InternTrail

a web-based
On-The-Job Training (OJT)
Management System
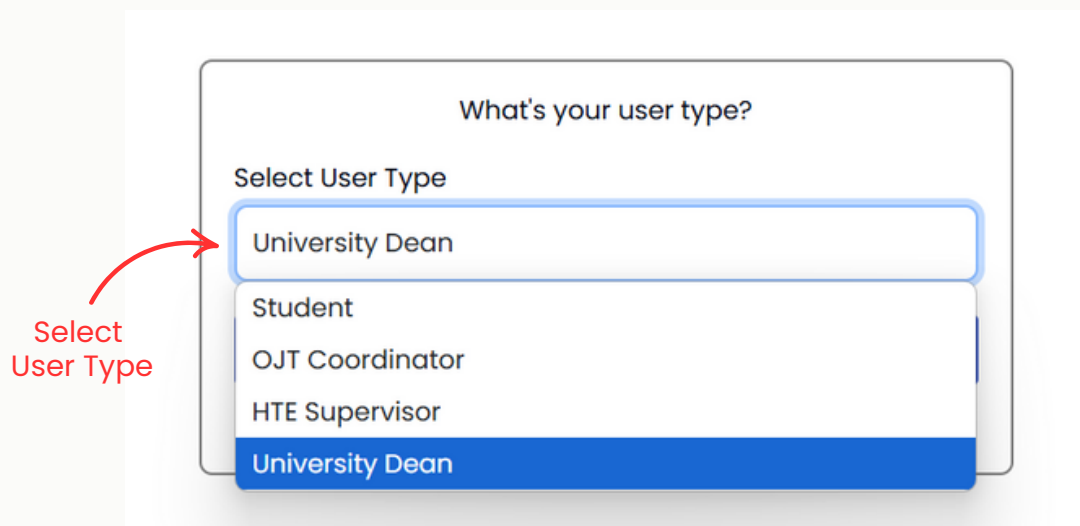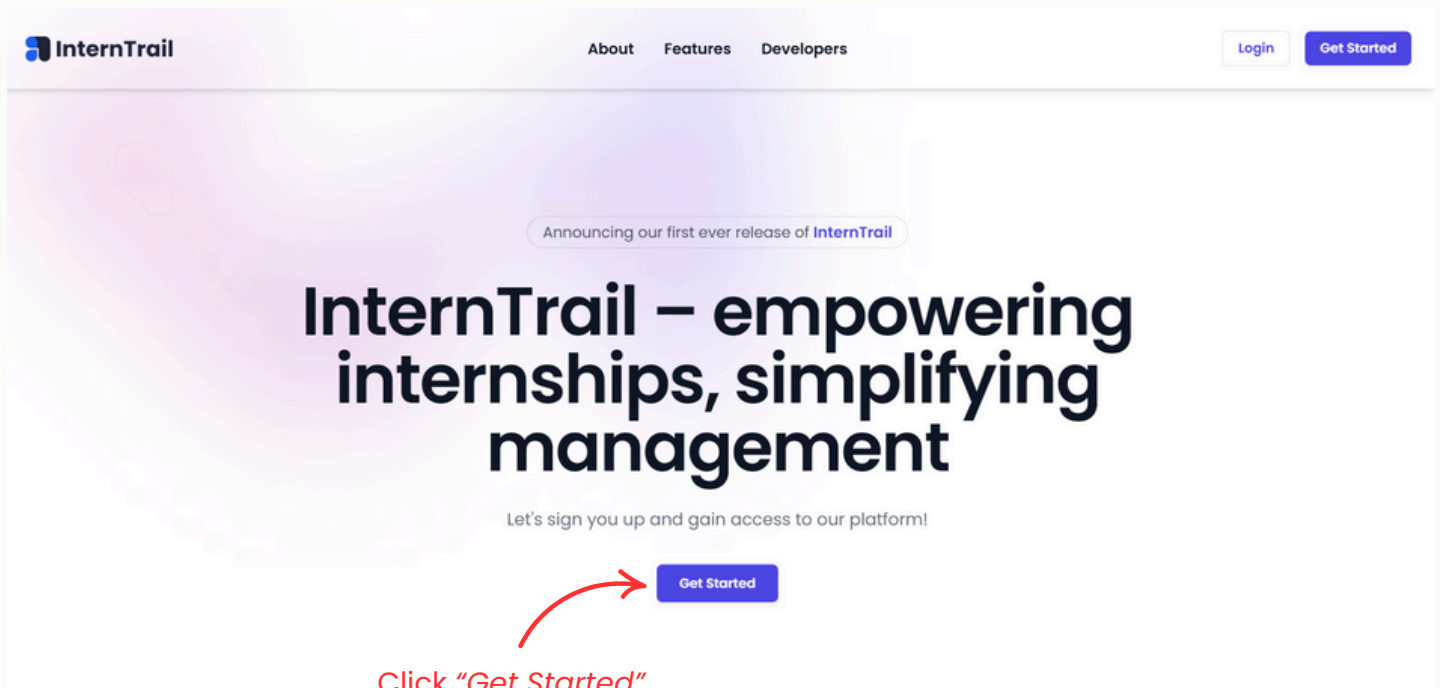
User
MANUAL

