1. Go to bridge.byu.edu

2. Select the Employer icon

3. Select Register

4. Fill in as much as possible and click the Submit button at the top or bottom of the page
5. After submitting, you will see this notification. Next go to bridge.byu.edu.

6. Select the **Employer** icon

7. Sign in

8. Click **Create Job Posting**.
9. Fill out all the required fields and any other applicable fields and click **Submit**.

10. Send us an email to [cetinternships@gmail.com](mailto:cetinternships@gmail.com) letting us know that you posted a job that you want to have appear on our site (we have to log in and check a box so that it does appear on our site).

*If you have any questions please reach out to us at [cetinternships@gmail.com](mailto:cetinternships@gmail.com) or 801-422-7437.