

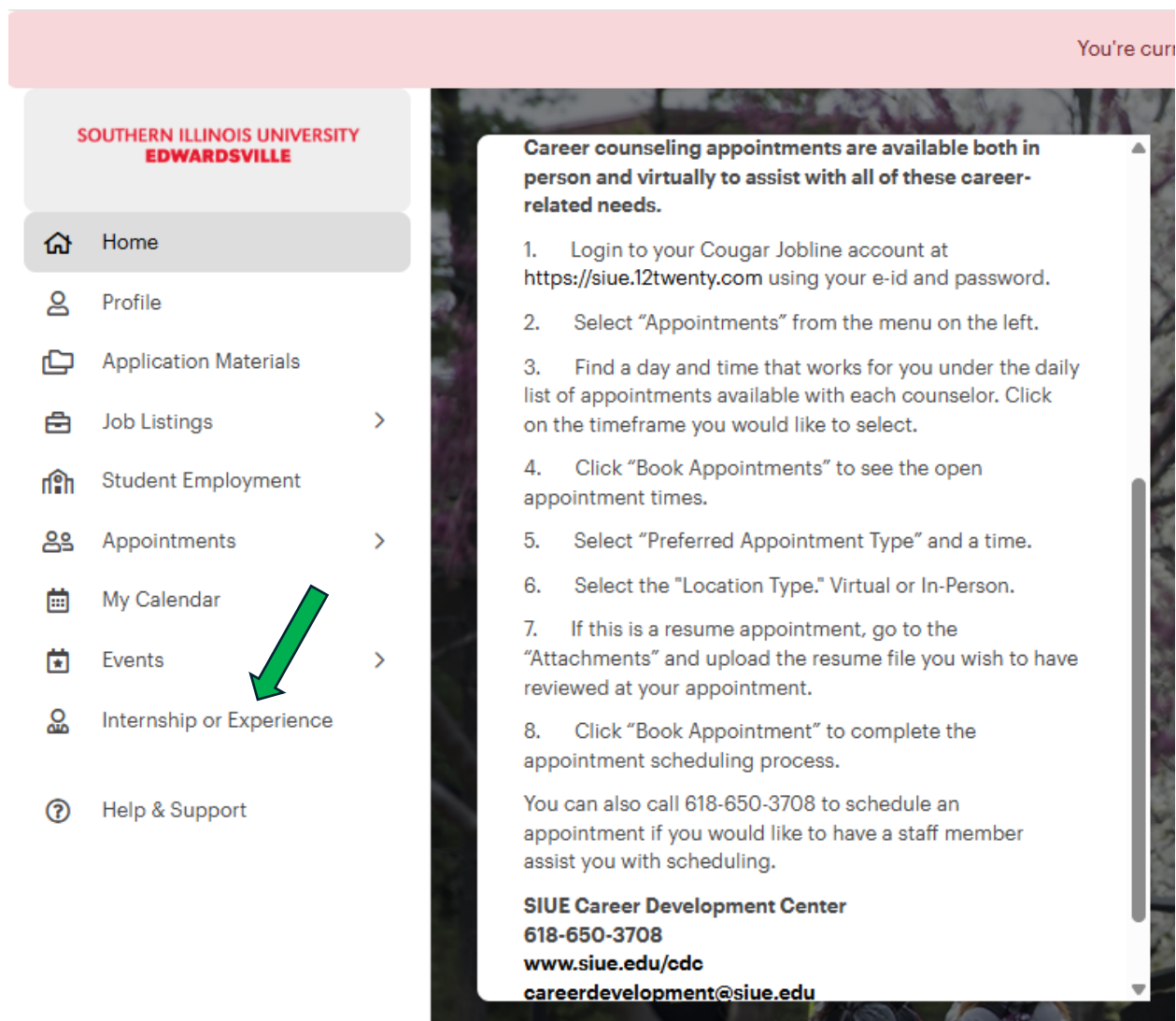
How to begin the Career Readiness Competencies Modules

Below are screenshots of step-by-step instructions to begin your assignment

1. Login to your Cougar Jobline account at <https://siue.12twenty.com> using your e-id and password.

Below is a screenshot of your home page

2. Click “Internship or Experience”



3. You will then click “+ New Experience” at the top right corner of the page

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Home

Profile

Internship or Experience

☐ Employer

+ New Experience

4. Enter the form field information as it appears below:

Employer = Career Readiness Competencies – as you begin typing it should auto populate

Experiential Learning Type = Career Readiness Competencies ADC/Badge

Job Address = Career Development Center

Country = United States (USA)

City = Edwardsville – IL

Enter your name and 800# in the next fields

Primary Reason for Completing Modules = Required

If Required, for Which Course = FST 101

Create New Experience

Cancel



Save

 Welcome to the SIUE Career Development Center Co-op and Internship Program.

You may access deadlines, requirements, and more on the Co-op and Internship Web page [here](#), or you may email Dr. Taylor at tammtay@siue.edu for additional information.



Basics

Employer*	Career Readiness Competencies
Experiential Learning Type*	Career Readiness Competencies Modules ADC/Badge ▼
Job Address*	Career Development Center
Country	United States (USA) ▼
City*	Edwardsville - IL
Student First Name *	First Name
Student Last Name *	Last Name
Pronounce Name (Optional): If you have recorded phonetics of your name, you may upload the link here 	Pronounce Name (Optional): If you have recorded phonetics of your name, y
800# (Type all 9 numbers) *	8000000
Primary Reason for Completing Modules *	Required ▼
If Required, for Which Course * 	FST 101

5. **Supervisor** = Tammy Taylor, you will also need to enter the phone number as appears below

6. **When** = The start date of the current term and the end date of the term


7. **Term** = Term you started the modules, the term you are in FST 101

8. **Placement Major** = Your current major or undeclared

9. Click Save

Supervisor

Contact



Tammy Taylor
Career Readiness Competencies
Associate Director

×

Employer Supervisor Phone*

618-650-3708

Employer Supervisor Email*

tammtay@siue.edu

When

Start Date


08/18/2025

End Date

12/12/2025

Academic Term*

Fall 2025


Placement Major * 

-- Select a value --

*Required

Other

Cancel Save



10. Click Submit for Approval – The record will then be approved by the Career Development Center

Career Readiness Competencies

 Fall 2025

DRAFT

 Submit for Approval

Details [Hour Log](#) [Documents and Forms](#)

Basics

Employer	Career Readiness Competencies
College	School of Business
Experiential Learning Type	Career Readiness Competencies Modules ADC/Badge
Job Address	Career Development Center
Job City	Edwardsville - IL