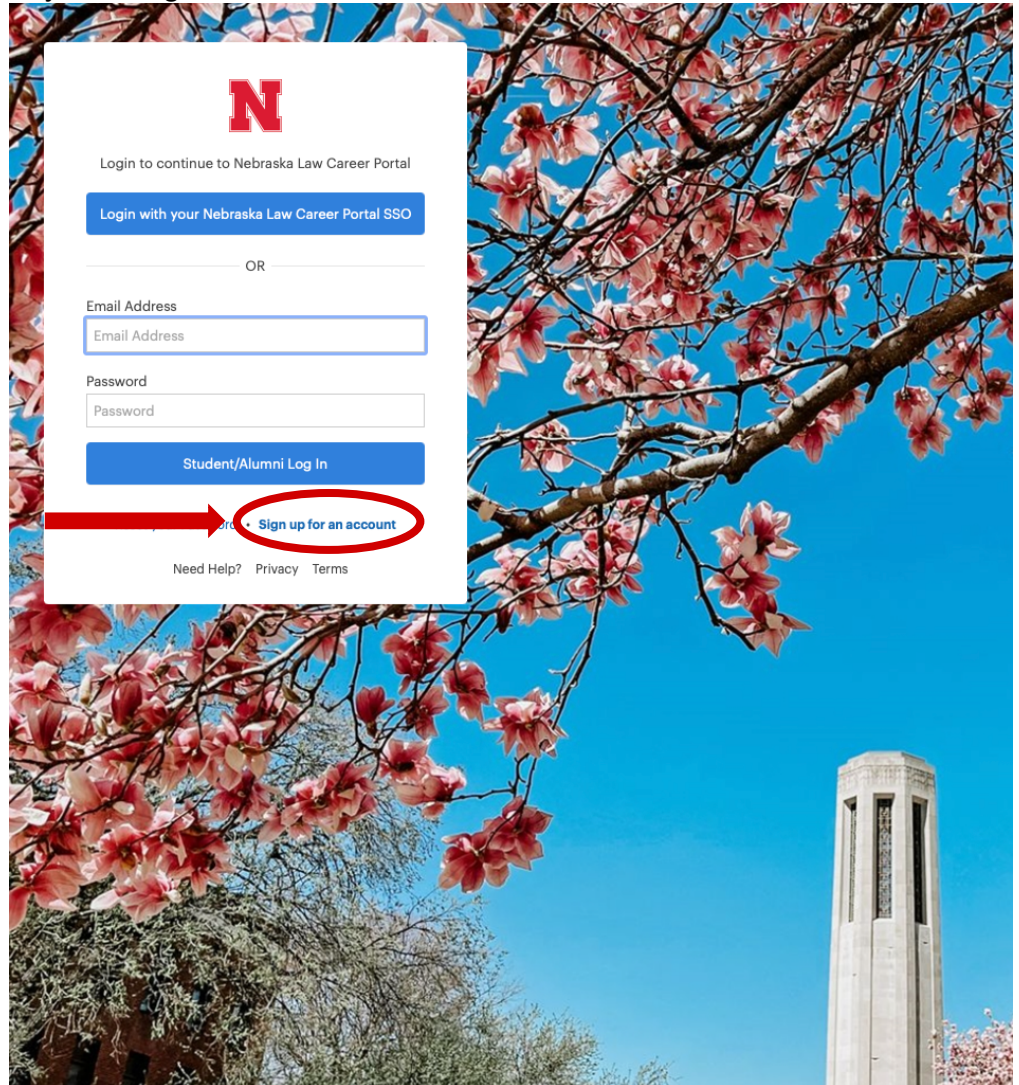


## Claiming 12Twenty Alumni Account

1. Website: law-unl.12Twenty.com/login



2. Sign up for an account

3. Email address

a. MUST USE Email provided in request

Sign up by entering the following information

Email Address*:	<input type="text" value="testaccount@huskers.unl.edu"/>
Create a Password*:	<input type="password" value="....."/> <ul style="list-style-type: none"><li>• Minimum 10 characters</li><li>• An uppercase letter</li><li>• A lowercase letter</li><li>• A special character (!, @, #, \$, %, ^, &amp;, *)</li><li>• A number</li><li>• Example: ThisSchool10\$</li></ul>
Confirm Password*:	<input type="password" value="....."/>

4. Select "I agree to the 12Twenty Terms of Service and Privacy Policy"

I agree to the 12Twenty [Terms of Service](#) and [Privacy Policy](#).

