



12Twenty Alum Instruction Guide

(Rev. 5-12-2026)

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12Twenty

Connections / Mentorship / Job Board

Welcome

Our mission is to provide a dynamic, mobile-friendly platform that supports CSB+SJU alums in every stage of their professional journey—from career planning and job searching to mentoring and networking with fellow alums. This resource is accessible anytime, anywhere, whenever you have internet or mobile access.

Why It Matters

CSB+SJU is committed to walking alongside our alumnae/i throughout their lifelong careers.

- The average graduate changes careers **3 to 7 times** over the course of their professional life.
- Most professionals change jobs approximately **every 4 to 5 years**.

Primary Focus

This program is designed specifically for **CSB+SJU alums**.

Note: In the context of this program, any reference to “students” refers to alums.

Program Features

- **Alum Connections** – Build and maintain relationships with CSB+SJU graduates across industries and regions.
- **Mentoring: Alum-to-Alum** – Engage in meaningful conversations on topics such as career transitions, job searches, work-life balance, spiritual growth, and more.
- **CSB+SJU Job Board** – Explore curated job listings tailored specifically to our alum community.
- **Employer Direct Job Postings** – Access opportunities shared directly by employers seeking CSB+SJU alums.

Sign up for an account

Upon official launch you will be provided with a URL (csbsju.12twenty.com/login) that will take you to the Account Log in page to join the 12Twenty CSB+SJU Career Services Platform powered by 12Twenty. **But upon logging in for the first time, you must Sign up for an Account. See Call out text box below.**

First: You will need to Sign up for an account: Simply type in the email address that you regularly use in communicating with CSB or SJU.

Second: Create a password.

Third, Click the blue button **Student/Alumnae/i Sign Up** to sign in.



Login to continue to 12twenty

Sign in with the email address on file with CSB + SJU. If you do not have an email address on file or need to update it, email careercompass@csbsju.edu and the CSB/SJU Staff will be notified of your request to join the platform and will update your email address and inform you when it is done so that you can join the CSB/SJU 12Twenty system.

Password

Student/Alumni Log In

[Reset your Password](#) • [Sign up for an account](#)

Not a student/alumni?

[Log in as an Employer](#) | [Log in as an Admin](#)

[Need Help?](#) [Privacy](#) [Terms](#)

The first time you log in you must Sign up for an Account.

Join the 12twenty Platform

Email Address*:

Create a Password*:

- Minimum 10 characters
- An uppercase letter
- A lowercase letter
- A special character (!,@,#,\$,%,^,&,*)
- A number
- Example: ThisSchool10\$

Confirm Password*:

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

Student/Alumni Sign Up

Already a member? [Student/Alumni Log In](#)

Please Note: For security reasons, if the email address you enter does not match the one on file at CSB+SJU, please email careercompass@csbsju.edu to request access to the 12twenty platform. The CSB+SJU Career Compass Admin team will update your email address so you can log in to the CSB+SJU 12twenty system.

Once your email address has been updated, the Program Team will notify you. At that point, you can return to the platform and complete your account setup. Please allow **12–48 hours** for this update process to be completed.

Login to your account

After your account is set up, you can LOGIN by re-entering your sign in information and clicking the **Student Alumnae/i Log In** button.



Once logged in, you will be prompted to answer a series of questions about your work history, your current and past involvement with CSB+SJU, your mentorship interests and availability, and related topics. Your responses will help the platform function more intuitively and provide a better experience.


Hi _____

Help keep us up to date! Please fill in the following information.

Which Student Clubs, Club Athletics, & Organizations did you belong to?
(select all that apply)

Country of Residence

[Add Country of Residence](#)

LinkedIn URL

In what city do you currently live?

In what state do you currently live?

Are you a qualified Alum interested in Volunteering to mentor other Alums in the following ways, if so, please choose all that apply:

Are you interested in volunteering to provide Spiritual Mentorship to CSB/SJU Alums? If so, please describe your credentials or previous experience by checking all that apply from the list below.

Are you interested in volunteering (select all that apply)?

Are you interested in Participating in CSB/SJU Programs or Activities (select all that apply)?

Were you a member of ROTC at CSB/SJU?

☐ Yes ☐ No

Did you participate in CSB/SJU Varsity Athletics?

What CSB dorm did you reside in your freshman year?*

What SJU dorm did you reside in your freshman year?*

-- Select a Value --

I want to be included in the Student & Alumni Directory

☒ Yes ☐ No

Allow users to request me as a mentor

☒ Yes ☐ No

 Snooze Mentorship Availability ?

☐ Yes ☐ No

Mentorship Terms ?

Mentorship Terms

Save & Continue

Additionally, If CSB+SJU does not have your Work Experience on File, the following “Report Experience” box will pop up. Please complete **all that apply** including Working Full or Part Time, Retired, Continued Education, Other Experience, etc.

At the bottom of each page, you will be prompted to **Share** this information with other Alums. If you click **YES**, other Alums will be able to see your information. If you click **NO** it will not be shared with anyone else.

Report Experience

Work Experience and Additional Education

Please tell us about your experience

Working Full or Part-Time

Contract/Consulting Work ?

Own Business/Self-Employed ?

Retired

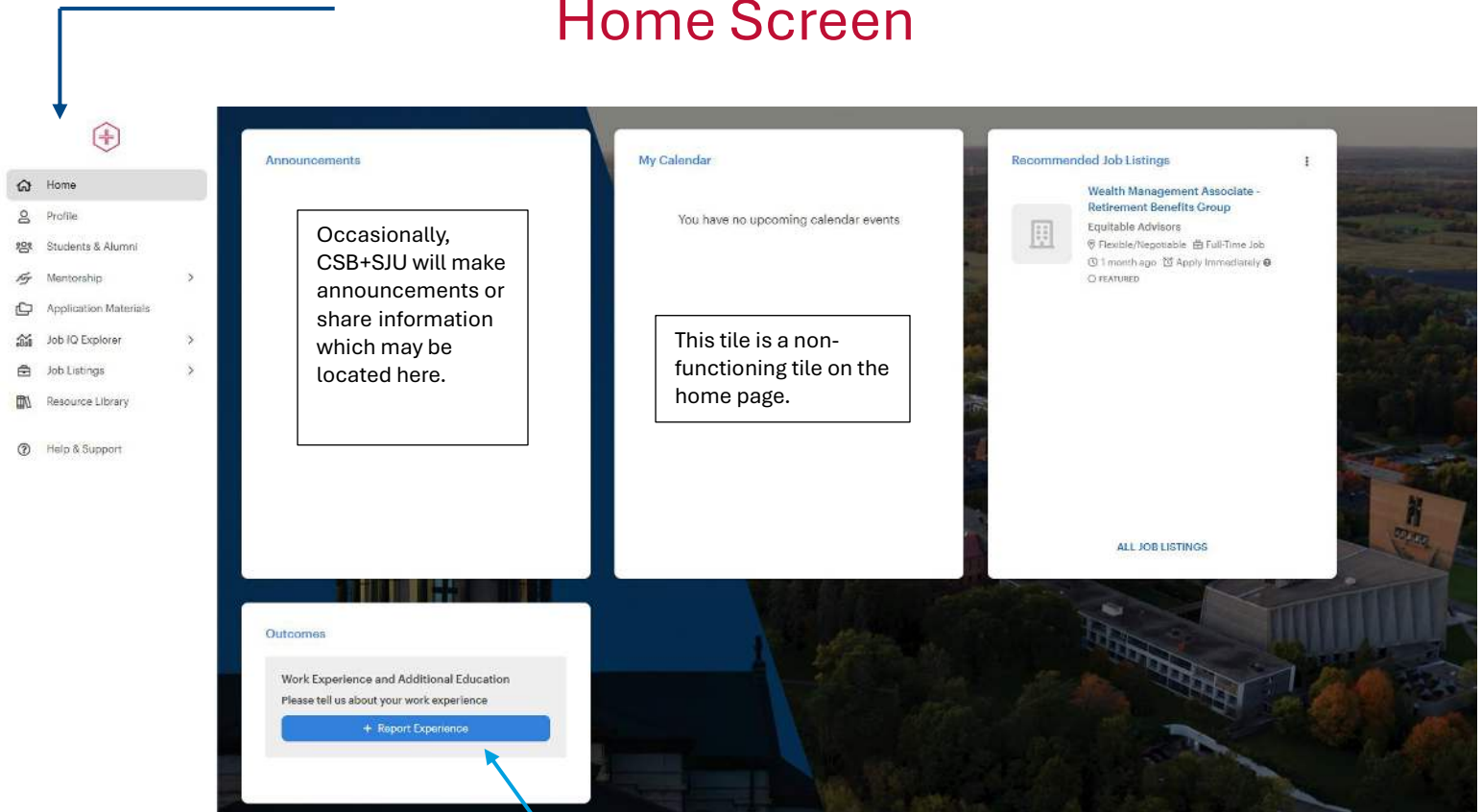
Continued Education

Voluntary Break from Employment

Other Experience

Welcome, You are now logged in

Home Screen



If you wish to update your experience at any time, please click on + Report Experience above and the drop down to the right will appear.