This User Manual provides a comprehensive guide for **College Deans** to effectively navigate and utilize the InternTrail system. This manual outlines the features, functionalities, and step-by-step instructions tailored for the College Dean role, ensuring smooth oversight and management of the On-The-Job Training (OJT) process within their college.

By: InternTrail Team

InternTrail

About   Features   Developers

Login   Get Started

Announcing our first ever release of **InternTrail**

InternTrail – empowering internships, simplifying management

Let's sign you up and gain access to our platform!

Get Started

Click *"Get Started"*

What's your user type?

Select User Type

University Dean

Student
OJT Coordinator
HTE Supervisor
University Dean

Select
User Type

Let's set up your account

First Name

First name

Middle Initial

Middle initial

Last Name

Last name

School / Institution Email

Enter your school email

Password

Enter your password

Confirm Password

Confirm your password

Phone Number

Enter your phone number

Proof of Identity *(University ID)*

Choose File   No file chosen

College

Select College

Program / Course

Select Program

Sign Up

Already have an account? Sign in

Fill up the registration form

Account Successfully Registered

Please check your email for verification and wait for your account to be approved.

Proceed to login

Check for email Verification link
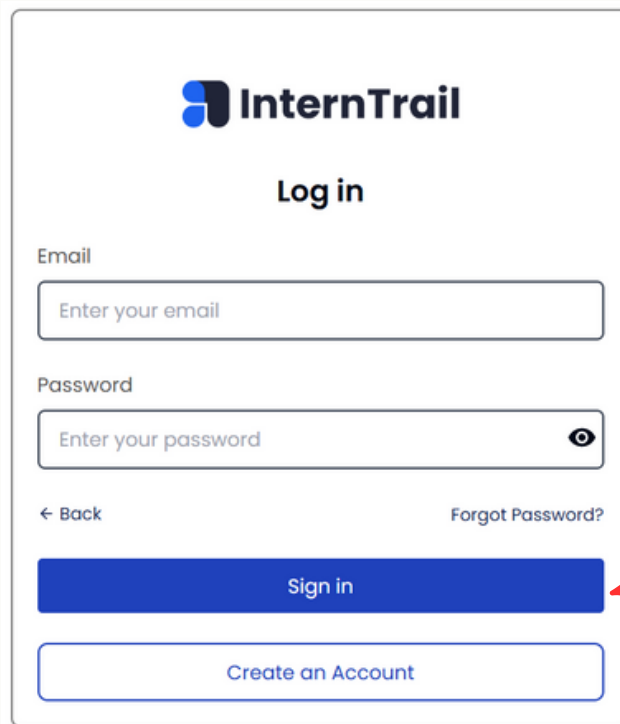
Your email has been successfully verified

Wait for your account to be approved.

