University of Victoria | Law

OCEAN
Official Careers, Events, and Advising Network

<u>Follow the steps below to log in for the first time:</u>

1. To log in, follow this link: https://law-uvic.12twenty.com/ (Bookmark this link for easy access!)

2. After you have emailed and received confirmation from Taryn (careerof@uvic.ca) that you have OCEAN access, type in your Netlink ID and password, then click **Sign in.**

Sign in to UVic

By signing in you will be authorized to access your applications and web sites that use the Sign in Service. Use is subject to but not limited to the policies and guidelines listed below in Policies and guidelines.

NetLink ID: *Do not include "@uvic.ca"*

Password:

Sign in options:

☐ Keep me signed in for 8 hours

Sign in

Upon sign in you will be redirected to
https://idp.uvic.ca/idp/Authn/ExtCas?conversation=e1s1

Protect your NetLink ID

- Watch out for sites or emails that pretend to be legitimate and ask for your NetLink ID and passphrase.
- Report suspicious requests for your NetLink ID and passphrase.
- Learn more about how to protect your account and computer.

3. Read the 12Twenty Terms of Use, then click **I accept the terms of use** and **Submit**

Copyright Obligations
All use of the 12Twenty Service must comply with the Canadian Copyright Act and guidelines outlined by the University of Victoria Copyright Office. Nearly all text, images, audio, video and other information created by third parties, including material found on the Internet, are subject to copyright protection. When posting copyrighted content you must comply with the various conditions imposed by the author/creator of the work. The University of Victoria Copyright Office provides resources, guidelines, policies, and workshops through their website. Any questions or concerns should be directed to the Copyright Officer.

12Twenty
The 12Twenty Service is provided by 12Twenty Inc. and use of the 12Twenty Service at the University of Victoria is subject to the Services Agreement, Terms of Service, and Privacy Policy of 12Twenty.

☐ I accept the terms of use *

Decline   **Submit**

4. The nature of this platform requires that the Service Provider, 12Twenty, have access to user data from time to time. In order to use the platform, an Information Release Consent for 12Twenty is required. Consent to the Information Release Form and then **Submit**

Information Release Consent

Information release consent is required to access the **12Twenty SP**

Service description
Service Provider 12twenty Production Site

Visit the 🔗 Additional information about the service.

Information to be Provided to Service
Unique Identifier ⓘ

View 🔗 Appropriate & Responsible Use Policy of the service.

Consent options

* Indicates required field

The information above will be shared according to the consent duration selected below:

Consent duration: *
○ Ask me again at next login
  ▪ I agree to send my information this time

◉ Ask me again if information to be provided to this service changes
  ▪ I agree that the same information will be sent automatically to this service in the future

Decline   **Submit**

5. Agree to the 12Twenty Terms of Service and Privacy Policy. Your email address will auto-populate. Click **Student/Alumni Sign Up**
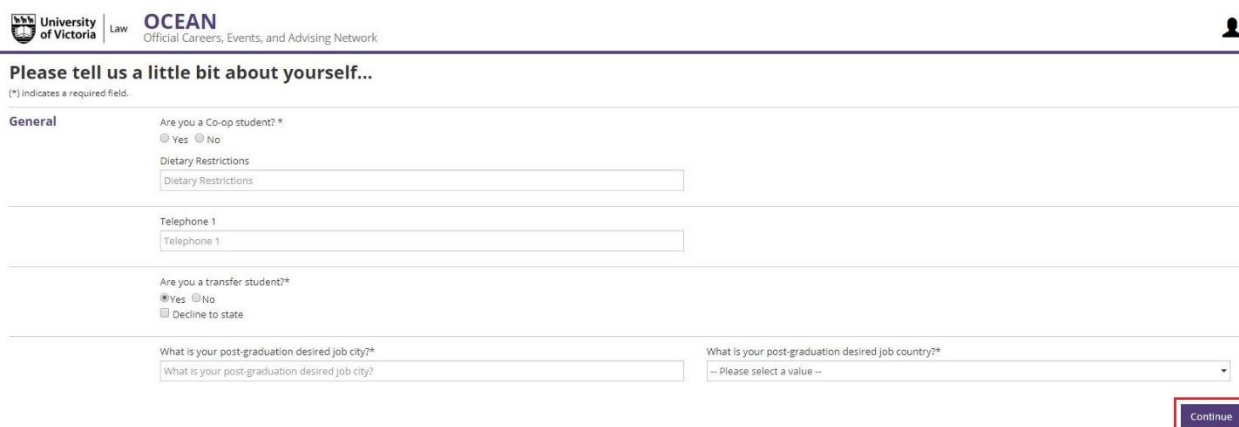
Join the OCEAN Platform

