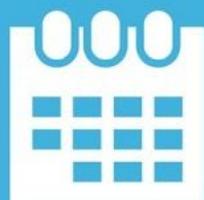


# Student Toolkit



Powered by  12TWENTY

## SECTION 1: TABLE OF CONTENTS

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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.

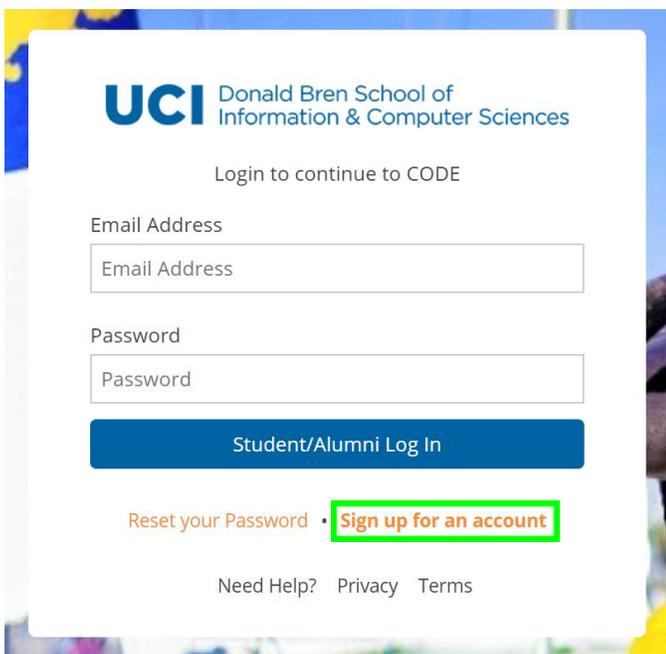
If you need assistance with CODE please contact David Lennox in the ICS Professional Programs Office at [dlennox@ics.uci.edu](mailto:dlennox@ics.uci.edu).

1) Navigate to [http://bit.ly/uci\\_icscode](http://bit.ly/uci_icscode)

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](mailto:dlennox@ics.uci.edu)

3) Moving forward, you can simply login using your Username (UCI email) and unique Password combo



UCI Donald Bren School of Information & Computer Sciences

Login to continue to CODE

Email Address

Password

Student/Alumni Log In

[Reset your Password](#) • [Sign up for an account](#)

[Need Help?](#) [Privacy](#) [Terms](#)

**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.

The screenshot shows a web form titled "Please tell us a little bit about yourself..." with a sub-note "(\*) indicates a required field". The form is divided into two main sections: "General" and "Admin".

**General Section:**

- Work Authorization Status\***: A dropdown menu with the text "Please select a value".
- Preferred Name**: A text input field with the placeholder "Preferred Name".
- Graduate Major\***: A dropdown menu with the text "Please select a value" and a link "Add additional Graduate Major".
- What is your post-graduation desired industry\*\***: A dropdown menu with the text "Please select a value" and a link "Add additional what is your post-graduation desired industry?".

**Admin Section:**

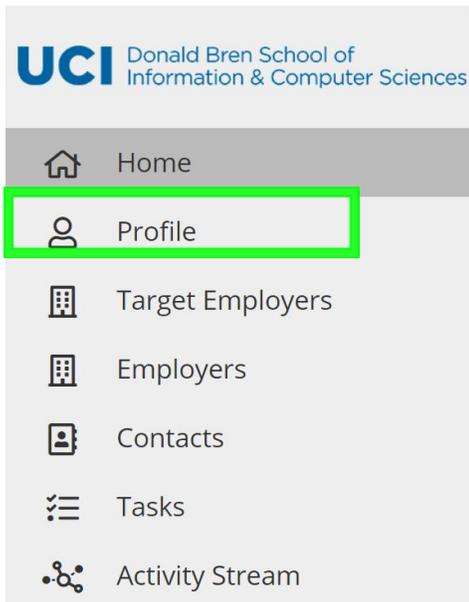
- Current Employment \***: A dropdown menu with the text "Please select a value" and a red asterisk indicating it is required.
- Prior Work Experience \***: A dropdown menu with the text "Please select a value" and a red asterisk indicating it is required.
- Do you have prior internship experience? \***: Radio buttons for "yes" and "no", with a red asterisk indicating it is required.
- Position No. 1 (Top Priority) \***: A dropdown menu with the text "Other" and a red asterisk indicating it is required.
- Other Position No. 1 (Top Priority) \***: A text input field with a red asterisk indicating it is required.
- Position No. 2 (Second highest priority) \***: A dropdown menu with the text "Please select a value" and a red asterisk indicating it is required.
- Position No. 3 (Third highest priority) \***: A dropdown menu with the text "Please select a value" and a red asterisk indicating it is required.
- Position No. 4 (Fourth highest priority) \***: A dropdown menu with the text "Please select a value" and a red asterisk indicating it is required.
- Position No. 5 (Low Priority) \***: A dropdown menu with the text "Please select a value" and a red asterisk indicating it is required.
- Skill No. 1 (Top Skills) \***: A dropdown menu with a red asterisk indicating it is required.

