



Instructions – Registering to Become an Employer (incl. Internships, Mentors, Job Shadowing) & posting on PALI’s online Career Services Center

- 1) Go to PALI’s Career Center website:
<http://palihigh.org/careercenter.aspx>
(This website may also be found by going to *PALI’s home page* (palihigh.org) and then selecting *Career Center* under the *Offices* Tab.)
- 2) Single Click on:
[Career Services Central - Palisades Charter High School](#)
which is the 3rdth link from the top.
- 3) Select the **EMPLOYERS** link found at the top of the webpage.
- 4) Select the **CREATE ACCOUNT** tab found under the **SIGN IN** link.
- 5) Fill in as much of the Employer Registration Page as possible. The red asterisks indicate the minimum required information. Once you have finished inputting your information, click the **REGISTER** button at the end of the page.
**** *The Access ID you enter at the bottom of the page is your username.***
- 6) After approval of your registration (this may take a couple days) you will receive an email with a link to **activate your account.**
- 7) After creating your password you will be directed to your homepage which includes the tab for **Posting a New Job.**

For Help or Feedback please contact:

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Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth