

# Internship submission guide

## How to submit an internship on the new website

Welcome on our new internship-tool **psyPra** (sponsored by **FSP**). To make the start easy for you please note following steps for publishing an internship on [www.psypra.ch](http://www.psypra.ch).

### Step 1: Access the new website

Go to your browser and enter [www.psypra.ch](http://www.psypra.ch). You will be redirected to the new website ([www.psychologiestudierende.ch](http://www.psychologiestudierende.ch)). On the upper menu you will see the link to **psyPra**. Click on the link:



### Step 2: Create an account during submission-process

Hover over the **psyPra** link and you will see a link to the submission-process called **submit your internship** (<https://psychologiestudierende.ch/psypra/submit/>). Click on the link and you will see this page:



## submit your internship

Have an account?

 SIGN IN

If you don't have an account you can create one below by entering your email address/username.

Your email

Username

Password

Passwords must be at least 8 characters long.

Verify Password

Create an account by entering your username (e.g. your company's name) and a password. When you publish an internship, **your username will be shown on the job's description**.

### Step 3: Enter the internships details

Scroll further and enter all the important information about your internship. The most important information are the following

- Short Internship title (e.g. «Research intern on psychotraumatology»)
- Location (with ZIP-code) and region
- **Description:**
  - Duration
  - Requirements
  - Responsibilities
  - Contact information
  - Application deadline
  - Compensation (in CHF)

### Step 4: Save draft for review

When you finished editing your internship click on **SAVE DRAFT**.



### Step 5: View, edit or delete your internships (and drafts)

Once you have created an account and entered your first internship, you can view, edit or delete your internships via **my internships**. Please login using this site: <https://psychologiestudierende.ch/wp-login.php>.






## my internships

Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires
Testpraktikum (Draft)	-	03/25/2020	-


## Step 6: Publishing (via Webmaster)

If everything is clear, we will then accept and publish the internship. If the position has been filled you can delete your internship or contact us to do so.


<input type="checkbox"/>	Position	Type	Location	 Posted	Expires	Categories
<input type="checkbox"/>	<b>Testpraktikum</b> Test company	 Zürich	8008 Zurich	 03/25/2020 by test_internship	–	clinical psychology



## Step 7: Your internship published



The internship will be published for logged-in users via <https://psychologiestudierende.ch/psypra/>.



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# Testpraktikum

test\_internship    03/25/2020

Zürich


8008 Zurich
Posted 17 seconds ago

**Test company**

[Website](#)

Testpraktikum

APPLY FOR JOB

## Contact and troubleshooting

If you have questions or troubles submitting your internship please contact the Webmaster via [webmaster@psynet.ch](mailto:webmaster@psynet.ch). We'll help as soon as possible. Thank you for using our service and best of luck finding your new intern!