## **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!



## Pat Anteater

Master of Computer Science Class of 2020 | Software Applications Development | Java | C#

Master of Computer Science (MCS) - Fall 2020, Current Students, MCS Class of 2020

code@ics.uci.edu

### 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.*

Jobs and Job Offers   Application Materials   Interviews   **Background**

**Personal** 

Name:	Matthew 12Twenty
Gender:	--
Years of Experience:	0 yr - 7 months
Country of Citizenship:	--
Work Authorization (Detailed):	--
Date of Birth:	--
Language(s) Spoken:	--
Language(s) Written Fluently:	--
LinkedIn URL:	--
Preferred Name:	--

**Preferences** 

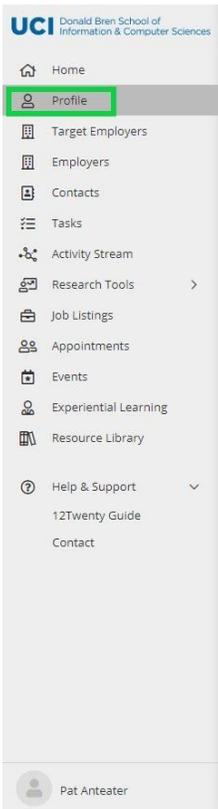
Desired Industry:	--
Desired Function:	--
Desired City:	--
Post Graduation Intentions:	--

**Education** 

<b>Burns School of Business</b>	
Master's	
Start Date:	--
Graduation Date:	06/14/2021
Section:	--

**Complete your profile!**

- Once you click on the pencil icon next to each section on the background tab, a new pop-up will appear.



### Edit your background information

\* - indicates a required field.

Personal

First Name: Pat

Middle Name: Middle Name

Last Name \*: Anteater

Gender: -- Please select a value --

Country of Citizenship \*: United States (USA)

I have a dual citizenship

Work Authorization - Detailed \*: US Citizen or Permanent Resident

I have work authorization in countries other than United States (USA)

Ethnicity: -- Please select a value --

+ Add Additional Ethnicity

Language(s) Spoken: -- Please select a value --

+ Add Additional Language

Language(s) Written Fluently: -- Please select a value --

+ Add Additional Language

Military Service:  Yes  No

LinkedIn URL \*: www.linkedin.com/your-public-profile-id

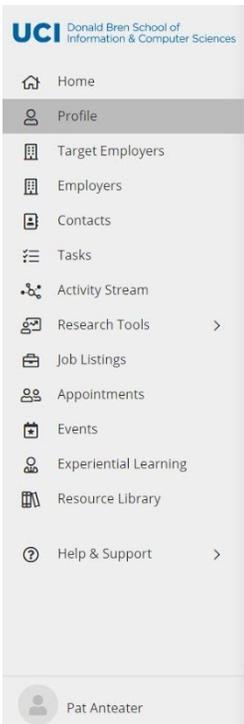
Gender \*: Gender Non-Binary

Ethnicity \*: I prefer not to disclose

Preferred Name: Preferred Name

Cancel Update

5) Click the **“Update”** button to save your changes. Your newly created profile is ready to go!



### Pat Anteater

Describe yourself... What's your headline?