Or proceed to login
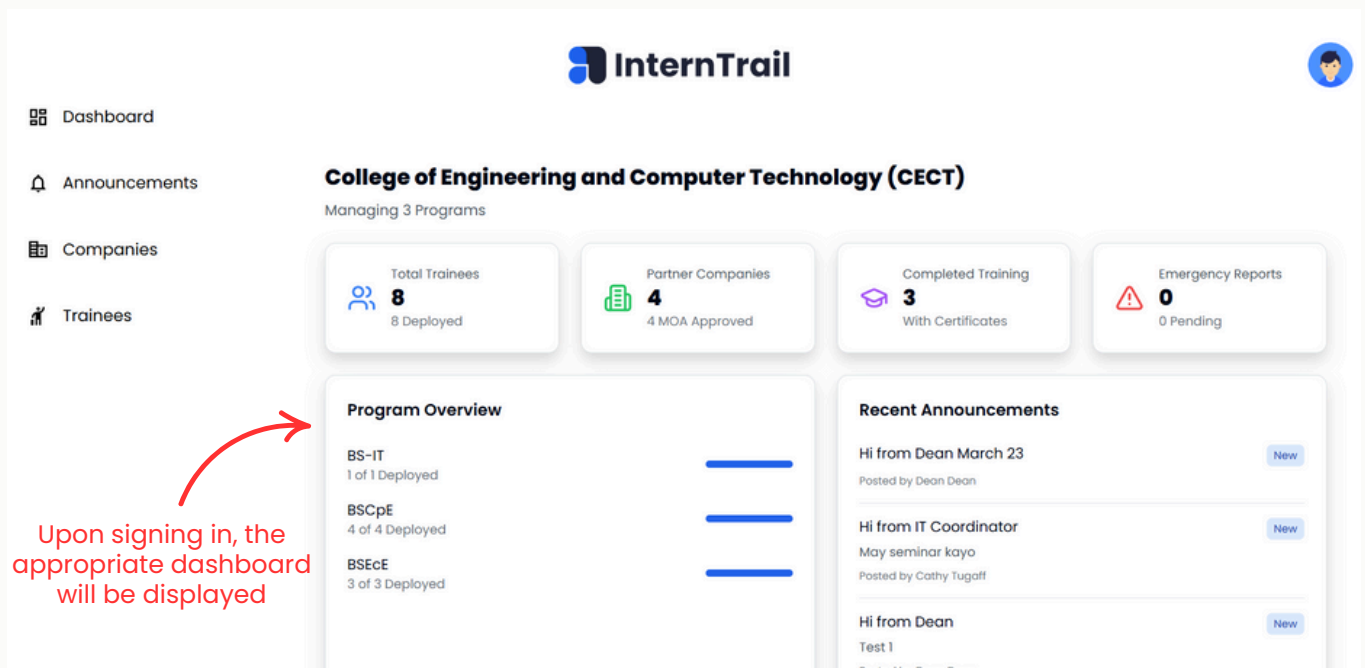
Proceed to *login* or wait for your account to be approved

A notification will be sent to your email once your account has been approved.

InternTrail

Log in

Email

Enter your email

Password

Enter your password 👁

← Back   Forgot Password?

Sign in

Create an Account

Once approved, enter your credentials and "Sign in"

Dashboard

InternTrail

🔲 Dashboard

🔔 Announcements

📖 Companies

🏃 Trainees

College of Engineering and Computer Technology (CECT)
Managing 3 Programs

Total Trainees	Partner Companies	Completed Training	Emergency Reports
👥 **8**	🏢 **4**	🎓 **3**	⚠ **0**
8 Deployed	4 MOA Approved	With Certificates	0 Pending

Program Overview

BS-IT
1 of 1 Deployed

BSCpE
4 of 4 Deployed

BSEcE
3 of 3 Deployed

Recent Announcements

Hi from Dean March 23   New
Posted by Dean Dean

Hi from IT Coordinator   New
May seminar kayo
Posted by Cathy Tugaff

Hi from Dean   New
Test 1
Posted by Dean Dean

Upon signing in, the appropriate dashboard will be displayed

Announcements

InternTrail

Dashboard

Announcements

Companies

Trainees

Announcements

Search announcements
[Search announcements.]

