

How to sign into Airtable to access student jobs

1. Student Services provides the most updated invite link to the student job board on the Architecture website under the [student jobs](#) section. You will also receive communication to your MIT email account when the job board goes live.

For further assistance with technical issues with accessing the portal, email stoa@mit.edu.

2. The following page should load. **DO NOT** fill out the email address/password field. Instead, click Continue with **Single Sign On** at the bottom of the page. (NOTE: If you previously created a personal airtable account, you may need to copy/paste the invite link into a private browsing window)



MIT Architecture invited you!

Create an account to start working with MIT Architecture in MIT Architecture Student Jobs

Email address

A text input field for an email address, with the placeholder text "yourname@mit.edu" crossed out with a red X.

Full name

A text input field for a full name, with the placeholder text "First Last" crossed out with a red X.

Password

A password input field with masked characters (****) and a red X over it.

Create account

or

 Continue with Google

  

By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

3. The next page will ask for your email address. Enter your full MIT email address then click the blue **Sign in with Single Sign On** button.



Sign in with Single Sign On

or [create an account](#)

Email

username@mit.edu

Sign in with Single Sign On

[Sign in without Single Sign On](#)

4. You will be redirected to a touchstone authentication page. Enter your Kerberos username then click Next.

The Touchstone@MIT authentication page. It has a dark grey header with "Touchstone@MIT" in white. Below the header, it says "Welcome, please identify yourself to access MIT services." There is a section titled "Use Kerberos username" with a light grey border. Inside this section, there is a "Username:" label, a text input field containing "username", and "@mit.edu" text to the right of the input. A green "Next" button is to the right of the input field. Below the input field is a checkbox labeled "Keep me signed in". At the bottom of the section is a link that says "Why can't I use my MIT certificate?".

Touchstone@MIT

Welcome, please identify yourself to access MIT services.

Use Kerberos username

Username: @mit.edu

Keep me signed in

[Why can't I use my MIT certificate?](#)

5. Enter your Kerberos password. You will be prompted with a 2 factor authentication method (duo push, phone call, or SMS depending on your preferred method)

Touchstone@MIT

Verify with your password

Ⓔ mgallino@mit.edu

Password:

[Verify](#)

6. Once authentication is completed, the resulting page should have a list of currently available TA positions. Refer to the application deadlines issued by Student Services, as positions will not show up in the list if it is before or after the application period for a particular round of job postings. Hover over a position and click to open.

Example shown below

MIT Architecture Student Jobs > Architecture Student Positions 2025-2026

Group Filter

Position Title	Supervisor / Instructor	Co-Instructor Name	Course Number ↑	Job Discipline	Job Category
26FA TA 4.01 Course or Job Title example 1 - Instructor Name	Instructor Name		4.01	Building Technology	TA
26FA TA 4.02 Course or Job Title example 2 - Instructor Name	Instructor Name		4.02	History Theory and Criticism	TA
26FA TA 4.03 Course or Job Title example 3 - Instructor Name	Instructor Name		4.03	Computation	TA