Master of Computer Science (MCS) - Fall 2020, Current Students, MCS Class of 2020

code@ics.uci.edu

Outcomes Application Materials **Background**

Personal

Name: Pat Anteater

Gender: --

Country of Citizenship: United States (USA)

Work Authorization - Detailed: US Citizen or Permanent Resident

Ethnicity: --

Language(s) Spoken: --

Language(s) Written Fluently: --

Military Service: No

LinkedIn URL:

Preferred Name: --

Gender: Gender Non-Binary

Ethnicity: I prefer not to disclose

Preferences

Desired Industry: Technology/Engineering/Science

Your profile is now updated!

## 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.”

UCI Donald Bren School of Information & Computer Sciences

Home  
Profile  
Target Employers  
Employers  
Contacts  
Tasks  
Activity Stream  
Research Tools  
Job Listings  
Appointments  
Events  
Experiential Learning  
Resource Library  
Help & Support

Pat Anteater  
Describe yourself... What's your headline?  
Master of Computer Science (MCS) - Fall 2020, Current Students, MCS Class of 2020  
code@ics.ucl.edu

Outcomes **Application Materials** Background

Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF.

**Resumes**  
+ Add New Resume  
Pat Anteater Resume ★  
Last modified on 09/20/2019

**Cover Letters**  
+ Add New Cover Letter  
You currently have no cover letters in the system.

**Transcripts**  
+ Add New Transcript  
You currently have no transcripts in the system.

**Recommendation Letters**  
+ Add New Recommendation Letter  
You currently have no recommendation letters in the system.

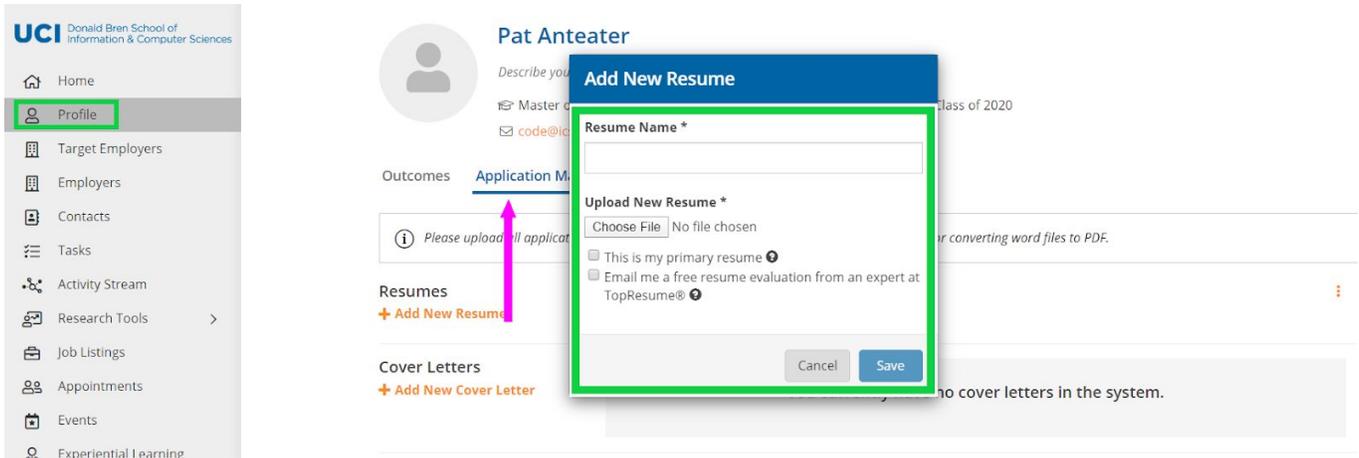
**Writing Samples**  
+ Add New Writing Sample  
You currently have no writing samples in the system.

**Other Documents**  
+ Add New Other Document  
Anteater, Pat - Offer Letter from 458 Inc.  
Last modified on 03/20/2020  
Anteater, Pat - CPT Application Signed by JK  
Last modified on 03/20/2020  
Anteater, Pat - Proof of Enrollment  
Last modified on 03/20/2020

**URLs**  
+ Add New URL  
You currently have no urls in the system.

**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)

The screenshot displays the UCI Career Center homepage dashboard. On the left is a navigation menu with the following items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, Job Listings, Appointments, Events, Experiential Learning, Resource Library, and Help & Support. The main content area is divided into several sections:

- Upcoming:** A tile titled "Upcoming" with the text "No upcoming calendar events".
- Recommended Job Listings:** A tile titled "Recommended Job Listings" containing three job listings:
  - Salesforce Senior Analyst:** Allstate, Chicago - IL, New! Apply By: 06/20/2020, FEATURED.
  - Senior Technical Solution Analyst:** Cerner Corporation, Kansas City - MO, 1 week ago, Apply By: 06/13/2020.
  - Arity-Cloud Cost Optimization Analyst:** Allstate, Chicago - IL, 1 week ago, Apply By: 06/13/2020.At the bottom of this tile is a link for "All Job Listings".
- Recommended Events:** A tile titled "Recommended Events" containing one event:
  - Working in the U.S. Career Center Workshop:** 05/27/2020, 2:00pm PDT, Virtual -- Meeting Link...At the bottom of this tile is a link for "All Events".
- Announcements:** A tile titled "Announcements" with a sub-header "\*\*\* Coronavirus (COVID-19) Updates \*\*\*". The content includes:
  - Important links to UCI COVID-19 Updates for FAQ and Student Resources are now located in the CODE Resource Library.
  - In adherence to the social distancing guidelines put in place to prevent the spread of the COVID-19 virus, our offices are closed for in-person appointments for the next three weeks, beginning Monday, March 16 through April 5, 2020.
  - All Spring Career Workshops will be held virtually. In addition to mandatory workshops for Summer 2020 interns, there will be three (3) new career workshops based on your recent feedback! See "Events" for more information and we will see everyone online!
  - Career Development Team David and Jaclyn are both available via virtual office hour appointments. After students request a meeting in "Appointments," David/Jaclyn will
- Outcomes:** A tile titled "Outcomes" with two sections:
  - Post Graduation:** "Please tell us about your post graduation plans" with a "+ Report Status" button.
  - Internship:** "Please tell us about your experience" with a "+ Report Experience" button.

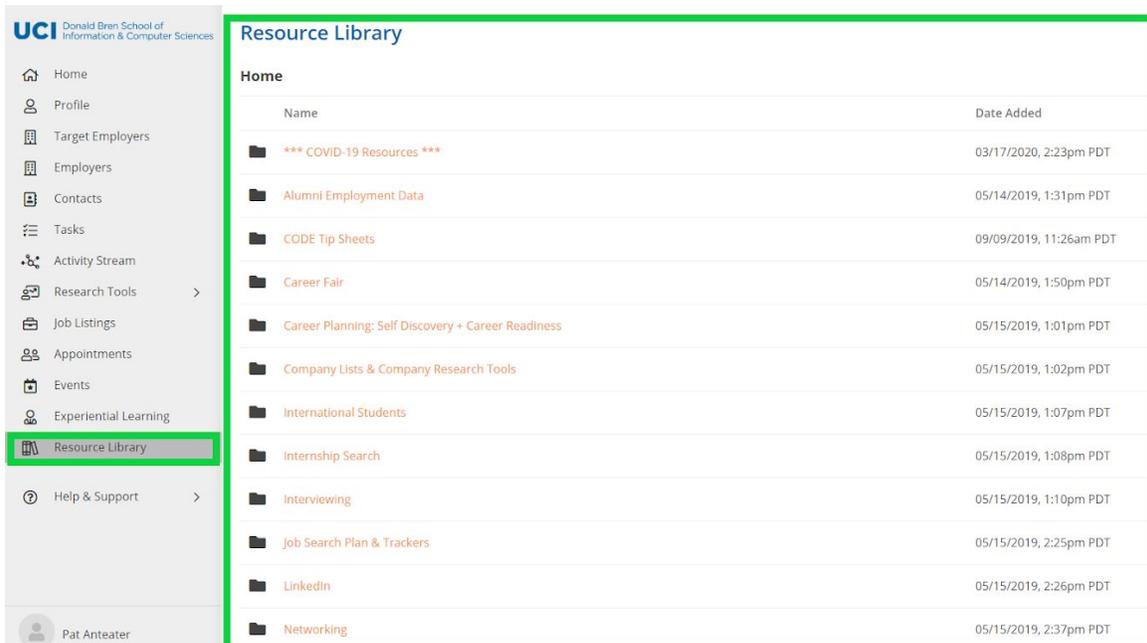
At the bottom left of the dashboard, there is a user profile icon and the name "Pat Anteater".