Sort by role
[Dean ▾]

Sort by date
[Newest First ▾]

⊕ Create Announcement

⊞ ≣

Table to Grid
Grid to Table

EPDC
ELECTRONICS PRODUCT
DEVELOPMENT CENTER
www.epdc.dost.gov.ph

MOA Status of DOST-EPDC [New]

March 23rd, 2025   Posted by: Dean

The Memorandum of Agreement (MOA)
between DOST-EPDC and its partner...

👁 View   ✎ Edit   🗑 Delete

Create New Announcement   ✕

Title

[Enter announcement title]

Date

[📅 March 23rd, 2025]

Fill up the form
to post an
announcement

Description

[Enter announcement details]

Image *(Image is optional)*

[Choose File   No file chosen]

[Cancel]   [Create Announcement]

Companies

College of Engineering and Computer Technology

- Dashboard
- Announcements
- **Companies**
- Trainees

Companies

Sort by MOA status

All MOA Status ⌄

Search companies...

Search bar

Accenture INCorporated
Web Developers

✉ dextermiranda441@gmail.com
◎ 1051 Grace Park Street, Bagong Barrio

MOA Status
Approved

★★★★☆ (12)   ☆ Rate

Give Feedback to a company

✉ Email   📄 MOA

Click to Email a company

Click to review MOA

Ian Tanya Coutures
Web Developers

✉ dextermiranda441@gmail.com
◎ 1051 Grace Park Street, Bagong Barrio

MOA Status
Approved

★★★★★ (3)   ☆ Rate

✉ Email   📄 MOA

Ian Tanya Couture v2
Web Developers

✉ dextermiranda441@gmail.com
◎ 1051 Grace Park Street, Bagong Barrio

MOA Status
Pending

★★★★★ (3)   ☆ Rate

✉ Email   📄 MOA

Memorandum of Agreement ✕

Files

Root

NAME	TYPE	SIZE	MODIFIED	TAG	UPLOADED BY
📄 MOU PIA - WESLEYAN.pdf	file	0.09 MB	2025-03-23	MOA	Jaminli Peralt

✕ Reject MOA   ✓ Approve MOA

Approve or reject the MOA to allow a company to accept applications

Memorandum of Agreement ✕

Files

Root

	TYPE	SIZE	MODIFIED	TAG	UPLOADED BY	ACTIONS
ESLEYAN.pdf	file	0.09 MB	2025-03-23	MOA	Jaminli Peralta	⬇

Download MOA

✕ Reject MOA   ✓ Approve MOA

Trainees

InternTrail

- Dashboard
- Announcements
- Companies
- **Trainees**

Trainees

Search Trainees

Sort Trainees by Progress

Sort Trainees by Programs

Search trainees...

In Progress

All Programs

View Trainee details

Wendell Lopez — In Progress
3434234
- BSCpE
- 360.00 hours

Deployed since: 3/23/2025

Aldrine Castro — Completed
408-891
- BS-IT
- Team Intelligence PH
- 360.00 hours

Deployed since: 3/23/2025

Jeano Pascual — In Progress
21-1194-168
- BSCpE
- 360.00 hours

Deployed since: 3/23/2025

Jaminli Peralta — In Progress
9533
- BSCpE
- Philippine Information Agency
- 360.00 hours

Marc Melgar — In Progress
22435
- BSCpE
- Philippine Information Agency
- 360.00 hours

student7 student7 — Completed
2025-0001
- BSEcE
- BDO
- 450.00 hours

InternTrail

College of Engineering and Computer Technology (CECT)

Managing 3 Programs

Click to view
"Profile Settings"
or *"Logout"*

Total Trainees	Partner Companies	Completed Training	Emergency Reports
8	**4**	**3**	**0**
8 Deployed	4 MOA Approved	With Certificates	0 Pending