Please click and fill out all the TABS that share your story. Scroll all the way to the bottom of each tab and click either YES or NO. If you click YES, other alums will be able to see your information. IF you click NO, no other Alums will be able to see your information. Then click **Submit**.

Work Experience
Please tell us about your experience

Working Full or Part-Time

Contract/Consulting Work

Own Business/Self-Employed

Retired

Continuing My Education

Voluntary Break from Employment

Other Experience

Profile / Home Page

The screenshot shows the 12twenty profile/home page for Mickey "Test Student" Mouse. The page includes a sidebar with navigation links, a profile header with a placeholder image and contact information, a "Your profile is 0% complete" section with progress bars for "Tell us about yourself", "Upload profile picture", and "Upload resume". Below this is the "Professional Experience" section with entries for "Chief Mouse" and "Retired", and a "Continued Education" section for "Saint John's University". A "Resume" section at the bottom indicates "NO RESUME PROVIDED" and has an "Upload my resume" button. Annotations with arrows point to various elements: the sidebar, the profile header, the "Add Summary" link, the "Add Experience or Status" link, the three-dot menu in the experience section, and the "Upload my resume" button.

Your Home Page of your Profile.

Update your Information:

- Tell us about yourself
- Upload Profile Picture
- Upload resume, cover letter, etc.
- Add Job Preferences- if you are looking for a job.

Remember to **SAVE your changes / edits.**

Click on the Titles in Blue to learn more details about Alum background information the Alum wishes to share.

Click here to access your LinkedIn page. Once you provide your LinkedIn URL your 12twenty account will sync with your LinkedIn profile. Note if the profile is shown in blue that means the Alums profile is connected to their LinkedIn profile.

Write a summary, share your story!

What others see on your profile.

- No visible Email address
- No Phone number
- To reach another Alum, you must contact them through the 12twenty platform via

In addition to the updating your Experience from the Home Screen you can also update it here by clicking on Add Experience or Status. Fill out all that apply, click Share YES or NO and click on Submit to save your information.

Click on these 3 dots to:

- ✍ Edit
- 🗑 Delete
- ✖ Unapprove
- ⬆ Move Outcome
- 📝 Add Outcome Note
- 🗑 Exclude from Reporting
- 📄 View Outcome Audit Log

To upload your resume, cover letter, etc., click here. **SAVE all changes!**

Job Preferences

[Edit](#)

What is your post-graduation Preferred Industry?

1. Accounting

Construction Consulting Consumer Products/Trade Education Financial Services Government
Healthcare Hospitality Leisure, Arts & Entertainment Manufacturing Media/Communications
Natural Resources/Energy/Utilities Non-profit organization Other Real Estate Retail Services
Technology/Engineering/Science Transportation and Logistics Services

What is your post-graduation preferred job function?

1. Accounting

Architecture Arts and Design Building and Grounds Cleaning Community and Social Services
Computer and Information Technology Construction and Extraction Consulting Counselor
Economic Development Education, Training, and Library Engineering Entertainment and Sports
Farming, Fishing, and Forestry Finance Food Preparation and Serving Fund-raising Healthcare
Human Resources Installation, Maintenance, and Repair Insurance Law
Life, Physical, and Social Science Lobbying Management Marketing Math
Media and Communication Military Office and Administrative Support Other
Personal Care and Service Production Protective Service Real Estate Research Sales Spiritual
Transportation and Material Moving

What is your post-graduation preferred job city?

1. Minneapolis - MN

Education

Bachelor's

Graduation Year	1982
Graduation Term	Spring 1982
Program	Centralized Univ
College	Saint John's University
Degree	BS
Degree Level	Bachelor's
Major/Academic Program	Accounting, Government
Undergraduate GPA	--

Edit
Education
Information

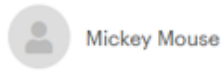
Mickey Mouse

Logout of 12Twenty / Account Settings / Email History

When you click on your name in the bottom left-hand corner of each menu category a pop-up menu will appear that allows you to log out of 12Twenty, check your email history or edit your account settings.

Logout of 12Twenty / Account Settings / Email History:

When you click on your name in the bottom left-hand corner of each menu category a pop-up menu will appear that allows you to log out of 12Twenty, check your email history or edit your account settings.



 Account Settings

 Email History

 Log Out

Account Settings

General Security

Account Info [Edit](#)

Alternate Email Address

Hentgestom@gmail.com

Phone Number

Here you can enter an alternate email address and Phone number. (**Save** changes).

Time Zone [Edit](#)

Time Zone

Central Time (US & Canada) (UTC-06:00)

← Change the time zone. (**Save** changes).

Connections [Edit](#)

I want to be included in the Student & Alumni Directory

Yes

Note: You are automatically included in the Alum directory, you can remove yourself if you wish by Account Settings, click the edit button next to Connections and choose “no”. (**Save** changes).

Mentorship [Edit](#)

Allow users to request me as a mentor

Yes

Snooze Mentorship Availability

No

Mentorship Terms

Remove yourself from being a Mentor - just click Edit. (**Save** changes).

View your Email History:

Email History

Sent

Recipient ▾

Keyword ▾

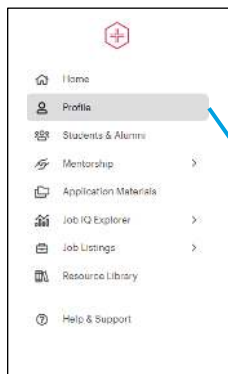
Date ▾

Message

Sender

No emails found

Profile / Profile Page





Mickey "Test Student" Mouse

Spring 1982

t1982h01@gmail.com 

SHARED

About Mickey "Test Student"

Write a summary to highlight your personality or work experience

Add Summary

Write a summary of your career, share your story!

Your detailed Profile Page of your Profile.

General

First (Preferred) Name	Mickey "Test Student"
Middle Name	D
Last Name	Mouse
Email Address	t1982h01@gmail.com 
Secondary Email Address	
Student Clubs, Club Athletics, & Organizations	Political Science Club
Country of Residence	United States (USA)
LinkedIn URL	...
Language(s) Written	...
Language(s) Spoken	...
Military Service	No
Current City	Shoreview
Current State	Minnesota
Professional Mentorship	Professional Development (Leadership, Management), Career Counseling, Career Change
Spiritual Mentorship	...
Last Name (Birth)	...
Volunteering	InterAction Volunteer - (Alums Mentoring Students in one-on-one conversations)
Programs & Activities	Benedictine Day of Service/Community Service events, Chapter (Geographic) Events, Professional Development (Leadership, Management events/programs), Career Services (Career, Job events/programs)
ROTC	No
Varsity Athletics	...
CSB Freshman Dorms	...
SJU Freshman Dorm	SJU Tommy Hall
Tommy Hall Floors	4 long

Edit

Contact Info

Phone Number	...
--------------	-----

Edit

Mentorships

Allow users to request me as a mentor	Yes
Snooze Mentorship Availability	No
Mentorship Programs	College of Saint Benedict and Saint John's University Mentorship Program
Mentorship Terms	...

Edit

Other

First Generation College Student	Yes
Student Athlete	No

Edit

Click here to Edit your profile (survey answers). Be sure to click SAVE when done.

Student & Alumnae/i Directory

(Note: This is an Alum focused program. Wherever it says Student for purposes of this program it is referring to Alums.)

Connecting with Alums on 12Twenty

1. **Search** – Look up an Alum by name, by freshman floor, by degree, etc. (use filters.)
Note: If an Alum doesn't appear, CSB+SJU may not have their current email on file. Efforts are under way to update old email addresses.
2. **View Results** – Click their name to open and review their profile.
3. **Connect** – Select **Connect** under their name (highlighted in blue), then choose **Email** or **LinkedIn** to send a message to them.
4. **Check Replies** – Responses will come from **notifications@csbsju.12twenty.com** (check spam/junk if needed).

Side Menu – Students & Alumnae/i Page

You can choose your search results to be displayed in Tab or List format.