Email Address*: [   ]

☐ I agree to the 12Twenty Terms of Service and Privacy Policy.

Student/Alumni Sign Up

Already a member? Student/Alumni Log In

6. Proceed to tell us a little bit about yourself by completing the required fields. You may wish to provide further information to complete your profile when you can access the LCO OCEAN resources in September. Click **Continue.**
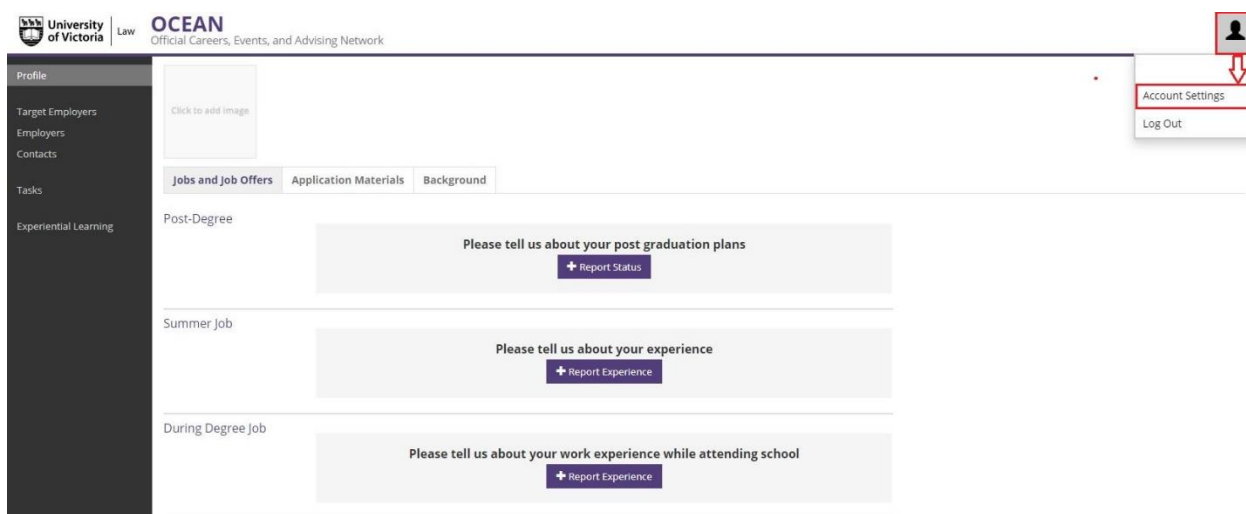
7. Access your account settings at any time by clicking the button in the top right-hand corner. Update your password, newsletter settings, or even sync your calendar

8. To complete a bursary application, click the **Experiential Learning** tab on the left hand side bar. Click on **New Experience** in the right-hand corner to begin a bursary application.

9. Review the Instructions, Steps, and Declaration at the top of the Bursary Application.

10. Complete the form, ensuring all required fields are filled (those marked with an asterisk). Complete optional fields as applicable.

11. Please note that your application form can be saved and returned to later to complete. To do so, you will need to include a placeholder in each of the required fields. In order to access a previously saved form, log in and then click on the **Experiential Learning** tab. You will be taken to a page that lists your saved application. Click on **University of Victoria** to continue editing the form.

12. For the University field, please type "University of Victoria" or start typing and select this option from the drop down list that appears.

