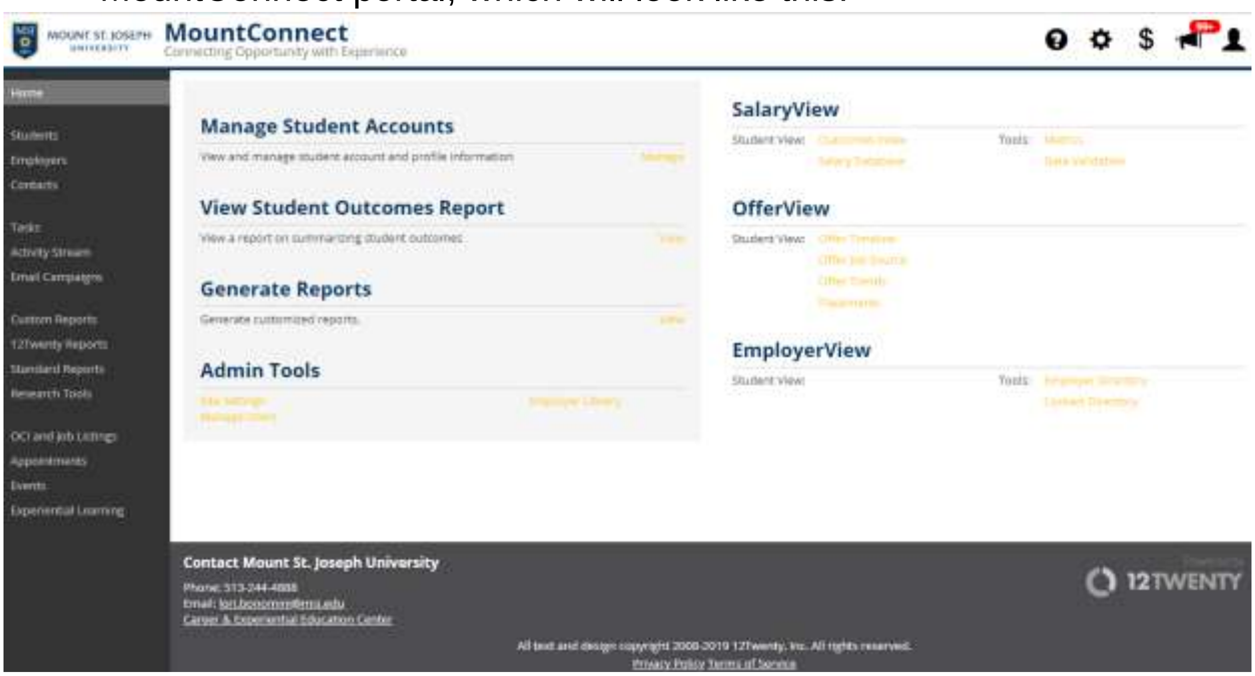
MountConnect Account Creation/ Functionality

For Faculty & Administrators

Home Page: https://msj.admin.12twenty.com/Login

Account Creation:

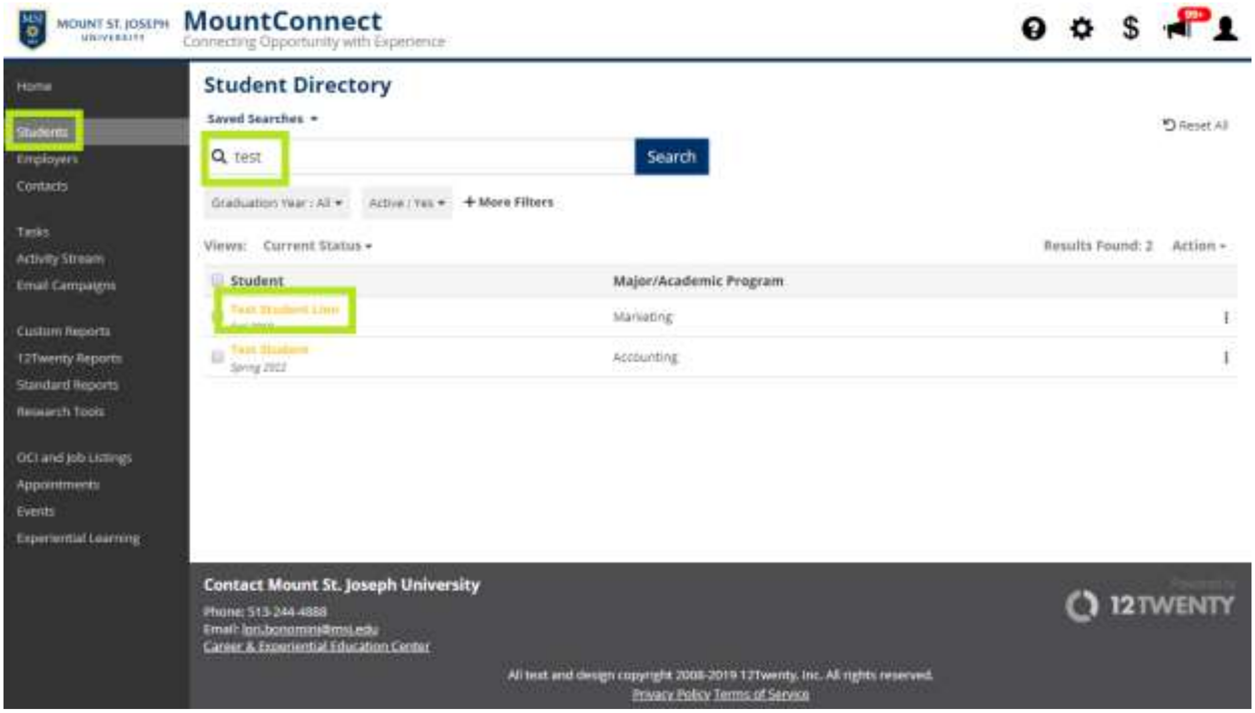
1. Email or call the Career Center at career.center@msj.edu or 513-244-4888 to be added as a faculty or administrative user.
2. Once we have added you to the system, you will receive an email from notifications@msj.12twenty.com asking you to confirm your account. A hyperlink will be provided for you to click on which will take you to a secure page where you will set your password. Click on the hyperlink.
3. Choose a password, and then click on the “create password” button.
    a. The password must have: a minimum of 10 characters, an uppercase letter, a lowercase letter, a special character, and a number.
4. Once you have created your password, you will be taken to your MountConnect portal, which will look like this:



Functionality:

1. Student Records

   a. On the left hand side of the page, you will notice a variety of tabs. The "Students" tab will take you to the student directory, which allows you to look up students who are active in MountConnect. Enter the student's name into the search field to identify the student. Click on the student's name to be taken to the student's records.



   b. Once you are at the student's records, you can do a variety of things:

      i. **Job Rumors:** If you have heard a rumor about a graduate's post-graduation employment, you can add a job rumor by clicking on the "Add Rumor" link. This will help you to track your program outcomes and it will help the Career Center to complete its annual graduate employment survey.

      ii. **Career Outcome:** If the graduate hasn't completed their graduate employment survey, and if you are confident that you know if the student has secured employment or has been started graduate school (or any other career outcome), you can click on the "Unreported" link to report their career outcome. Again, this will help you to track your program outcomes and it will help the Career Center to complete its annual graduate employment survey.

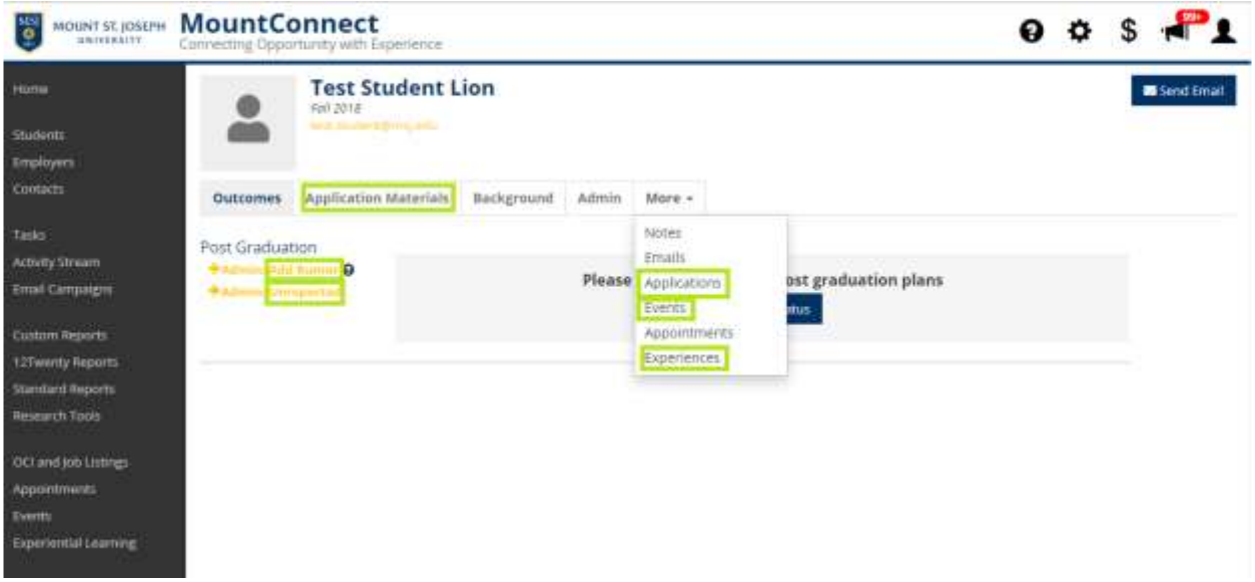
      iii. **Application Materials:** You can review the student's job correspondence by clicking on "Application Materials".

      iv. **Applications:** To review the student's applications that they have completed through the system, click on the "More" tab, and then on "Applications". This is where the student's applications for cooperative education positions will be located, for example.

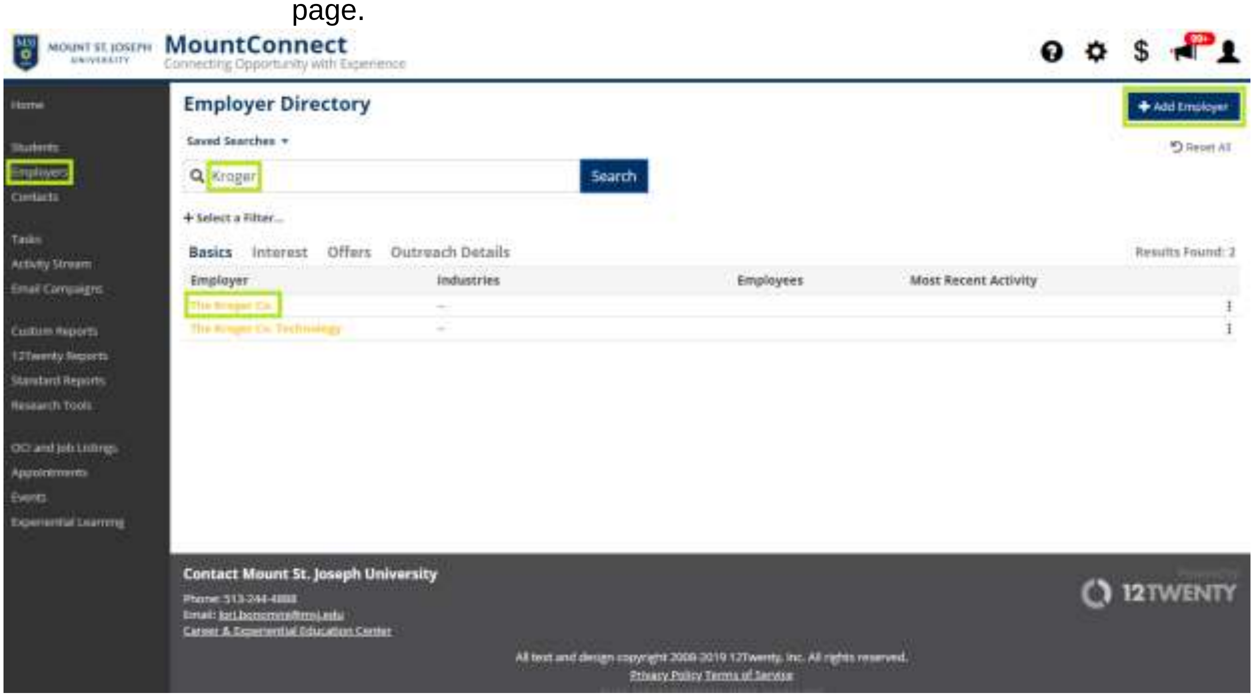
      v. **Events:** You can see which Career Center events the student has attended by clicking on the "More" tab, and then on "Events".

      vi. **Experiences:** You can review the student's experiential education records by clicking on the "More" tab, and then on "Experiences".

Cooperative education and service learning confirmations can be viewed here.



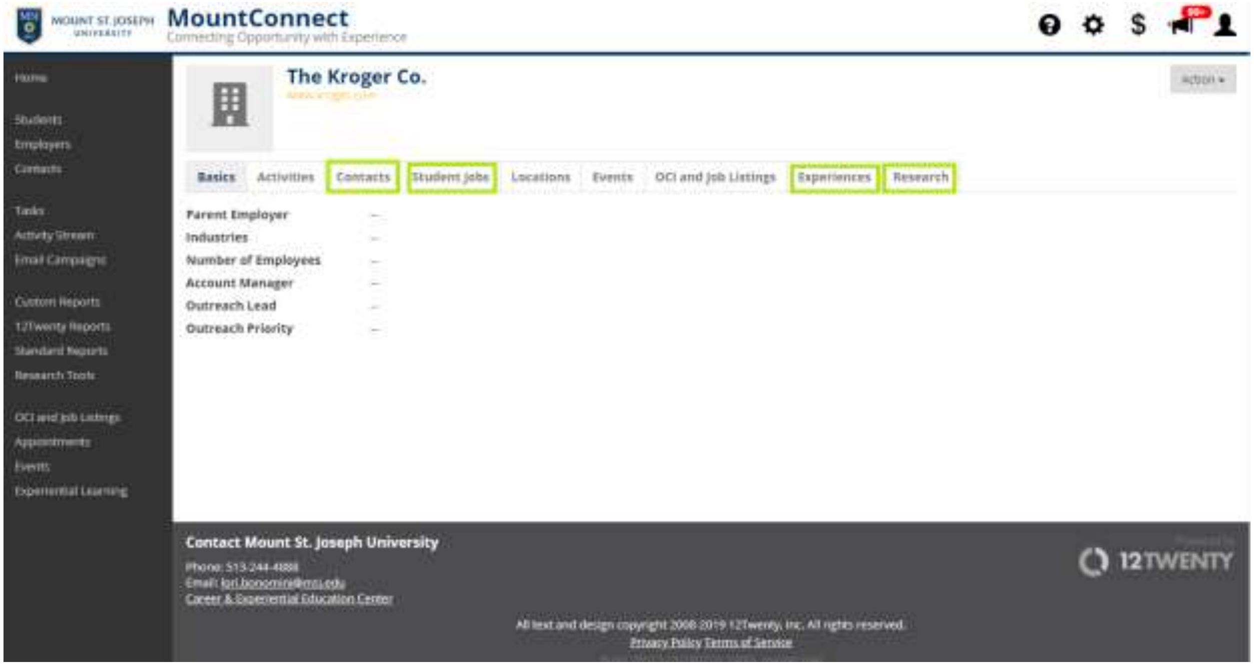
2. Employer Records
    a. On the left hand side of the page, you will notice a variety of tabs. The “Employers” tab will take you to the employer directory, which allows you to look up employers who are active in MountConnect. Enter the employer’s name into the search field to identify the employer. Click on the employer’s name to be taken to the student’s records.
        i. If you are unable to find the employer, you may add an employer to the system by clicking on the “Add Employer” button on the top right of the page.



    b. Once you are at the employer’s records, you can do a variety of things:
        i. **Contacts:** To find active contacts associated with this employer, click on the “Contacts” tab at the top of the page. You will be able to see their name, phone number, and email.
        ii. **Student Jobs:** If you wish to view student jobs that are being offered by the company, click on the “Student Jobs” tab.

iii. **Experiences:** If you wish to view the experiential education records associated with this employer, click on the “Experiences” tab.

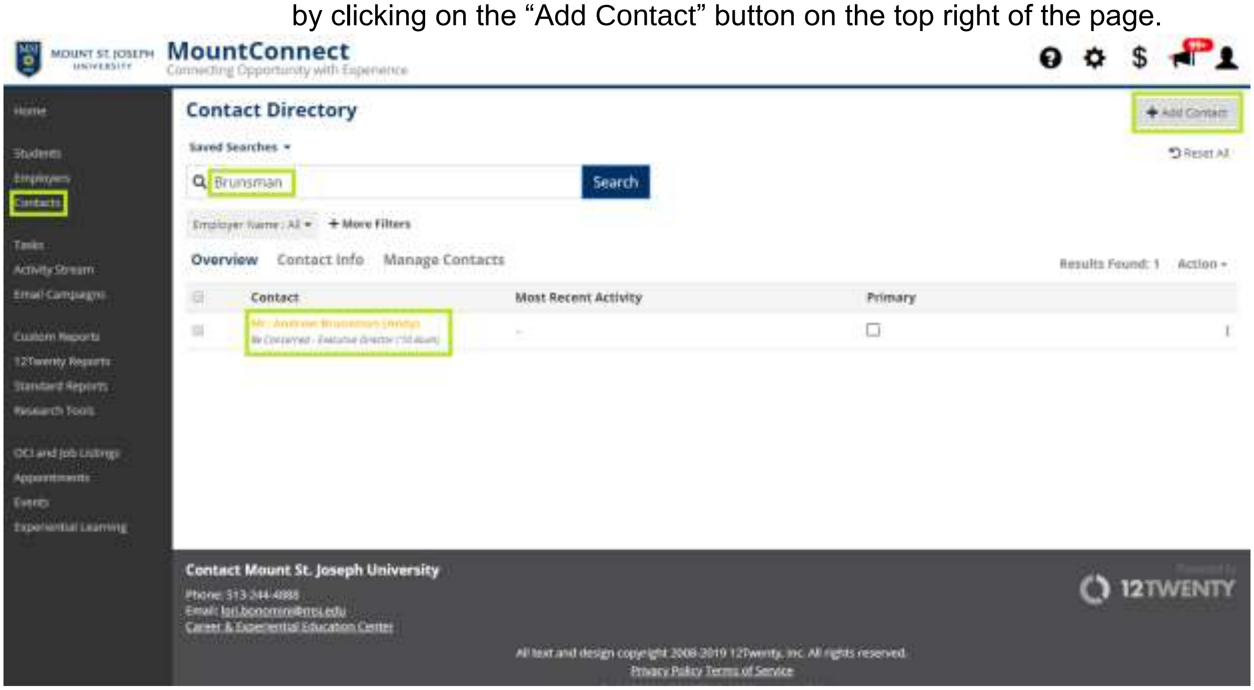
iv. **Research:** By clicking on the “Research” tab, you can find the top job titles associated with this employer, along with when the employer typically hires (top offer month).



3. Contacts Records

a. On the left hand side of the page, you will notice a variety of tabs. The “Contacts” tab will take you to the contact directory, which allows you to look up contacts who are active in MountConnect. Enter the contact’s name into the search field to identify the contact. Below the contact’s name, you will notice where the contact works, what their title is, and if they are an alum of the Mount. Click on the contact’s name to be taken to the student’s records.

i. If you are unable to find the contact, you may add a contact to the system by clicking on the “Add Contact” button on the top right of the page.



b. Once you are at the contact’s records, you can do a variety of things:

   i. **LinkedIn URL:** By clicking on the contact’s LinkedIn URL, you will be taken to the contact’s LinkedIn page.

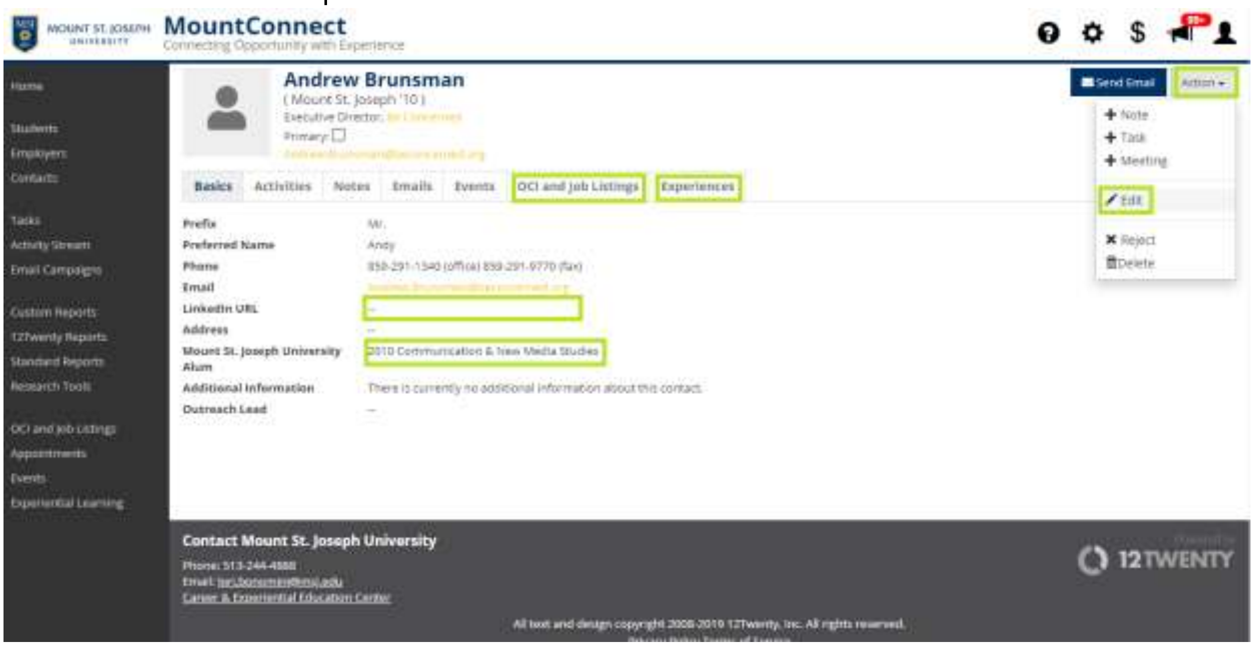
      1. If you are connected with the contact on LinkedIn, and if you want to add their LinkedIn profile to their MountConnect account, click on the “Action” button on the top right of the page, and then click on “Edit”. From there, you can add their LinkedIn URL.

   ii. **Mount St. Joseph University Alum:** Here you can see the graduation year and the major of the contact if they are a Mount alum.

      1. If you notice a contact that is alum that is not tagged as such, click on the “Action” button on the top right of the page, and then click on “Edit”. From there, you can add their graduation year and major.

   iii. **OCI and Job Listings:** If you click on the “OCI and Job Listings” tab, you can see all of the job postings that are associated with the contact.

   iv. **Experiences**: If you click on the “Experiences” tab, you can see all of the experiential education records associated with the contact.



4. Reports

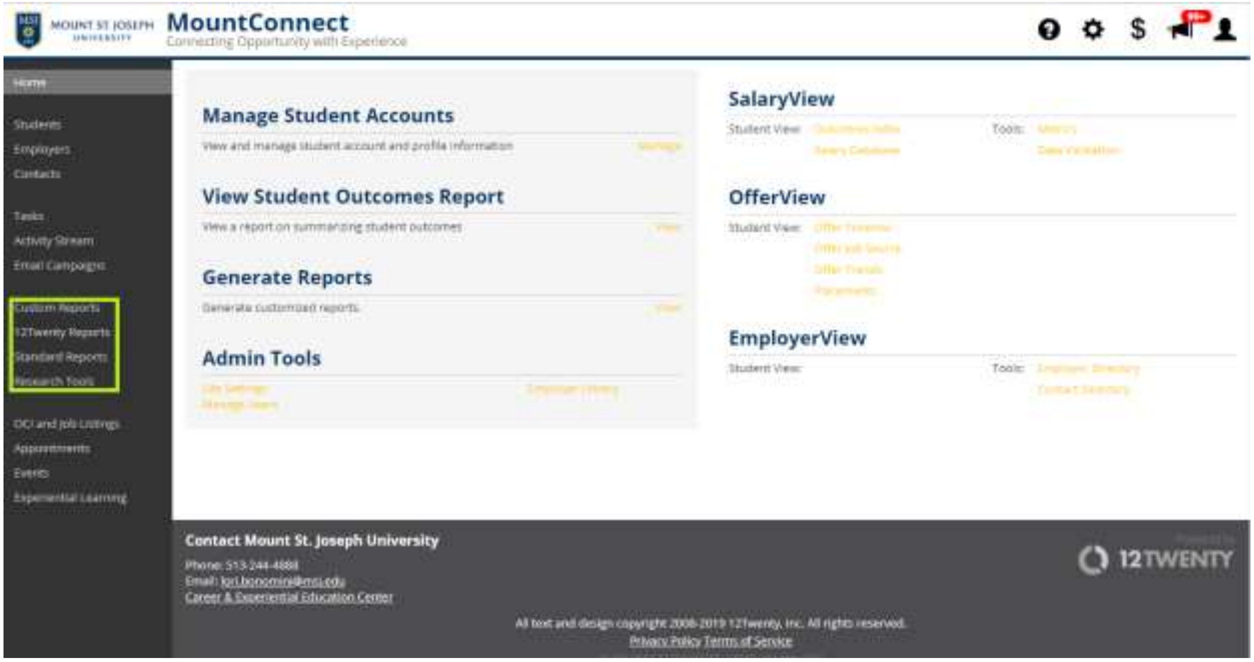
   a. On the left side of the page, you will notice a variety of tabs related to reports. These reports can provide you very valuable information related to the career outcomes of your students. The data that is used to generate the reports generally comes from the data that is collected from our graduate employment surveys.

      i. **Custom Reports:** Here you can create custom reports that can be saved to your portal. Custom reports include student reports, outcome reports, job posting reports, employer & contact reports, event reports, appointment reports, and experiential learning reports. For more information on custom reports, go here: https://12twenty.freshdesk.com/support/solutions/articles/9000159349-custom-reports-overview

      ii. **12Twenty Reports:** Here you can run student outcomes reports, salary statistics reports, and major employers by graduates reports.

iii. **Standard Reports:** Here you can view a summary of the data from our graduate employment survey, which is tied to NACE's career outcomes data. NACE is the National Association of Colleges and Employers.

iv. **Research Tools:** Here you will find a variety of other research tools including: outcomes index, salary database, offer timeline, offer job source, offer trends, and graduate school. For more information on research tools, go here: https://12twenty.freshdesk.com/support/solutions/articles/9000158957-how-to-use-research-tools



If you need additional technical support for MountConnect, please go to the 12Twenty Academy first to see if your question can be answered online at: https://12twenty.freshdesk.com/support/home.

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