Mentorship

Mentorship Guidelines:

Currently, the Mentorship program supports direct Alum-to-Alum connections. Most mentorship engagements are expected to last no more than 90 days.

To ensure that alums are not overwhelmed with requests, the number of active and pending mentorship requests is limited to a combined total of two per alum. Once an alum has reached this limit, they will no longer appear in search results until:

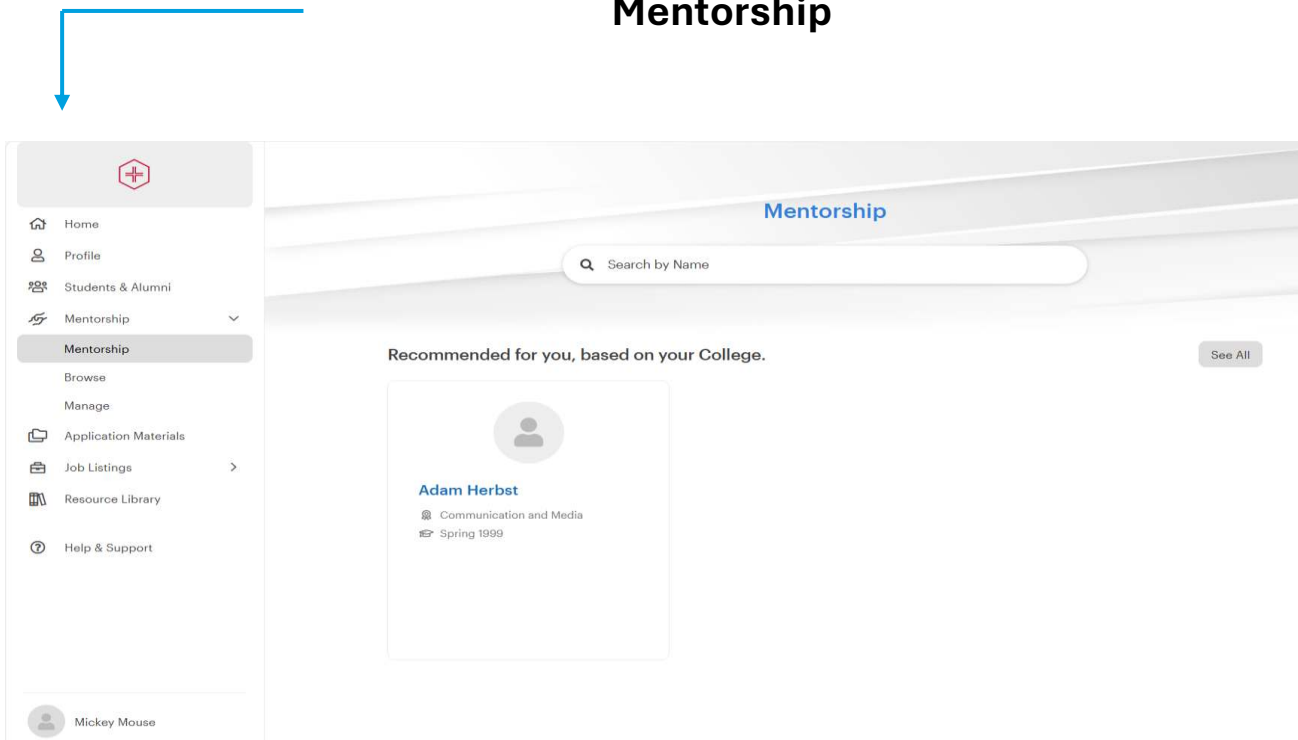
- They decline a request,
- Their current mentorship engagement(s) are completed, or
- A pending request remains unanswered after 10 days.

Requested as a Mentor: If you have been requested as a Mentor by another Alum, you will receive your request via email from notifications@csbsju.12twenty.com Subject: **New Mentorship Request**. When you respond, the Mentee will receive an email from you indicating your response. You have 10 days to accept, or it will be automatically declined.

Searching for a Mentor

1. **Go to Mentor Tab** → Click **Browse**.
2. **Apply Filters** → Use filters to narrow your search.
3. **View All Options** → Click **All Filters** to see every available choice.
4. **Start Over** → Click **Reset Filters** to clear results and search again.