13. For the City field, please format your answer as follows: "City – Province Abbreviation – Country" (i.e. Victoria – BC – Canada) or start typing and then choose from the drop down menu that appears. Please note that if you have auto-fill options in your browser, the drop down menu may be obscured.

14. Under the Supervisor field, click "+New Contact" and type "Deb" in the First Name field, "Kennedy" in the Last Name field, "Financial Aid Officer" in the Job Title field, and lawfao@uvic.ca in the Email Address field. Click **Create.**

Create Contact

First Name*

Deb

Last Name*

Kennedy

Job Title

Financial Aid Officer

Email Address

lawfao@uvic.ca

Cancel   Create

15. Type your name in the Signature field, complete the Date field using the drop down calendar, and click **Save**. Only one application form per academic term is required.

Signature * ❓

Signature

Date *

MM/DD/YYYY

Cancel   Save

16. After you save, you will be taken to a summary page of your application. If you would like to edit your form, click on **Action** and then **Edit**.
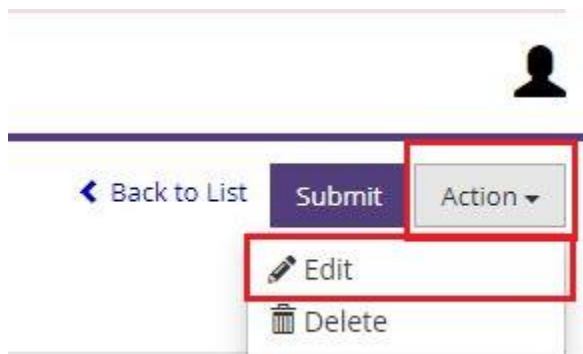
17. To upload your relevant documentation, click the **Document and Forms** tab after you have saved the form. Upload each specific document type in the appropriate field. Please note that the file type must be in PDF. Please note the deadline to upload all supporting documentation is August 15, 2019. Only the bursary application form is due June 30, 2019.

18. Click **Submit** once you are done and ready to submit your bursary application form.

19. A pop up will appear, asking you to confirm. Click **OK.** Please note that this only confirms that your bursary application form has been submitted.

Please Confirm

This will change the status to In Progress.

Cancel OK
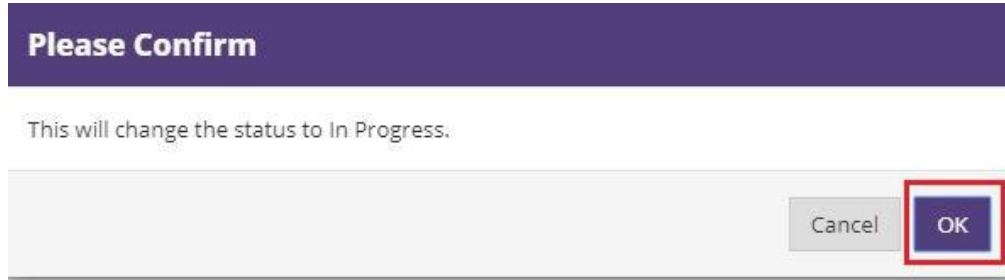
20. Your application is now **In Progress.** You can return to the form at any time in order to upload your supporting documentation by August 15, 2019. Follow the steps in point 4 to return to your application form.

University of Victoria In Progress
| Fall (Sept. - Dec.) 2019 and Winter (Jan. - Apr.) 2020