5. Select Student/Alumni Sign up



6. Fill out the required information

Please tell us a little bit about yourself...

(\*) indicates a required field.

<b>General</b>	<b>Alternate/Preferred Email Address*</b> <input type="text" value="Enter Email Address"/>	<b>Years Experience*</b> <input type="text" value="-- Please select a value --"/>
	<b>LinkedIn URL</b> <input type="text" value="LinkedIn URL"/>	<b>Date of Birth*</b> <input type="text" value="MM/DD/YYYY"/>
	<b>Bar exam location(s)</b> <input type="text" value="None selected"/>	
	<b>Race/Ethnicity*</b> <input type="text" value="-- Please select a value --"/>	
	<a href="#">+ Add Additional Race/Ethnicity</a>	
	<b>Gender Identity*</b> <input type="text" value="-- Please select a value --"/>	
	<b>Sexual Orientation*</b> <input type="text" value="-- Please select a value --"/>	
<b>Other</b>	<b>Veteran Status</b> <input type="text" value="-- Please select a value --"/>	<b>Do you have a disability?*</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Education</b>	<b>Are you a transfer student?*</b> <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Decline to state	
<b>Preferences</b>	<b>What is your post-graduation desired job city?*</b> <input type="text" value="What is your post-graduation desired job city?"/>	<b>What is your post-graduation desired job country?*</b> <input type="text" value="-- Please select a value --"/>
	<b>What is your desired employment type after completing school?*</b> <input type="text" value="-- Please select a value --"/>	
	<a href="#">+ Add Additional What is your desired employment type after completing school?</a>	
	<b>What is your desired practice area after completing school?*</b> <input type="text" value="-- Please select a value --"/>	
	<a href="#">+ Add Additional What is your desired practice area after completing school?</a>	
<b>Outcome</b>	<b>Were any of your internships international?</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>Undergrad Education - General</b>	<b>Undergrad Major*</b> <input type="text" value="-- Please select a value --"/>	<b>Undergrad School*</b> <input type="text" value="Undergrad School"/>

Continue

7. Select Continue



# Completing Profile:

## 1. Homepage

The screenshot shows a user's homepage dashboard. On the left is a sidebar with a red 'N' logo and navigation items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, My Calendar, Events, Experiential Learning, Resource Library, and Help & Support. The main content area is divided into four panels:

- Announcements:** A post by Meghan Rivera, dated Mon, Mar 13, 2023, 11:55am CDT. The text reads: "Don't forget to record your summer and/or post graduate information in your account! If you're still looking, be sure to take a look at job postings, new ones are added daily. Reach out to the CDO to set up an appointment [lawcareer@unl.edu](mailto:lawcareer@unl.edu)".
- My Calendar:** A message stating "You have no upcoming calendar events" and a link for "ALL CALENDAR EVENTS".
- Recommended Job Listings:** A listing for "Deputy Prosecuting Attorney - Child Support" at the Elkhart County Prosecuting Attorney's Office in Elkhart, IN. It was posted 4 months ago and is marked as "FEATURED".
- Recommended Events:** Three events are listed: "The 2023 Lavender Law® Conference & Career Fair Program" in Chicago, IL (07/24/2023); "Minnesota Minority Recruitment Conference" in Minneapolis, MN (08/04/2023); and "2023 WBA Sunflower Legal Job Fair" in Wichita, KS (08/05/2023).

At the bottom left, a user profile is visible for "Test Account Test Account".

