

Welcome to the OCEAN! On this page, you will find detailed instructions on how to log in, set up your profile, and make the most of the OCEAN. We strongly encourage each student to join as soon as possible. The OCEAN is an invaluable resource with various ways to help plan and track your career, and we can't wait to see you make the most of it!

Follow the steps below to log in for the first time:

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

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.

Upon sign in you will be redirected to

<https://idp.uvic.ca/idp/Authn/ExtCas?conversation=e1s1>

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



- 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 click **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](#)

- 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.

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



- 6. Proceed to tell us a little bit about yourself. This will help the LCO better understand your background and preferences to assist you during your academic career. If you would like us to know your dietary restrictions for events we host, please be sure to fill out that field. Click **Continue**.

After completing the initial sign up information, you can provide employment information, complete the rest of your profile, and explore all that the OCEAN has to offer!

Please tell us a little bit about yourself...
 (*) indicates a required field.

General

Are you a Co-op student? *
 Yes No

Dietary Restrictions

Telephone 1

Are you a transfer student? *
 Yes No
 Decline to state

What is your post-graduation desired job city? *

What is your post-graduation desired job country? *

Continue

- 7. Update your profile by reporting work experience gained during your degree (concurrent with classes or Co-op), in the summer terms, and post-degree. The surveys are customized for each specific job type, so you can add articles, clerkships, summer jobs, or non-practicing jobs.

University of Victoria Law **OCEAN**
 Official Careers, Events, and Advising Network

Profile
 Target Employers
 Employers
 Contacts
 Tasks
 OCI and Job Listings
 Appointments
 Events
 Experiential Learning

Jobs and Job Offers Application Materials Background

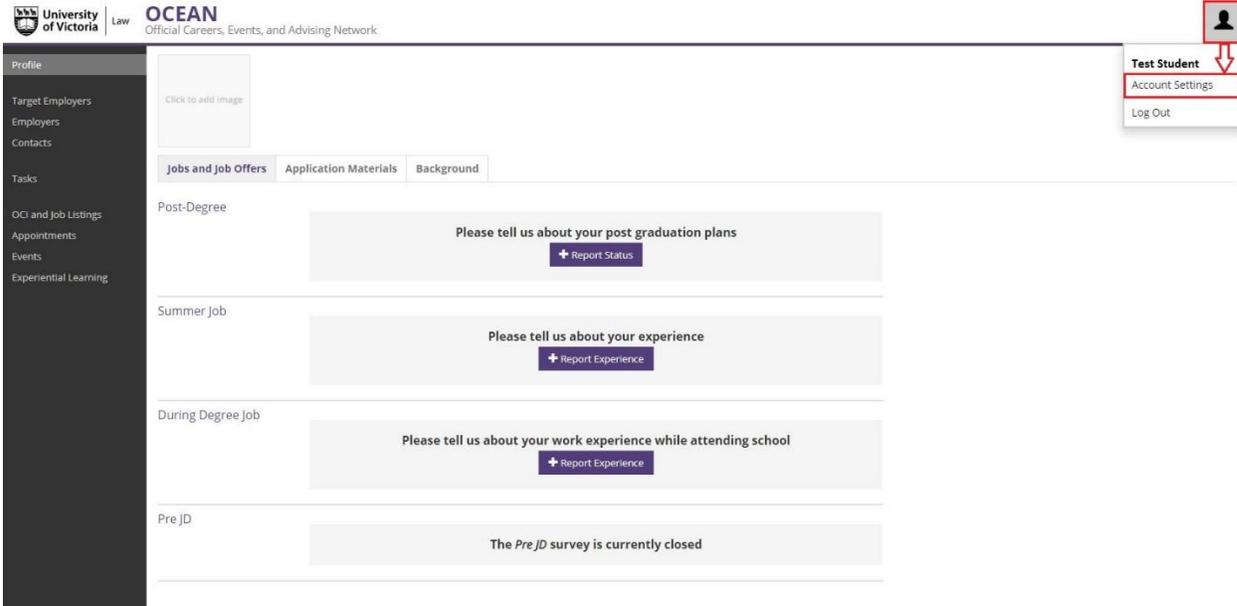
Post-Degree
 Please tell us about your post graduation plans

Summer Job
 Please tell us about your experience

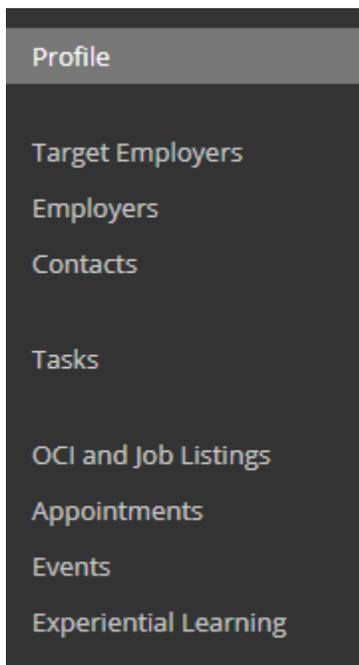
During Degree Job
 Please tell us about your work experience while attending school

Pre JD
 The Pre JD survey is currently closed

8. 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



9. Use the left hand side bar to navigate the rest of the OCEAN. Here are some of the highlights of each tab:





Target Employers

- Favourite Employers that you are interested in learning more about. The OCEAN creates a personal list for you to easily refer back to.
- You can then add notes about when you contacted the employer, and tasks to accomplish. Try it out and see for yourself!

Employers and Contacts

- This is a list of Employers and Contacts that regularly post and engage with UVic Law
- Click on a specific employer to see if we have a recruitment contact listed
- Star an employer or contact to add them to your target employers list

Tasks

- Easily keep track of all of the career outreach you do, such as research, networking, and informational interviews

OCI and Job Listings

- Postings can be filtered in a number of ways to help direct your search. For example, you can filter by "Type of Job" to only search articling positions or summer positions.
- Multiple cities can be chosen when you search by city
- Saved Searches & Job Alerts allow you to save your frequent custom searches and to receive email notifications of new postings in daily or weekly digests

Appointments

- Book appointments with Laura Pringle, Manager of the Law Careers Office

Events

- You will be able to see and register for upcoming LCO events, all in one place!
- Set up event alerts to be notified when the LCO adds a new event
- Search by different event types, such as prep sessions or career panels, to make sure you don't miss anything

Resource Library

- Find recruitment dates, student guides, and other LCO resources here.
- This feature is new to the OCEAN and will continue to expand in the coming year.

Experiential Learning - Bursary Applications

- You can apply for bursaries through the Experiential Learning tab of the OCEAN.
- For detailed instructions on how to apply, see the accompanying document, "OCEAN Instructions for Bursary Applications".
- Please note that the deadline for bursary applications is Tuesday, July 2nd with supporting documentation to be submitted by Thursday, August 15th.



Notifications

OCEAN will send you notifications for appointments, saved job searches, and registered events. These emails will go to your UVic email address. Please make sure you are checking that email, or set up email forwarding using [these instructions](#).

We hope you will find the 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 Career Services questions:

Laura Pringle

Law Careers Officer

lco@uvic.ca

250-472-4719

Taryn Marwick

Law Careers Assistant

careerof@uvic.ca

250-721-8790

For Financial Aid (Experiential Learning) questions:

Deb Kennedy

Financial Aid Officer

lawfao@uvic.ca

250-721-8166