



JOB GRID STUDENT USER GUIDE

What is Job Grid?

Job Grid is the one-stop-shop for all things careers for Texas Tech Engineers! The site is only available to students and alumni of the Whitacre College of Engineering at Texas Tech, and companies that use Job Grid are specifically recruiting Texas Tech Engineers. Job Grid is extremely user friendly, but we hope this user guide will serve as an extra aid to help you navigate the site.

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Reminder: Job Grid is very specific about what you can see on your profile. If you do not qualify for a job based on classification, work authorization status, GPA, or major, you will not be able to see the posting or apply for it. **You will need to enter/update your GPA in the background tab of your profile to see more postings. Please check your profile regularly to make sure that all of your information is up to date.** Qualifications are set by recruiters and not by the EOC. We are unable to change qualifications unless directed by the recruiter.

If you have any questions after reading this tutorial in full, please contact coe.careers@ttu.edu.

Signing In and Completing Your Profile



1a. Signing in for the first time. Go to <https://ttu-coe.12twenty.com/SignUp/Student>, enter your Texas Tech email address, and create a password to sign in. If your Texas Tech email address is shown as invalid, email coe.careers@ttu.edu.

Join the Job Grid 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 [Whitacre College of Engineering EOC Student Policies](#), and to the 12Twenty [Terms of Service](#) and [Privacy Policy](#).

Student/Alumni Sign Up

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

1b. Signing in. Once you have created an account, go to <https://ttu-coe.12twenty.com/Login> and use your email address and password to log in.



1c. Complete the information in the requested fields to complete your profile. You do not have to fill out information that isn't required, but it will help employers find your profile to know if you have specific interest working in a specific city or if you are interested in other industries/functions like Consulting or Business in addition to Engineering.

Please tell us a little bit about yourself...

(*) indicates a required field.

General

Work Authorization Status*

-- Please select a value --

Preferred Name

Preferred Name

LinkedIn URL

LinkedIn URL

Preferences

What is your post-graduation desired industry?*

-- Please select a value --

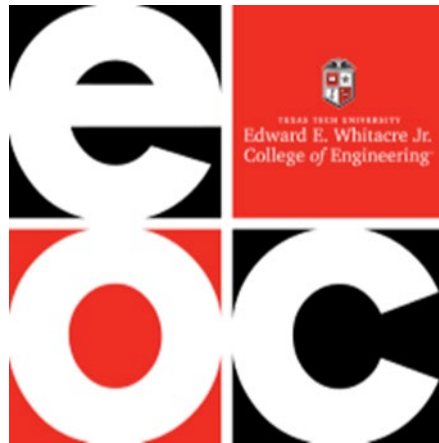
[+ Add Additional What is your post-graduation desired industry?](#)