## 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.

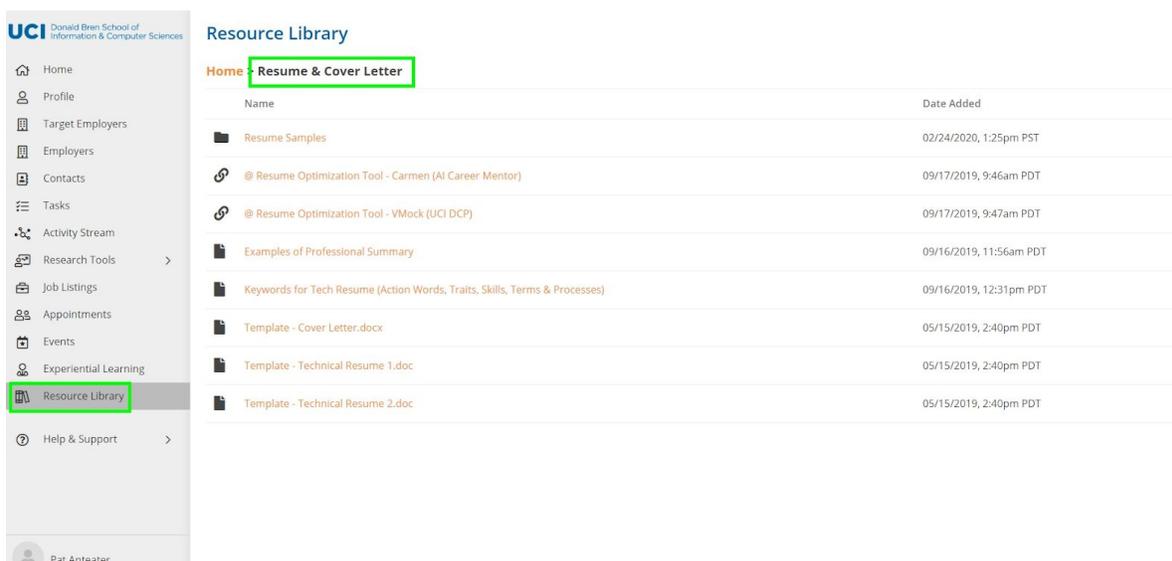


The screenshot shows the UCI Donald Bren School of Information & Computer Sciences interface. On the left is a navigation sidebar with the 'Resource Library' option highlighted in green. The main content area is titled 'Resource Library' and displays a table of folders. The table has two columns: 'Name' and 'Date Added'.

Name	Date Added
*** COVID-19 Resources ***	03/17/2020, 2:23pm PDT
Alumni Employment Data	05/14/2019, 1:31pm PDT
CODE Tip Sheets	09/09/2019, 11:26am PDT
Career Fair	05/14/2019, 1:50pm PDT
Career Planning: Self Discovery + Career Readiness	05/15/2019, 1:01pm PDT
Company Lists & Company Research Tools	05/15/2019, 1:02pm PDT
International Students	05/15/2019, 1:07pm PDT
Internship Search	05/15/2019, 1:08pm PDT
Interviewing	05/15/2019, 1:10pm PDT
Job Search Plan & Trackers	05/15/2019, 2:25pm PDT
LinkedIn	05/15/2019, 2:26pm PDT
Networking	05/15/2019, 2:37pm PDT

### 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.



The screenshot shows the UCI Donald Bren School of Information & Computer Sciences interface. The 'Resource Library' option in the sidebar is highlighted in green. The main content area is titled 'Resource Library' and shows the 'Resume & Cover Letter' folder selected. The table below lists the resources within this folder.

Name	Date Added
Resume Samples	02/24/2020, 1:25pm PST
@ Resume Optimization Tool - Carmen (AI Career Mentor)	09/17/2019, 9:46am PDT
@ Resume Optimization Tool - VMock (UCI DCP)	09/17/2019, 9:47am PDT
Examples of Professional Summary	09/16/2019, 11:56am PDT
Keywords for Tech Resume (Action Words, Traits, Skills, Terms & Processes)	09/16/2019, 12:31pm PDT
Template - Cover Letter.docx	05/15/2019, 2:40pm PDT
Template - Technical Resume 1.doc	05/15/2019, 2:40pm PDT
Template - Technical Resume 2.doc	05/15/2019, 2:40pm PDT