Options

Logout

Program Overview

BS-IT
1 of 1 Deployed

BSCpE
4 of 4 Deployed

BSEcE
3 of 3 Deployed

Recent Announcements

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Posted by Cathy Tugaff

Hi from Dean   New
Test 1
Posted by Dean Dean

Profile Settings   ×

General   **Security**

Change Password
settings

Giovanni Lacabe
dean

Click each field
to edit personal
information

First Name
Giovanni

Middle Initial
L

Last Name
Lacabe

Email
dean@gmail.com

Phone
09475478620

Discard or *Save Changes*
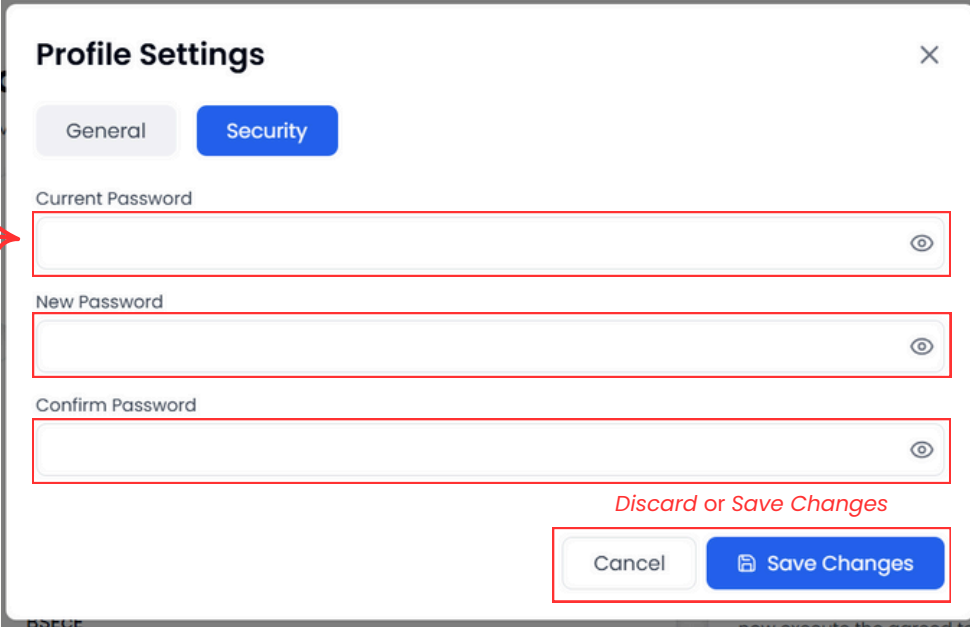
Cancel   **Save Changes**

Change/Forgot Password

Profile Settings ✕

General | **Security**

Current Password
[👁]

Fill up required fields to change password
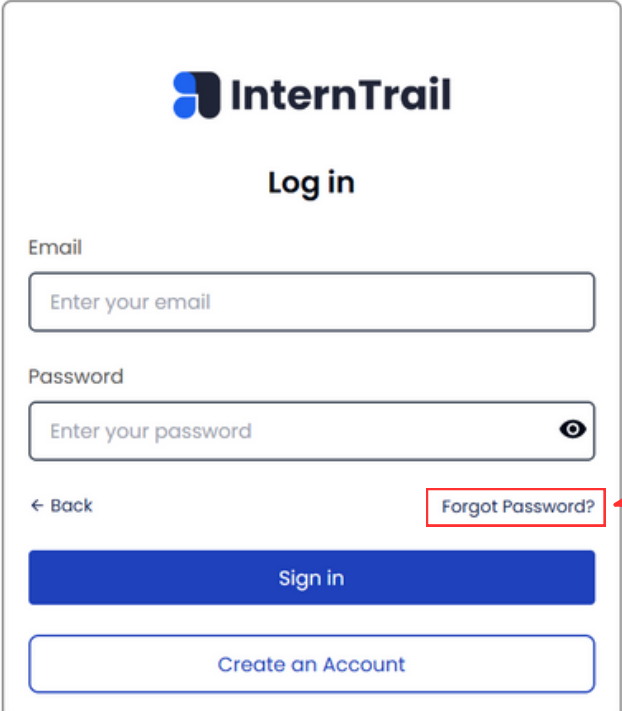
New Password
[👁]

Confirm Password
[👁]

Discard or *Save Changes*

Cancel | 💾 Save Changes

InternTrail

Log in

Email
[Enter your email]

Password
[Enter your password   👁]
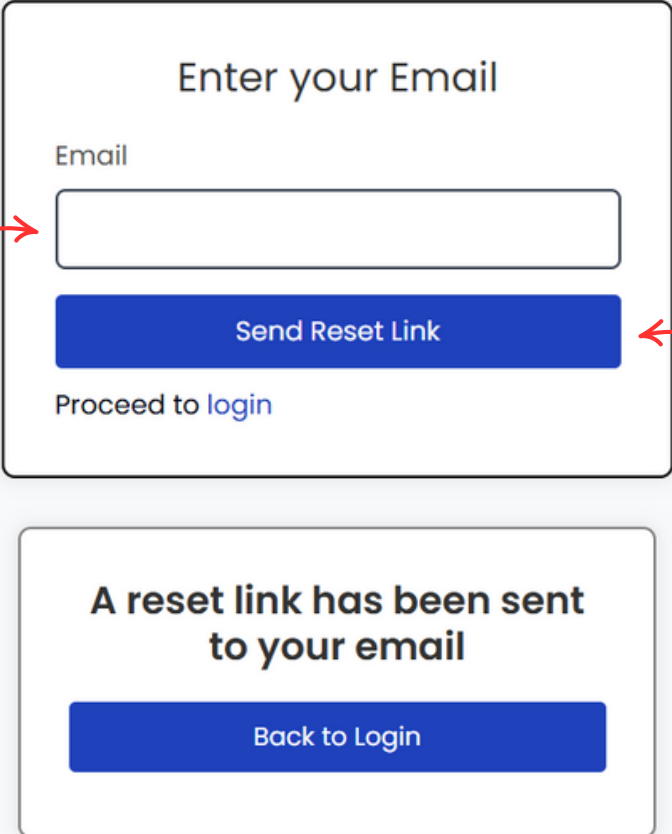
← Back | Forgot Password?
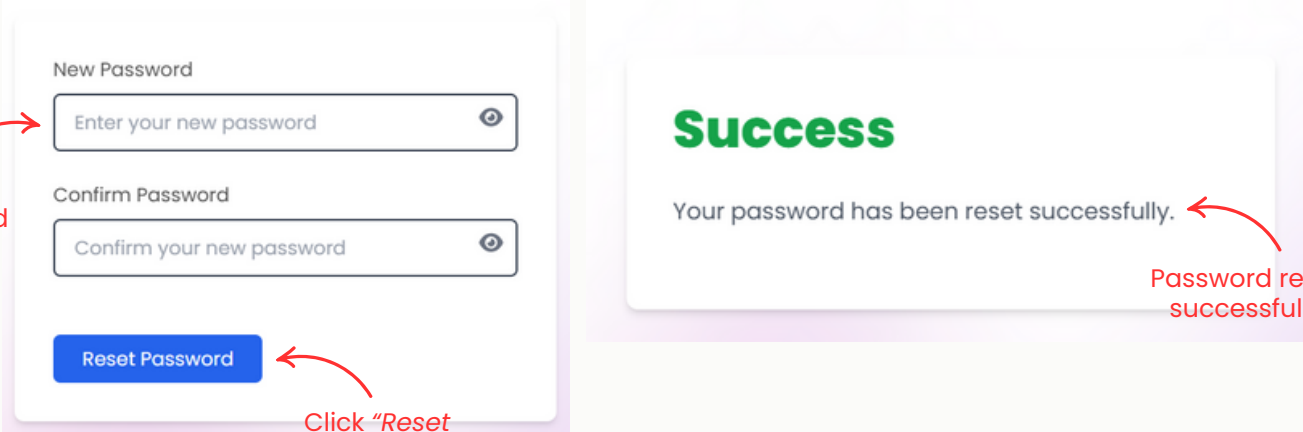
Sign in

Create an Account

Click "Forgot Password"

Change/Forgot Password

Enter your Email

Email

[   ]

Send Reset Link

Proceed to login

Enter the email address associated to your account

Click
"Send Reset Link"

A reset link has been sent to your email

Back to Login

Check your email for the reset password link. Then, click the link

New Password

[Enter your new password   👁]

Confirm Password

[Confirm your new password 👁]

Reset Password

Enter new password and confirm it

Click *"Reset Password"*

Success

Your password has been reset successfully.

Password reset successfully

You may now login using your new password.