



Creating Your Profile

Please go to our website: www.GetOnTheBusCollier.org and at the top left of the page (on the black menu bar) click on the “Sign Up” tab to create your profile.

You will be prompted to choose Entity or Individual account. Please use an Entity option to sign up your company or organization, otherwise please choose an Individual option. Entity accounts are for the corporate account and should be opened by the point of contact person at each business or organization. If you wish for multiple people to post opportunities for your company or organization, please contact us for a separate set of instructions.

If you want an individual profile that is separate from your workplace, you should create that using a personal email address. You will be prompted to create your username (using only lower case). For security purposes, you will then be required to enter the words that appear in the box in order to proceed and click the “Complete Sign Up” button in the blue bar.

You will receive an email confirmation with a link for you to activate your account. Once you have clicked this link, you will see a screen that states your account has been activated and you can then use the top black menu bar and click on “Log In” to enter your username and password. You can navigate to your profile by scrolling on top of the “My Account” tab and when the drop down opens, click on “Profile”.


The first time you log into your account, you will be asked to fill in the “Additional Information Form”. You also have the option on the right side of the form to “Skip This Form” and you can always go back to it later on by clicking the “Edit Additional Information” in the left menu on your Profile page.

You may view different opportunities without a profile, but in order to post a need or opportunity, you need to create a profile.

Please turn over for instructions on posting an opportunity →

How to Post an Opportunity

Once you have created a profile, log onto www.GetOnTheBusCollier.org using the black menu bar on the top left.

1. Once you have logged in, please use the black menu bar at the top left to navigate through your account (My Account). You can check your submitted opportunities, approval status, drafts, after logging into your profile.
2. Once you are on your profile homepage, you will see several tabs in blue text. Click on the tab called “Internships/Resources/Scholarships/Volunteer Opportunities”.
3. For a new request, click on “Add an Opportunity” (blue button) to start submitting your new opportunity using the on-screen instructions.
4. Click on the  for more information (explanation or suggestion) about each section.
5. **Type** – click on the drop-down list and choose the appropriate type of opportunity.
6. **Category** – click on the drop-down list and choose the category that best describes your opportunity. There is an “other” and “not applicable” option.
7. **Title** – type in the title of the opportunity. Be specific (i.e. Banking Career Speaker, not just Career Speaker)
8. **Opportunity Summary** – a concise overview of the opportunity.
9. **Detailed Description** – a detailed description of what the opportunity entails, including its projected duration if applicable. (i.e. length of project, semester, open-ended).
10. **Requirements** – requirements one must have in order to be eligible.
11. **Pay Type** – click on the drop-down list and choose a pay type (Paid or Unpaid; if not applicable to your opportunity just leave blank).
12. **Zip Code** – type in the zip code of where this opportunity will take place (if not applicable, leave blank).
13. **Frequency** – click on the drop-down list and choose a frequency (if not applicable, leave blank).
14. **How to Inquire** – the best way for one to inquire about the opportunity.(i.e. email, website, phone number, contact person, etc.)
15. You will then have the option to “Save as a Draft” or “Submit Request”.
16. Once you submit your request, a notification is sent to The Education Foundation asking for approval for posting on our website. Once approved, you will receive an email notification and your opportunity will be posted on the public website. We are shooting for this turn-around to be within three (3) business days.
17. You may submit as many opportunities as you have available.

If you need technical assistance, please call 239-643-4755. Thanks in advance for your patience and constructive feedback as we launch and continue to improve this tool. We would welcome your feedback at TrudiValdivia@EducationForCollier.org.

THANKYOU for your interest in collaborating for student success!