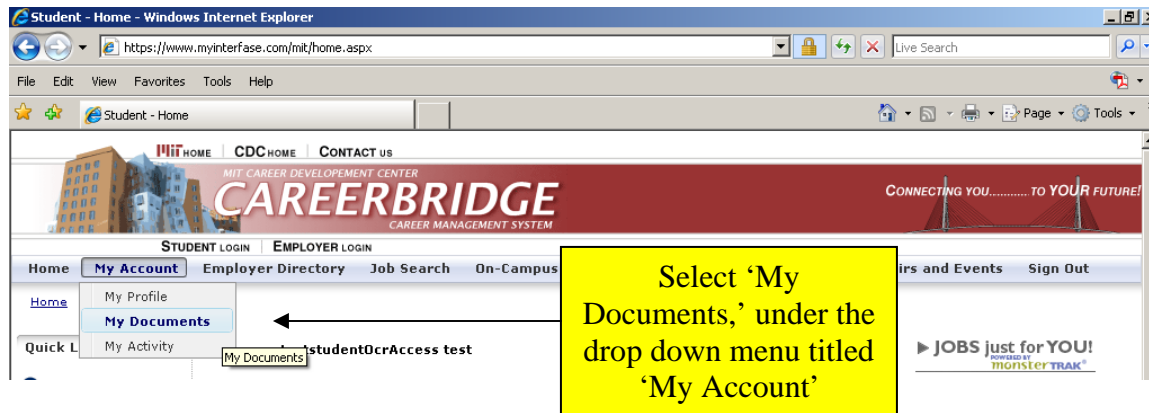
- Prehealth Advisor Letter is received (if applicable)

AND

- Secondary applications have been completed

SDFs are accepted on a rolling basis and you may submit more than one.

To upload and access documents on CareerBridge, from the home page select 'My Documents' under the drop down menu titled 'My Account':



My Documents View:

