

MountConnect Student Account Creation & Access

1. **Student URL:** <https://msj.12twenty.com/Login>

2. Returning user?

Sign in with your existing credentials, or reset your password to have a password reset email sent to you.

3. New to your 12Twenty platform?

Click the “Sign Up” button on the homepage, where you’ll then enter your school email address, create a password, and agree to the terms of service and privacy policy.



4. Tell us a little about yourself...

Once you agree to the terms, you will come to a page called “Please tell us a little bit about yourself”. All items with an asterisk are required. The more detailed you are with information the more your profile is personalized. Click “continue” when you are finished.

Please tell us a little bit about yourself...

(*) indicates a required field.

| | | |
|--|--|--|
| General | Ethnicity -- Please select a value -- + Add Additional Ethnicity Preferred Pronoun -- Select a value -- Preferred Name Preferred Name | Gender -- Please select a value -- |
| | Undergrad Major* -- Please select a value -- + Add Additional Undergrad Major | |
| What is your post-graduation desired job city?* What is your post-graduation desired job city? | | What is your post-graduation desired job country?* -- Please select a value -- |
| What is your post-graduation desired job function?* -- Please select a value -- + Add Additional What is your post-graduation desired job function? | | |
| What is your post-graduation desired industry?* -- Please select a value -- + Add Additional What is your post-graduation desired industry? | | |
| Alternate/Preferred Email Address* Enter Email Address | | |

Continue

5. Uploading your job correspondence

Once you have submitted your information, you can upload your most up to date resume and cover letter. From the home screen select profile, click on the “Application Materials” tab, and then click on “Add New Resume” to upload your resume, and after that is uploaded, click on “Add New Cover Letter” to upload your cover letter. You may add any additional forms or information on this page. Documents do need to be downloaded in PDF format.

The screenshot shows the user profile for Kate Heustis. The left sidebar has 'Profile' selected. The main content area has 'Application Materials' selected. A message at the top states: "Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF." Below this, there are five sections, each with a red circle around the 'Add New' button:

- Resumes**: + Add New Resume. You currently have no resumes in the system.
- 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.

6. Update your background and create a headline

It is important to have detailed information about your abilities, interests and goals. If you select background from your profile you will be able to add more detailed information about yourself. At the top of the page under your name you can create a headline to help yourself stand out. Think of this like a LinkedIn headline!

The screenshot shows the user profile for Kate Heustis. The left sidebar has 'Profile' selected. The main content area has 'Background' selected. The 'Describe yourself... What's your headline?' text is highlighted with a red circle. The 'Background' tab is also highlighted with a red circle. The page shows the 'Personal' and 'Preferences' sections:

Personal

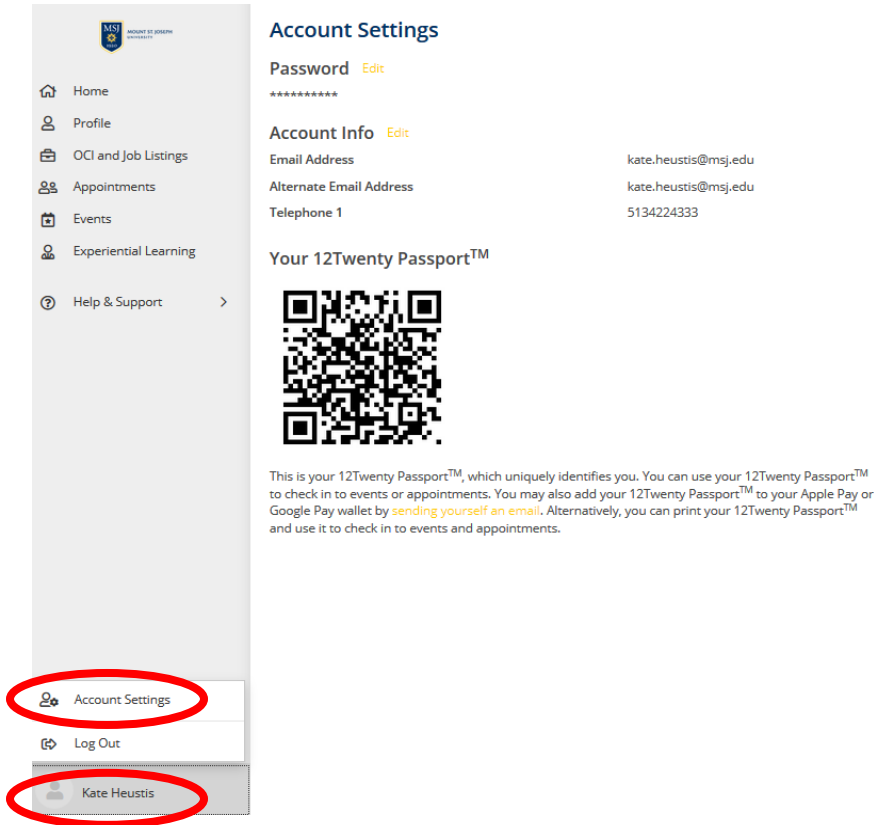
| | |
|------------------------------------|--------------|
| Name: | Kate Heustis |
| Gender: | -- |
| Country of Citizenship: | -- |
| Work Authorization - Consolidated: | -- |
| Ethnicity: | -- |
| Language(s) Spoken: | -- |
| Language(s) Written Fluently: | -- |
| Military Service: | -- |
| LinkedIn URL: | -- |
| Preferred Name: | -- |
| Preferred Pronoun: | -- |

Preferences

| | |
|-------------------|---------------------------------------|
| Desired Industry: | Media/Communications |
| Desired Function: | Finance |
| Desired City: | Cincinnati - OH (United States (USA)) |

7. Manage preferences and your account settings...

By clicking on the bust icon in the bottom left, you can manage your Account Settings such as password, alternative email address, and manage your personal 12Twenty Passport QR code for Event and Appointment check in. You will need your 12Twenty passport to check in to Career Center events, like the Career Fair. You will also find directions on how to add this to your ApplePay for easy check in.




Account Settings

Password [Edit](#)

Account Info [Edit](#)

| | |
|-------------------------|----------------------|
| Email Address | kate.heustis@msj.edu |
| Alternate Email Address | kate.heustis@msj.edu |
| Telephone 1 | 5134224333 |

Your 12Twenty Passport™



This is your 12Twenty Passport™, which uniquely identifies you. You can use your 12Twenty Passport™ to check in to events or appointments. You may also add your 12Twenty Passport™ to your Apple Pay or Google Pay wallet by [sending yourself an email](#). Alternatively, you can print your 12Twenty Passport™ and use it to check in to events and appointments.

Account Settings

Log Out

Kate Heustis