### Post a Research Opportunity and Create A Portal Account:

- Go to [urp.ucsd.edu](http://urp.ucsd.edu)
- Under For External Partners, select Post a Research Opportunity
- Determine the type of opportunity and post with Port Triton or Academic Internship Program
- Provide information about the opportunity you are offering, including:
  - Company information
  - Industry type
  - Whether the position should be posted on the undergraduate research opportunities website (urp.ucsd.edu) – the Undergraduate Research Portal*
  - Position title
  - Position type (e.g. internship, part-time, volunteer, etc.)
  - Position description and function (e.g. research)
  - How to apply for the position
  - Desired qualifications
- Select Done. An e-mail will be sent to you from Career Services acknowledging your posting request. An e-mail that approves your posting will be followed within 24 hours.

### View Student Profiles:

- Go to [urp.ucsd.edu](http://urp.ucsd.edu)
- Under For External Partners, select View Student Profiles
- Log in with your e-mail address and password created through the Portal (Step 1).
- Find a student with the desired interests and qualifications by:
  - Browsing student profiles
  - Searching profiles for keywords by entering ≥1 terms in the search box
  - Sorting profiles by last name, date of entry (“Newest”), and relevance to your search term, if applicable
  - Filtering by major, graduation year, GPA, and availability.
- Select a student of interest to view their full profile. If you are not logged in, use your email and URP password* to log into the system

*If you are providing a research opportunity please select “yes” to this question. When you say “yes” your position will be posted on the Portal for research-minded students to view. Once the position is posted in the Portal you will receive an email to create a Portal account. With your newly created Portal account you can log-in to the Portal to view student profiles.

### Contact Students:

- Select students you would like to contact about an opportunity using the + in the top, right corner of their profile
- A list of students you have selected to contact will appear in the right hand column of the Student Profiles page
- You can remove students from your contact list using [X] next to their name
- After you have a complete list of students you wish to contact, select:
  - If you are not logged in, use your Portal Account to log into the system
  - A default email appears in a dialogue box. Customize the email by entering text into the Subject and Body fields.
  - If you would like to refer students to an opportunity you have posted within this email, select the opportunity using the dropdown menu.
  - Select: Send Opportunities to Selected Students

Note: Emails are sent to students using their "@ucsd.edu" address and they are instructed to reply to your "@ucsd.edu" address. Emails generated using the URP interface are not stored in your sent mailbox.