Mentorship



Mentorship – Browse

The screenshot shows the 'Mentorship' section of a web application. On the left is a sidebar with navigation links: Home, Profile, Students & Alumni, Mentorship (selected), Browse, Manage, Application Materials, Job IQ Explorer, Job Listings, Resource Library, and Help & Support. The main content area is titled 'Mentorship' and features a search bar labeled 'Search by Name:'. Below the search bar are links for '+ More Filters' and 'Reset Filters'. A dropdown menu shows 'Recently Updated'. Two mentorship entries are displayed: Adam Herbst (Communication and Media, Spring 1999) and Valerie Jones (French, Spring 1994). Annotations include a blue arrow pointing to the 'Reset Filters' link with the text: 'By clicking **Reset Filters**, you are able to clear your search filters and start', and another blue arrow pointing to the view toggle icons (list and grid) with the text: 'You can choose your search results to be displayed in Tab or List format.'

Managing Your Mentorship

The screenshot shows the 'Manage Mentorship' section. The sidebar is similar to the first page but with 'Manage' selected under the 'Mentorship' category. The main content area is titled 'Manage Mentorship' and has a sub-header 'Active'. It displays a card for 'Mickey Mouse' (Tom Hentges (1982)) with a menu icon. A callout box from this icon lists 'Send Email' and 'Complete Mentorship Tasks'. Below this is a 'Requests' section with a table header: 'Request Date/Time', 'Person', and 'Status'. The table body is empty, and the status 'Results : 0' is shown on the right. A blue arrow points from the 'Complete Mentorship Tasks' link to a 'Mentorship Tasks' box. This box contains a list of tasks with checkboxes:

- ☐ Initial Meeting (Phone, Zoom, or In-Person) to get to know each other's backgrounds, interests, and goals.
- ☐ Collaboratively define 2-3 related goals for the mentee to 90 days 2 work on during the mentorship period.
- ☐ Complete a coaching session that includes 4 steps: information gathering, coaching, action and assignment.
- ☐ Review of previous steps. Mentor offers connections with individuals and professional groups when possible.
- ☐ Review progress on goals. Mentee summarizes key takeaways and go-forward plans. Discuss how to stay in touch with Mentor post-program, if desired.

A note box on the left states: 'Note: These mentorship tasks are simply a roadmap to help guide mentorship conversations. Not all Mentor/Mentee conversations will align with these steps'. A blue arrow points from this note to the task list.

Application Materials

If you wish to add Application Materials into 12Twenty you can follow the directions on Page 5 or you can add them below by clicking on “Add New”.

Add New Resume

Resume Name *

Upload New Resume *

Drop file to attach, or [browse](#)
Allowed file types: pdf

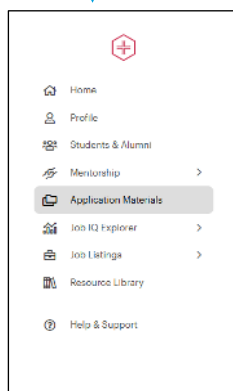
☒ This is my primary resume ?

Cancel

Submit

Example: If you click on **Add New** boxes in Blue below you will get a pop-up that looks like this. Simply Name the document, browse your computer and upload it in the system.

Side Menu – Application Materials



Application Materials

Please upload all application documents in PDF format.

Resumes

[+ Add New](#)

You currently have no resumes in the system.

Cover Letters

[+ Add New](#)

You currently have no cover letters in the system.

Transcripts

[+ Add New](#)

You currently have no transcripts in the system.

Recommendation Letters

[+ Add New](#)

You currently have no recommendation letters in the system.

Writing Samples

+ Add New

You currently have no writing samples in the system.

Others

+ Add New

You currently have no others in the system.

Urls

+ Add New

You currently have no urls in the system.



Mickey Mouse

Job IQ Explorer

Job IQ Explorer is a tool that will allow Alums to research potential base salaries and hires by function, industry, state, region, country, currency, etc. *Note, this information is only as accurate as the information entered by Alums around the world willing to share this information.*

Side Menu - Job IQ Explorer / Alumnae/i

Home

Profile

Students & Alumni

Mentorship

Application Materials

Job IQ Explorer

Alumni

Job Listings

Resource Library

Help & Support

Job IQ - Alumni

College of Saint Benedict and Saint John's University Data Only

US SchoolsCanadian SchoolsEuropean Schools

IndustryJob FunctionData Freshness: 3 Years+ More Filters

Hires by Location

United StatesCanadaEuropeAsiaWorld Wide

Job Source

Graduate Facilitated 68% (3,441)

