



**Welcome to NSCC's Online Job & Internship Database!**

**First: Bookmark and click on the Employer Login Page:**

<https://www.myinterfase.com/northseattle/employer>

**Here's what Interfase Employer Login Page looks like:**

### **Employer Login**

**Welcome to North's Career Services  
Job & Internship Online Database**

- **Registered Users:** Enter your username and password below and click **Login**.
- **New Users:** Please call (206) 527-7656 or (206) 527-3685 for help getting registered or email us at [careerservices@sccd.ctc.edu](mailto:careerservices@sccd.ctc.edu).

**Important:**

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Safari version 1.2 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

Username:

Password:

Login

**Next: Go to "Click here to register!" link below**

[Click here to register!](#)

[Forgot your password?](#)

## Here's what you'll see:

### Registration » Organization

Below you can select an existing organization with which to register. Simply begin typing the name of your organization (for instance your company name) in the Find Your Organization search field. As you type the system will search for your words and show you a list of matching organizations. Select the desired organization. If you are not able to find the desired organization click the 'Can't Find Your Organization?' button.

#### Find Your Organization:

Records found: 0

ABC, Inc.

Can't Find Your Organization?

Continue »

There are no results that match "ABC, Inc."...

**Next: Type in your organization in the search box. If it doesn't appear, next click on "Can't find your organization?" Then complete the Employer Information and the Contact Information sections.**

## Here's what the form looks like:

Register

\* Asterisked fields must be completed!

#### Employer Information

\*Organization Name:

\*Job Location  :

Website:

\*Employer Category:   
Accounting  
Agriculture/Farming/Agribusiness  
Architecture - Commercial

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip:

\*Phone:

Fax:

Company Profile:

Application URL Site  :

Field of Study:

\*Include Your Company in Employer Directory:

### Contact Information

\*First Name:

Middle Initial:

\*Last Name:

\*Username:

\*Password:

Title:

Department:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip:

\*Phone:

Alternate Phone:

Fax:

\*Email:

Alumnus Year:

Want to receive email from the school?:

**\*Allow Students to View Your Company in Employer Directory:**

**After you've completed the form, click on "Register"  
If your organization is already in the database, click on the box next to your organization's name and then click on "Continue"**

**Here's what you'll see:**

### Registration » Organization

Below you can select an existing organization with which to register. Simply begin typing the name of your organization (for instance your company name) in the Find Your Organization search field. As you type the system will search for your words and show you a list of matching organizations. Select the desired organization. If you are not able to find the desired organization click the 'Can't Find Your Organization?' button.

**Find Your Organization: (Begin to type your organization in the box, as below)**

Records found: 7

- 
- American Cancer Society**
- American Civil Liberties Union (ACLU)**
- American Family Insurance**
- American Lung Association of Washington**
- American Management Services**
- American Reporting Company**
- Americans for the Arts**
-

**Here's what you'll see:**

Register

**Employer Information**

**\*Organization Name:** American Cancer Society

**\*Job Location**  : Seattle

**Website:** <http://www.cancer.org>

**\*Employer Category:** Nonprofit Organization

**\*Address Line 1:** 2120 1st Avenue North

**Address Line 2:**

**\*City:** Seattle

**\*State:** WA

**\*Zip:** 98296

**\*Phone:** 206-674-4128

**Fax:** 206-674-4138

**Company Profile:** Non-profit, community based health organization dedicated to eliminating cancer as a major health problem.

**Application URL Site**  :

**Field of Study:**

**\*Include Your Company in Employer Directory:** Yes

**Contact Information**

**\*First Name:**

**Middle Initial:**

**\*Last Name:**

**\*Username:**

**\*Password:**

**Title:**

**Department:**

**\*Address Line 1:**

**Address Line 2:**

**\*City:**

*State:	<input type="text"/>
*Zip:	<input type="text"/>
*Phone:	<input type="text"/>
Alternate Phone:	<input type="text"/>
Fax:	<input type="text"/>
*Email:	<input type="text"/>
Alumnus Year:	<input type="text"/>
Want to receive email from the school?:	<input type="text"/>
*Allow Students to View Your Company in Employer Directory:	Yes <input type="text"/>

Register



**After you've completed the forms, click on "Register"**

**Congratulations! You're now registered on Interfase with NSCC.**

**Please bookmark the Employer Login page and make a note of your new Interfase username and password for future reference.**

**You will receive an email as soon as your account has been reviewed and approved by Career Services.**

**Jobs are automatically set to close after 30 days, but you can change the application deadline, the job posting, close out the job, repost old jobs, if you want.**

**Please notify Career Services if you hire a student or graduate from NSCC.**

**Also, contact us at (206) 527-3685 or 527-7656 if you have any questions about how to use Interfase.**

**Thank you!**