In order to submit a PEP Proposal, create an account or login to iTrack at [https://umsi-csm.symplicity.com/employers/](https://umsi-csm.symplicity.com/employers/)

Internship mentors have three options for submitting a PEP Proposal:

1. Create a **new PEP Proposal** (see page 2)
2. Create a **PEP Proposal based on a previously posted internship or job description** (see page 3)
3. Create a **PEP Proposal based on a previously submitted PEP Proposal for another student** (see page 5)

Follow the visuals below for instructions on each step.

For all options, the first step is to click on “Create Job Posting / PEP Internship Proposal”
Option 1. To create a new PEP Proposal, Select "PEP Internship Proposal (Select this ONLY if you are submitting a PEP Proposal for an already hired student)" from the Position Type list.

The screen will refresh and the PEP Proposal form will appear.

Complete the fields and click submit. Your proposal will be reviewed and approved within three business days.
Option 2: To create a PEP Proposal based on a previously posted internship or job description, first select the previously posted position from the “Copy Existing” field:

The form will refresh, and the previously posted position will fill the fields as a new job posting.

Uncheck “Internship” in the Position Type field.
The screen will refresh and the PEP Proposal form will appear containing information from the internship description.

Check “PEP Internship Proposal” in the Position Type field.

Complete all fields and click submit. Your proposal will be reviewed and approved within three business days.
**Option 3:** To create a PEP Proposal based on a previously submitted PEP Proposal for another student, first select the previously submitted PEP Proposal from the “Copy Existing” field:

The form will refresh, and the previously posted position will fill the fields with the previously submitted PEP Proposal.

Complete all fields, being sure to update all content that pertains to the new student. Click submit.

Your proposal will be reviewed and approved within three business days.