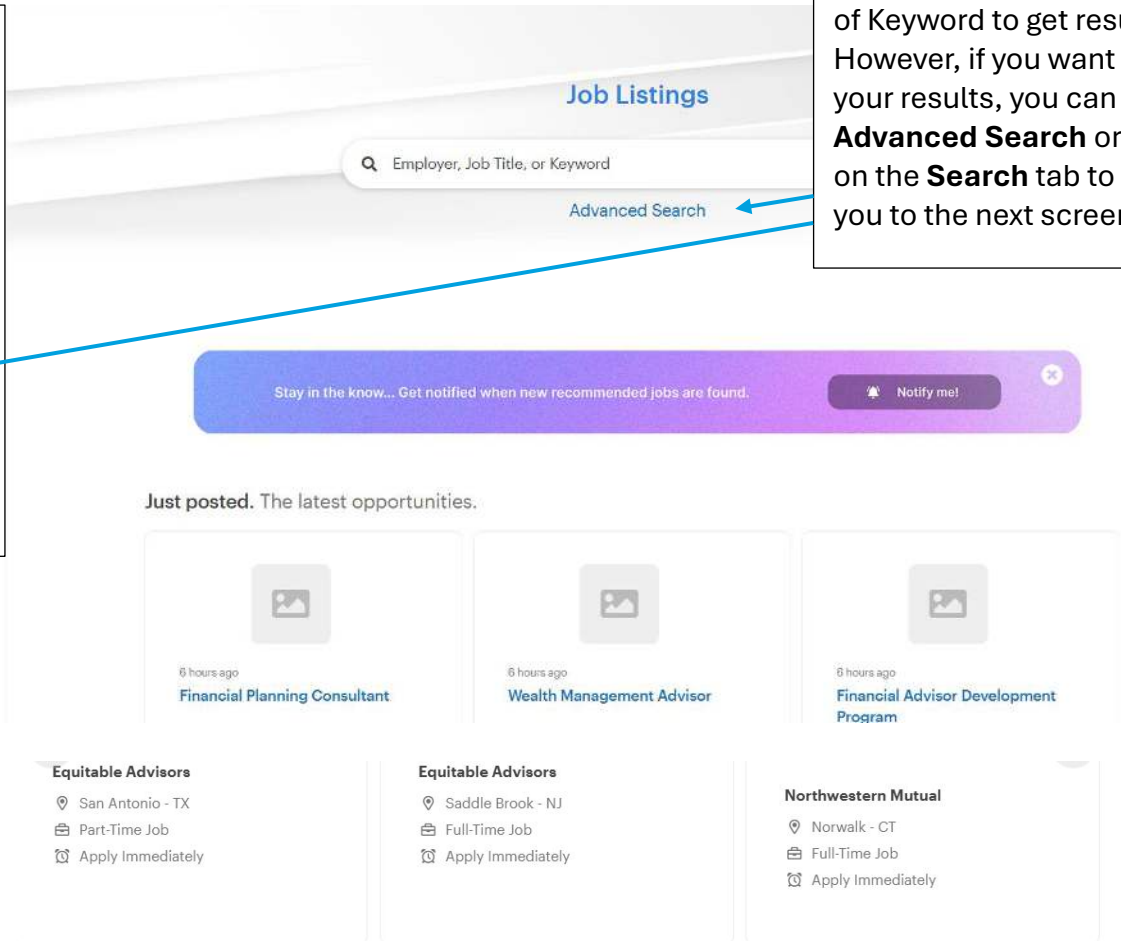
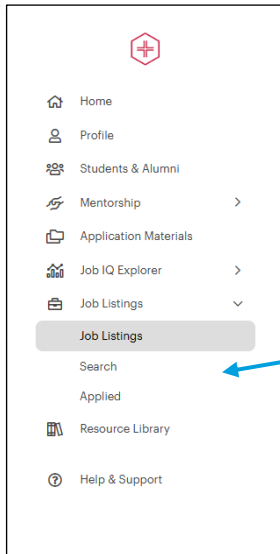
School Facilitated 12% (482)

Job Details

HiresBase Salary

Industry	Function	Employer	Location
Technology			820 (\$181,000)
Consulting			587 (\$200,000)
Healthcare (Providers, Services & MedTech)			480 (\$105,100)
Consumer Packaged Goods (CPG)			331 (\$165,000)
Entertainment, Media, & Communications			256 (\$167,000)
Retail & E-Commerce			217 (\$180,000)
Non Profit / NGOs			212 (\$135,000)
Financial Services - Private Equity & Venture Capital			

Job Listings



In the **search bar**, you can type in an Employer, Job Title of Keyword to get results. However, if you want to filter your results, you can click on **Advanced Search** or click on the **Search** tab to bring you to the next screen.

