INTERNSHIP

GETTING STARTED.

Two pages for every intern: how to get in, what to do each week, and how to send your work.

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Getting in

You need: a phone or a computer with internet, the email from PFA, and a pen and paper.

1. **Open the email from PFA.** It is called **“Your PFA internship access”**. Press the black button that says **“Get my access key”**. The button works once, within 7 days.
2. **Write down two things.** The page shows your **Intern ID** (it looks like PFA-IN-K7M2QX) and your **access key** (ten digits). Write both on paper now. The key is shown only this once.
3. **Open your dashboard.** Tick **“I have written down my Intern ID and access key”**, then press **“Open my dashboard”**.
4. **Every time after that,** go to **peopleforanimalsindia.org/intern**. Type your Intern ID and your access key, then press **“Sign in”**. Small letters, spaces and dashes are all fine.

If it does not work

That Intern ID and key do not match.	Check each digit against your paper. The key is never your mobile number.
Too many wrong keys.	After five wrong tries in a row, the ID rests for 15 minutes. Wait, then try again slowly.
This link has been used.	You already have your key. Sign in with your Intern ID and key.
This link has expired.	Write to PFA. PFA sends you a new link.
Lost your key?	Write to PFA with your Intern ID. PFA checks it is you and emails a new link. Your old key stops working.

Keep it safe

Never share your key, not even with a friend. PFA will never ask you for it. Press **“Sign out”** when you use someone else's phone or computer.

Your eight weeks

One task a week. Each is due on **Sunday at 11:59 pm**, India time. All eight make your certificate.

WEEK	WHAT TO DO	WHAT TO SEND
1	Learn four animal laws and ten common cases. Then take the 30-question quiz in the portal: one hour.	Nothing. Pass with 60% or more. Three tries, a day apart; the best counts.
2	List every vet, government vet centre, shelter and ABC centre in your district, and at least 10 animal activists. Call each one to check.	Your list with names, addresses and phone numbers, and dated photos of the government vet centres.
3	Share your RRT link from your dashboard. Get 50 people in your district to join the RRT app.	Nothing. Each person who finishes joining is counted for you.
4	Make two short films for The Wall, about one minute each.	The links to both films.
5 and 6	Help at a shelter near you for 20 hours. First tell PFA which shelter, in the portal.	Your hours, on a sheet the shelter signs.
6	Send an RTI to your municipality about its dogs.	The acknowledgement number.
7	Nominate one film for CineKind.	The nomination number.
8	Write your own story with animals.	400 to 600 words, with photographs.

How to send your work

1. Sign in. Press the week, then press the task to open it.
2. Paste a link (Google Drive, YouTube), one on each line, or attach photographs or a PDF, up to 3 MB each.
3. Write a line or two for PFA, if you like. Press **“Send proof”**.

What happens next: the task shows **“Sent, with PFA”**. PFA then marks it **“Accepted”** with a score out of 10, or **“Revise”** with a note. For Revise, read the note, fix it, and press **“Send the revision”**.

Need help? Write to PFA at peopleforanimalsindia.org/ask. Always give your Intern ID.