## 2. Select "Profile"

**N**

- Home
- Profile**
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- OCI and Job Listings
- Appointments
- My Calendar
- Events
- Experiential Learning
- Resource Library
- Help & Support >

### Announcements

**Meghan Rivera** Edited  
Mon, Mar 13, 2023 · 11:55am CDT

**Don't forget to record your summer and/or post graduate information in your account!**

If you're still looking, be sure to take a look at job postings, new ones are added daily. Reach out to the CDO to set up an appointment [lawcareer@unl.edu](mailto:lawcareer@unl.edu)

### My Calendar

You have no upcoming calendar events

[ALL CALENDAR EVENTS](#)

## 3. Select profile tab

**Test Account Test Account**  
Describe yourself... What's your headline? [✎](#)

JD - Spring 2026, 1L  
[mrivera@unl.edu](mailto:mrivera@unl.edu)

- Jobs and Job Offers
- Application Material
- Profile**

**Post JD**

Please tell us about your post graduation plans

[+ Report Status](#)

**Summer Job**

Please tell us about your summer job

[+ Report Experience](#)

**During JD Job**

Please tell us about your work experience while attending school

[+ Report Experience](#)

**Pre JD**

Please tell us what you were doing before starting school

[+ Report Job](#)

#### 4. Select Pencil in the right corner



### Test Account Test Account

Describe yourself... What's your headline?

JD - Spring 2026, 1L

[mrivera@unl.edu](mailto:mrivera@unl.edu)

Jobs and Job Offers   Application Materials   Profile

#### General



First Name	Test Account
Middle Name	--
Last Name	Test Account
Email Address	<a href="mailto:mrivera@unl.edu">mrivera@unl.edu</a>
Alternate/Preferred Email Address	<a href="mailto:mrivera@unl.edu">mrivera@unl.edu</a>
Graduation Term	Spring 2026
Student Id	--
Program	JD
SSO Login ID	--
Clubs & Organizations	
Work Authorization Status	--
Work Authorization - Consolidated	--
Country of Citizenship	--
Years of Experience - Consolidated	One year or less
Years Experience	0 yr - 0 month
LinkedIn URL	--
Date of Birth	07/18/1990
Bar exam location(s)	
Race/Ethnicity	White/Caucasian
Gender Identity	Woman
Sexual Orientation	Prefer not to Disclose
What is your state of permanent residence?	--
LGBTQ Status	--
Parent Education Level	--
Parent JD	--
Language(s) Written	--
Language(s) Spoken	--
Multiple Enrollment Linked Account	No
12twenty ID	540016052976317
Clifton Strengths Top 5	--

5. You are able to access and edit the below information in the general section

### General

**Last Name\***  
Test Account

**Non-School Email Address**  
mrivera@unl.edu

**Clubs & Organizations**  
-- Select a Value --

**Work Authorization - Consolidated**  
-- Work Authorization - Consolidated --

**Country of Citizenship\***  
-- Country of Citizenship --

[+ Add Additional](#)

**Years of Experience\***  
0 yr - 0 month

**LinkedIn URL\***  
LinkedIn URL

**Date of Birth\***  
07/18/1990

**Bar exam location(s)**  
-- Select a Value --

**Race/Ethnicity\***  
White/Caucasian

[+ Add Additional](#)

**Gender Identity**  
Woman

**Sexual Orientation**  
Prefer not to Disclose

**State of Residence**  
-- State of Residence --

**I identify as Lesbian/Gay/Bisexual/Transgender and/or Queer (LGBTQ)**  
 Yes  No

**What is the highest level of education completed by either of your parents (or the people who raised you)?**  
-- What is the highest level of education completed by either of your parents (or the people

**Do either of your parents (or the people who raised you) have a JD?**  
 Yes  No

**Language(s) Written**  
-- Language(s) Written --

[+ Add Additional](#)

**Language(s) Spoken**  
-- Language(s) Spoken --

[+ Add Additional](#)

**Clifton Strengths Top 5**  
-- Select a Value --

6. All sections that can be edited are shown with a pencil in the right corner

### Other



Do you have a disability? No  
Cooperative Participant --  
Student Athlete --  
Used eRecruiter Network --  
Veteran Status --  
Were you the recipient of an undergraduate research grant? --  
What approximate date did you begin looking for employment? --

### Education

Are you a transfer student? No  
Degree --  
Joint Degree No  
Law GPA --  
LSAT Score --

