

**Navigate to: <https://siue.12twenty.com/>  
Login with your e-id & password**

## Create a Profile

1. After logging in, select the **Profile** tab from the left side navigation bar.
2. Add a Professional Photo of yourself!
3. Create a Headline!
4. Complete your **Background** information.
  - Complete your desired industry under the "Preferences" section.
  - Desired industry is tied to your recommended job listing.

## Upload Application Materials

1. Select the **Application Materials** tab to upload your documents.
  - NOTE: ALL APPLICATION MATERIALS MUST BE UPLOADED IN PDF FORMAT!
  - Under the Resumes header, click "+ Add New Resume" and choose a document from your computer to upload.

## Schedule an Appointment

- Select the **Appointments** tab on the left side navigation bar.
- If you have worked with a Counselor in the past, you can view your **Assigned Advisor** on your profile and then schedule an appointment with that Counselor.
- If no Assigned Advisor is listed on your profile, you may schedule an appointment with any Counselor based on availability.

## OCI & Job Listings

1. Select the **OCI and Job Listings** tab on the left side navigation bar.
2. **OCIs** (On-Campus Interview Schedules)
  - Employers will host interviews for full-time or internship/co-op opportunities either on-campus or virtually for SIUE students.
3. Select **Job Listings** at the top of your screen to view job listings.
4. To see OCIs or Job Listings that you have applied to, select **Applied**.
  - To sign up for your interview time, you will go to the **Applied** section.

## Events

1. Select **Events** tab on the left side navigation bar or click on an event under **Recommended Events** on your homepage.
2. Once you select the event, you can read the details of the event.
  - Click the blue **Register** button at the top right of the screen to RSVP for the event.