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**Sign Up and Login**

CODE is our career development platform (powered by 12Twenty) exclusively for ICS Professional Program students. The modules included on this platform make it easy to register for career workshops, book career advising appointments, access career resources, and view jobs/companies looking to recruit. We are happy to share that the 12Twenty UI is accessible and compatible with any device: phone, tablet, or computer.

To create an account, simply follow the steps below.

If you need assistance with CODE please contact David Lennox in the ICS Professional Programs Office at dlennox@ics.uci.edu.


2) First time? Click the “Sign up for an account” button and use your Username (UCI email) to create a unique password

   - For assistance logging in, please review this article. If you are still having trouble, please email David Lennox at dlennox@ics.uci.edu

3) Moving forward, you can simply login using your Username (UCI email) and unique Password combo
4) Tell us a bit about yourself. This will help us better understand your background and preferences to assist you during your academic career, internship/job search, and career development after graduation.

- Please note that you may be asked to provide your gender twice, please fill out both of these fields for reporting purposes.

Profile Set Up

Setting up your student profile is easy and helps the career advising team get to know YOU better and understand your job search preferences so that we can assist you in finding the right opportunities. A complete profile will help us provide support including job or internship opportunities, resources, and events that match your background, preferences, and skillset.

Below is a step-by-step guide below for setting up your student profile:
1) Once logged in, head over to the profile tab from the left side navigation bar

2) Add a photo of you!
   - This is easy and helps the ICS Career team get to know you!
   - Ensure the photo is professional.
   - Simply click on the grey “Click to add image” box to upload your photo.

3) Update your Headline
   - Your headline is visible to fellow students & alumni (and soon employers)
   - Let everyone get to know you and create opportunities by sharing what you are seeking for your next career move!
4) Complete your “Background” tab

- This information will help the career services office get to know you better and assist you in finding the right job and networking opportunities.
- Some of these fields are searchable via the “Candidate Search” functionality that allows employers to search for candidates that match their hiring criteria.
  - Once you accept a job offer, you will no longer appear in the Employer Candidate Search.
- Note: You can opt out of Candidate Search anytime by updating your Account Settings.

- Once you click on the pencil icon next to each section on the background tab, a new pop-up will appear.
5) Click the “Update” button to save your changes. Your newly created profile is ready to go!
6) Keep your Career “Preferences” section updated

To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences, please make sure to frequently update the “Preference” section of your profile with industries, functions, practice areas, and geographic locations you are excited about.

Upload Application Materials

1) Head over to the “Application Materials” tab to upload your career search documents
   ● Under each Application type header, click the “+ Add New Document” button.
   ● Choose a document from your computer and give it a name.
     ○ Note: The document name is not visible to employers and there are no limits - upload as many documents as you need.
   ● All Application documents (outside of the URL section) must be uploaded in PDF format to ensure employers can easily download these into “Application packets.”
2) In the Resume Section: Check the box called “This is my primary resume” to feature one resume in the Employer Candidate Search module.
- This module allows Employers to filter for candidates who match their hiring criteria.
- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.
Homepage

After setting up your profile, this is what you will see on your homepage for all future logins:

- **Upcoming** - This tile will list any upcoming appointments or events that you have registered for within the platform.
- **Recommend Job Listing** - This tile will recommend jobs specific to the program you are enrolled in and unique career interests. Keep the "Preferences" section of your profile up to date, to ensure you see the latest recommendations.
- **Recommended Events** - This is where you can see upcoming career workshops open for registration, as well as upcoming events that pertain to both and/or specific programs.
- **Announcements** - These announcements come directly from the Career Center team. Check this tile often as it will frequently be updated with new information.
- **Outcome Submission** - Quick access to submit new internship and post-grad outcome data. (Please note that we will only need outcomes that you achieve during your time in the program)
Resource Library

This powerful tool will allow you to access helpful career resources such as recorded webinars, interview best practices, job search tips and much more! It is a one-stop-shop for all the resources you need to be successful as you navigate your career. Refresh the “Resource Library" frequently so that you can see updated tools and tips.

1) Navigate to the Resource Library from the left side nav sidebar
   - From here you can click on a folder to further see the content within the folder.

2) Click on any of the folders to access those specific resources
   - In the example below, we clicked on the “Resume & Cover Letter" folder to be able to access multiple resources and links.