### Preferences



What is your desired employment type after completing school? Education  
What is your desired practice area after completing school? Other  
What is your post-graduation desired job city? Lincoln - NE  
What is your post-graduation desired job country? United States (USA)

### Outcome

Were any of your internships international? --

### Contact Info



Telephone 1 --  
Telephone 2 --  
Telephone 3 --  
Telephone 4 --


### Past Education

[+Add Education](#)


**University of Nebraska--Kearney (NE)**  
Undergrad School - Humanities - Other  
Not Reported - Not Reported



7. We also encourage you to add a profile picture

 **Test Account Test Account**  
Describe yourself... What's your headline? [✎](#)  
JD - Spring 2026, 1L  
mrivera@unl.edu

Select an Image ✕



Drag an image here

Image Requirements ⓘ

- Min Size - 150x150px
- File Extensions - .jpg, .jpeg, .png, .gif
- File Size Limit - 5MB

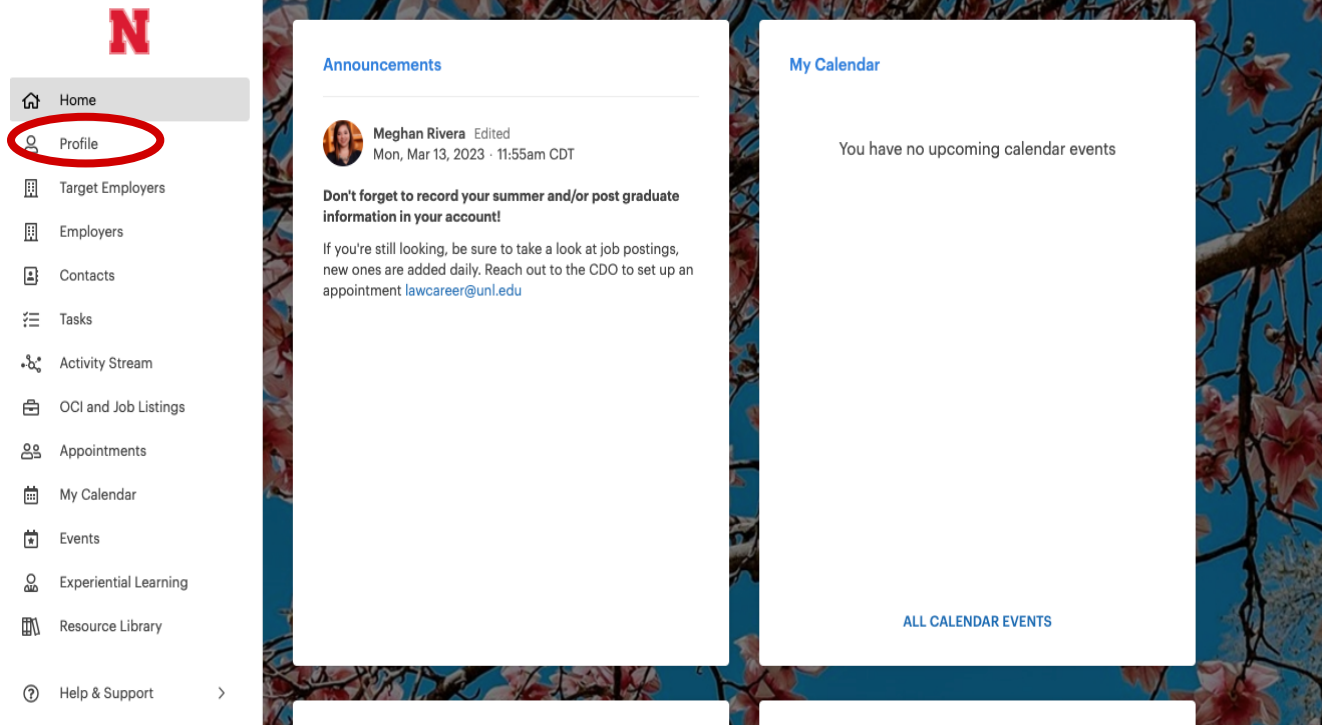
[Click to upload an image](#)