Top destinations. Explore opportunities from around the globe.



Quick search by Job Type. 1-click to explore.

Full-Time Job Part-Time Job Internship (Summer) Internship (During School)

Quick search by Location Type. Find your perfect workspace.

In-Office Remote

Job Listings / Search

When searching for jobs, be sure to click **All**.

Job Listings: are Jobs posted to our site directly by employers.

12twenty Job Listings: are jobs that are scraped to our site using 12twenty technology.

In the **Search Bar** on this page type in Employer, Job Title, or Keyword and/or click the “drop down filters” below for options to improve the results of your search. To clear filters simply click on “**Reset Filters**”.

The screenshot shows the 12twenty Job Listings / Search interface. On the left is a sidebar with navigation links: Home, Profile, Students & Alumni, Mentorship, Application Materials, Job IQ Explorer, Job Listings, Search (highlighted), Applied, Resource Library, and Help & Support. The main content area has a 'Job Listings' header with tabs for 'All', 'Job Listings', and '12twenty Job Listings'. Below this is a search bar with the placeholder 'Employer, Job Title, or Keyword'. To the right of the search bar are filter buttons: 'Job Status: Approved, Application Open', 'Employer', 'Job Title', 'City: New York, NY, USA - 25 miles', 'Type of Job', and '+ More Filters'. A 'Reset Filters' link is also present. Below the filters is a 'Posting Date' dropdown. The main job listing area has columns for 'Job', 'Favorite', 'Job Status', and 'Application Status'. Two job listings are visible: 'Entry-Level to Experienced Teacher' and 'Wealth Management Advisor'. Each listing includes a company name, location, job type, and a 'Featured' badge. A blue banner at the bottom of the job listings area contains the text 'Turn on email alerts for this search' and a link to 'My Saved Searches & Alerts'. A user profile 'Mickey Mouse' is visible in the bottom left corner.

Once you have selected the criteria for your ideal position, you can turn on email alerts for this search by clicking on **Turn on Email Alerts for this search**. The following Save Search Box will appear, simply fill it out to receive email alerts when jobs matching your search criteria are received in 12twenty.

Whenever these 3 dots are listed it is a Recommended Job from the 12Twenty site. If an Alum does not like those jobs, just click on the dots and then again on **Not Interested** and the job will disappear from your job carousel.

You can access your Saved Searches and Alerts by clicking on **My Saved Searches & Alerts** and search by name.

Save Search

Saved Search Name*

Saved Search 2025-08-16

Notify me via email when there are new results

☐ Weekly ☒ Daily ☐ Disabled

Cancel OK

Job Listings / Applied

 Home

 Profile

 Students & Alumni

 Mentorship >

 Application Materials

 Job IQ Explorer >

 Job Listings v

 Search

 Applied

 Resource Library

 Help & Support

 Mickey Mouse

Applied

Job	Favorite	Job Status	Application Status	Application Date
No results found given your search criteria				
You have not applied to any jobs.				

If you choose to apply for jobs through the 12Twenty system, they will be listed here for your reference.

Note – No other Alums will be able to see any jobs you applied for.

Resource Library



Home

Profile

Students & Alumni

Mentorship >

Application Materials

Job IQ Explorer >

Job Listings >

Resource Library

Help & Support

Resource Library

Folder or Resource Name

Home

Name	Date Added
No results.	

Folders will be created containing Helpful Hints on how to navigate 12Twenty.

Document Resources may be added which could include:

- Resume Tips
- Interviewing Tips
- Cover letter Tips

Mickey Mouse

If you need **Help or Support**, simply click on the Link below and send an email to the CSB+SJU Career Compass Admin team.

Help & Support

Help & Support ×

College of Saint Benedict and Saint John's University
careercompass@csbsju.edu

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Close