21. Once you have uploaded all of your required documentation, click **Submit for Approval.**

University of Victoria In Progress
| Fall (Sept. - Dec.) 2019 and Winter (Jan. - Apr.) 2020
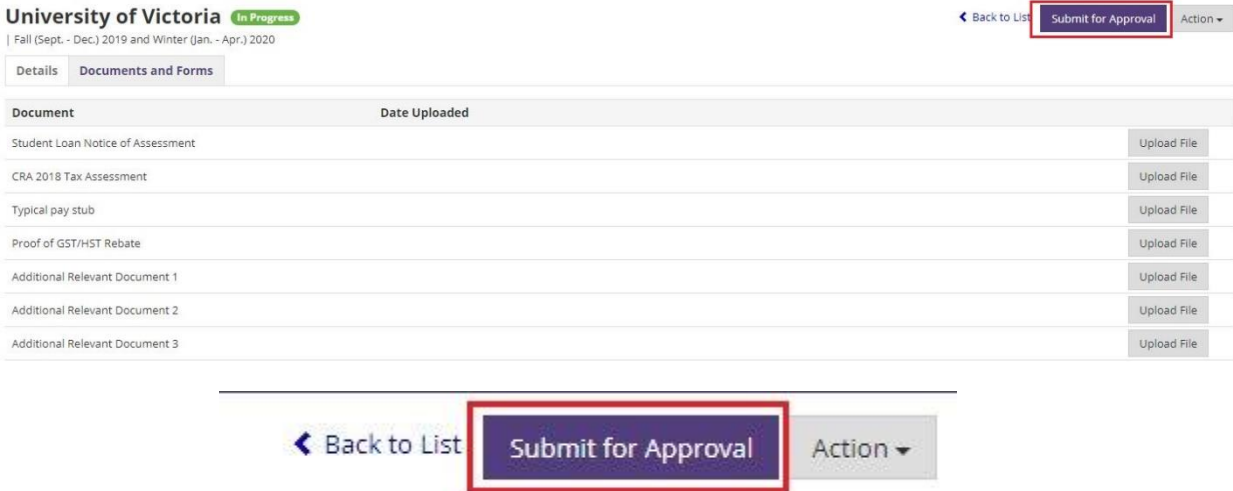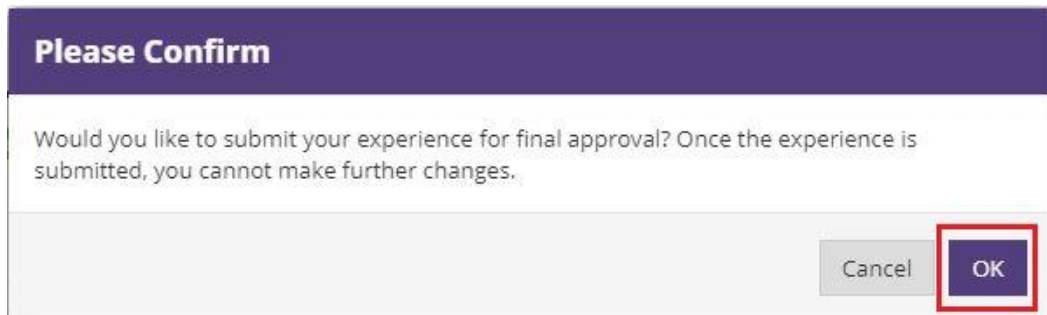
| Details | **Documents and Forms** |

‹ Back to List   Submit for Approval   Action ▾

Document	Date Uploaded	
Student Loan Notice of Assessment		Upload File
CRA 2018 Tax Assessment		Upload File
Typical pay stub		Upload File
Proof of GST/HST Rebate		Upload File
Additional Relevant Document 1		Upload File
Additional Relevant Document 2		Upload File
Additional Relevant Document 3		Upload File

‹ Back to List   Submit for Approval   Action ▾

22. A pop up will appear, asking you to confirm. If you are ready to submit your final bursary application with all supporting documentation uploaded, click **OK.**

Please Confirm

Would you like to submit your experience for final approval? Once the experience is submitted, you cannot make further changes.

Cancel OK

We hope you will find OCEAN to be straight forward, intuitive, and most importantly, helpful; however, we know first-hand that using a new software can be challenging. Please do not hesitate to call, email, or stop by if you need assistance. We are more than happy to help!

For Financial Aid (Experiential Learning) questions:
Deb Kennedy
Financial Aid Officer
lawfao@uvic.ca
250-721-8166
FRA 131a

For Career Services questions:

Laura Pringle	**Taryn Marwick**
Law Careers Officer	Law Careers Assistant
lco@uvic.ca	careerof@uvic.ca
250-472-4719	250-721-8790
FRA 140c	FRA 140