Cancel OK

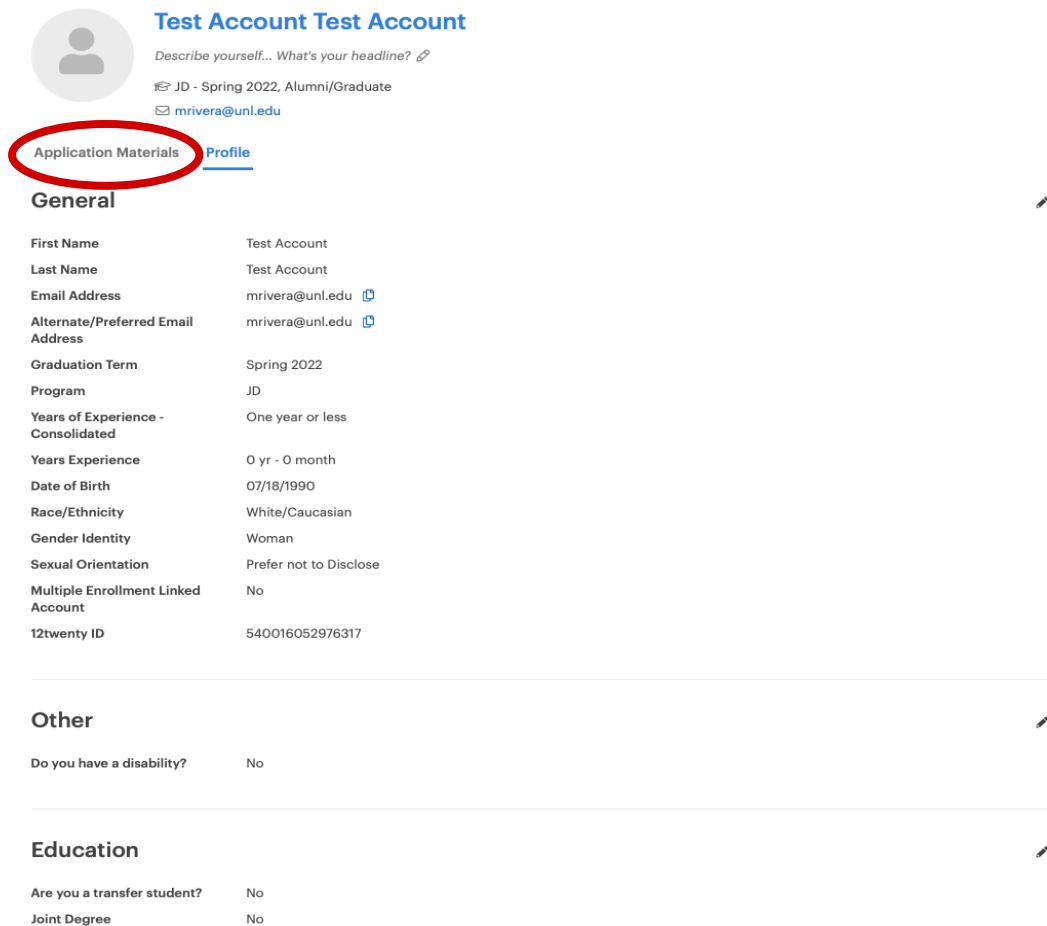


# Uploading Documents

## 1. Select "Profile"











## 2. Select the "Application Materials Tab"



3. Upload your application materials by selecting “+ Add New ...”. Please note that all materials must be uploaded in a PDF format.

[Application Materials](#) Profile

 Please upload all application documents in PDF format.

 Resumes <a href="#">+ Add New Resume</a>	You currently have no resumes in the system.
 Cover Letters <a href="#">+ Add New Cover Letter</a>	You currently have no cover letters in the system.
 Transcripts <a href="#">+ Add New Transcript</a>	You currently have no transcripts in the system.
 Recommendation Letters <a href="#">+ Add New Recommendation Letter</a>	You currently have no recommendation letters in the system.
 Writing Samples <a href="#">+ Add New Writing Sample</a>	You currently have no writing samples in the system.
 Others <a href="#">+ Add New Other</a>	You currently have no others in the system.
 Urls <a href="#">+ Add New Url</a>	You currently have no urls in the system.