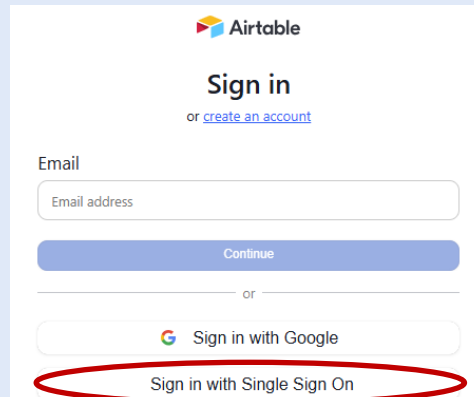


Instructions for Accessing the NextGen Leaders for Public Service Internship Student Application

1

Click “Sign in with Single Sign On.”



The screenshot shows the Airtable sign-in interface. At the top is the Airtable logo. Below it, the text "Sign in" is displayed, followed by a link "or [create an account](#)". There is an "Email" label above a text input field containing the placeholder "Email address". Below the input field is a blue "Continue" button. Underneath the button is a horizontal line with the word "or" in the center. Below this line are two more options: "Sign in with Google" with the Google logo, and "Sign in with Single Sign On" which is circled in red.

2

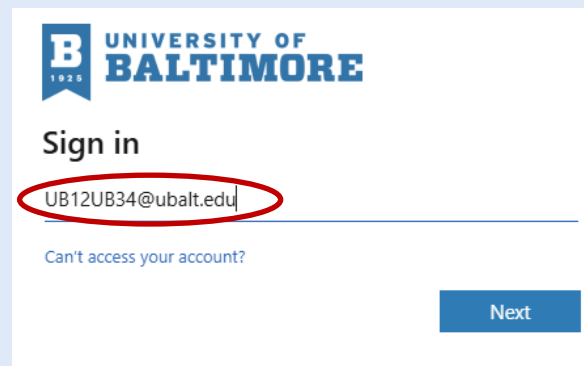
Enter your UBalt email address. This should be your first name, followed by a period, then your last name, ending with "@ubalt.edu." Do not use your NetID here.



The screenshot shows the "Sign in with Single Sign On" screen on the Airtable platform. It features the Airtable logo at the top, followed by the heading "Sign in with Single Sign On" and a link "or [create an account](#)". An "Email" label is above a text input field containing "jane.doe@ubalt.edu", which is circled in red. Below the input field is a blue button labeled "Sign in with Single Sign On".

3

You will be redirected to The University of Baltimore login page, where you should enter your NetID as your email address to proceed through the Microsoft Authentication process.



The screenshot shows the University of Baltimore login page. At the top is the University of Baltimore logo, which includes a blue shield with a white "B" and the year "1925", followed by the text "UNIVERSITY OF BALTIMORE". Below the logo is the heading "Sign in". Underneath is a text input field containing "UB12UB34@ubalt.edu", which is circled in red. Below the input field is a link "Can't access your account?". At the bottom right is a blue button labeled "Next".

If you have questions about this process, please contact Pat Mikos, NextGen Leaders for Public Service Manager, at pmikos@ubalt.edu.



GOVERNMENT



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COMMUNITY
DEVELOPMENT



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