Alternate/Preferred Email Address*

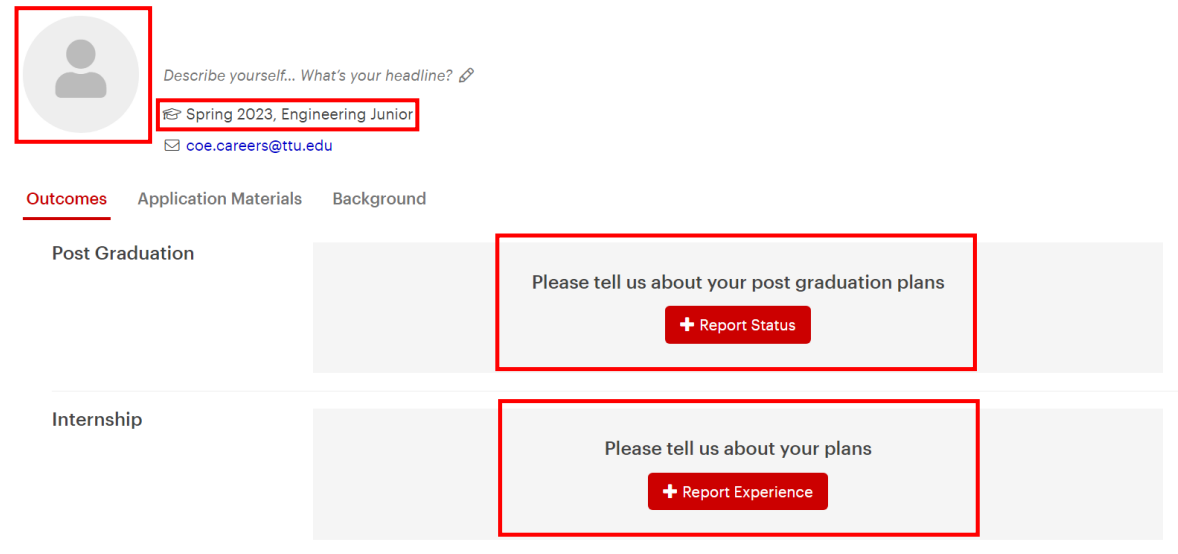
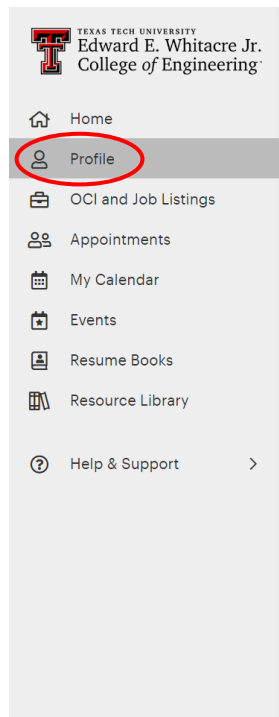
Enter Email Address

Continue

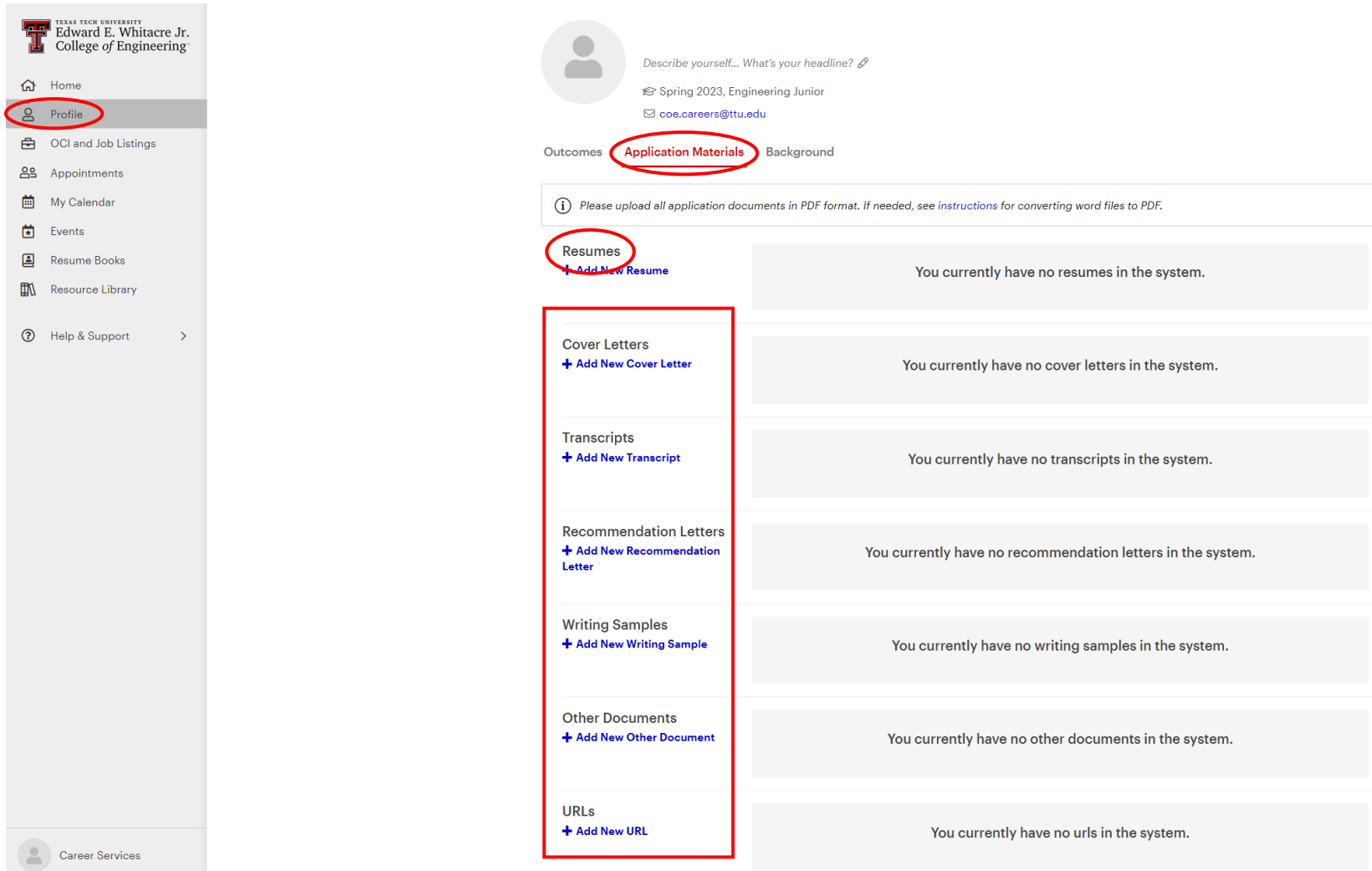
The Profile Tab



2a. Complete your profile. Add a picture (optional). Check to make sure your Graduation Date and Student Groups are correct. Add full-time positions and future plans under **Post Graduation**. Add internships under **Internship**. *Please update this regularly as you receive and accept offers.* Note: Your specific information will not be shared outside of the EOC. We use aggregate data to collect statistics for maintaining ABET Certification for our degree programs and to assist prospective employers and students with placement statistics.



2b. Complete the application materials section of your profile. ****Make sure to upload a resume ASAP since employers can search resumes to fill their open positions.** Only your primary resume is searchable and viewable by employers. Other documents can be added as you apply to jobs and are only for your personal use.



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Edward E. Whitacre Jr.
College of Engineering

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Describe yourself... What's your headline? [✎](#)
Spring 2023, Engineering Junior
coe.careers@ttu.edu

Outcomes **Application Materials** Background

[i](#) Please upload all application documents in PDF format. If needed, see [instructions](#) for converting word files to PDF.

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.

Other Documents
[+ Add New Other Document](#)

You currently have no other documents in the system.

URLs
[+ Add New URL](#)

You currently have no urls in the system.

Career Services

2c. Complete or edit your profile under the “Background” subtab in the sections Personal, Preferences, and Education.

****Make sure to enter/update your GPA since this will impact your ability to view jobs and events.** If you are a first-year student without college credit, leave the GPA field blank until you receive a GPA at the conclusion of your first semester. Please fill out as many fields as possible since all fields can help employers find your profile when conducting searches.

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Describe yourself... What's your headline? [?](#)
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Outcomes Application Materials **Background**

Personal

Name:
Gender:
Country of Citizenship:
Work Authorization - Detailed:
Ethnicity:
Language(s) Spoken:
Language(s) Written Fluently:
Military Service:
Clubs & Organizations:
LinkedIn URL:
Preferred Name:

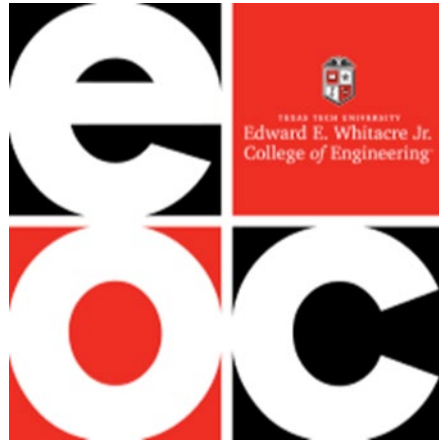
Preferences

Desired Industry:
Desired Function:
Desired City:

Education

Texas Tech University - Edward E. Whitacre Jr. College of Engineering
Bachelor's
Major/Academic Program:
Undergraduate Minor:
Start Date:
Graduation Date:
Undergraduate/Graduate GPA:

The OCI and Job Listings Tab



3a. Search for OCI's (On Campus Interviews). These are positions for which the employer plans to interview only TTU Engineers on campus on the specific date listed. You will only be shown positions to which you can apply. You can use the filters at the top of the page to filter results based on location, industry, job type, etc. If you aren't seeing many positions, try removing filters and check the Background tab of your profile to make sure your profile is complete.

OCI and Job Listings ⓘ

All **OCI** Job Listings 12Twenty Job Listings Applied

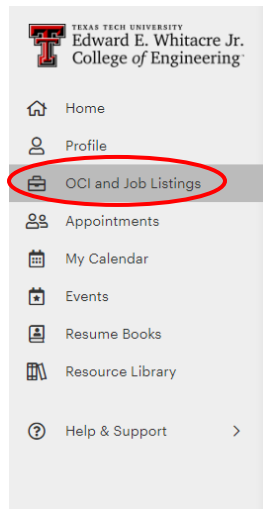
Employer, Job Title, or Keyword

Type of Job Job Status: Approved, Application Open Employer Job Title City **+ Add Filter** Reset

Posting Date Results: 3

Job	Favorite	Interview Date	Job Status	Application Status
Maintenance Manufacturing Leadership Program (2022) Flexible/Negotiable Full-Time 2 months ago Apply By: 05/31/2022	♥	02/17/2022	Application Open	Not Applied
Consultant Engineer Flexible/Negotiable Full-Time 2 months ago Apply By: 04/29/2022	♥	02/17/2022	Application Open	Not Applied
Associate Development Program Houston - TX Full-Time 2 months ago Apply By: 07/12/2022	♥	02/17/2022	Application Open	Not Applied

3b. Viewing an OCI (On-Campus Interview). To view an OCI, click on the hyperlink for the position you want to view. Be sure to read all details including the interview date and click Apply if you want to Apply. ****Pay special attention to the Application Method listed by the recruiter.** You may need to complete more than one application method to be considered.



Maintenance Manufacturing Leadership Program (2022)

Apply

Flexible/Negotiable
 Full-Time
 2 months ago Apply by: 05/31/2022, 2:00pm CDT
 Interview Date(s): 02/17/2022

The Leadership programs at provide an opportunity for highly skilled and motivated candidates to participate in a dynamic learning experience while contributing to our company's change agenda: Winning with Our Customers and Growing Our People. As a program participant, you will be encouraged to find innovative ways to create value while consistently improving results.

PROGRAM DESCRIPTION

Maintenance Manufacturing Leadership Program participants complete two years of their program at an manufacturing plant for technical and leadership training. During this time, participants will be mentored by seasoned maintenance and engineering professionals. They will be challenged by the varied leadership opportunities found in a manufacturing environment.

Application Information

Application Method(s)

Apply via This Site
 Apply via External Link
 External Job URL:
<https://career8.successfactors.com/sfcareer/jobreqcareer?...>
 External ID:

Application Documents

Resume (Required)
 Cover Letter (Optional)
 Transcript (Optional)

3c. Applying for an OCI (On-Campus Interview). Upload the required documents to apply for the position and consider adding optional documents as appropriate. Click “Apply” to apply once you have uploaded your documents. You will be notified via email if you have been selected for the OCI, and you can check your status under the “Applied” tab as well.

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Maintenance Manufacturing Leadership Program (2022)

Flexible/Negotiable
Full-Time
2 months ago Apply by: 05/31/2022, 2:00pm CDT
Interview Date(s): 02/17/2022

Apply to this job

Please upload all application documents in PDF format. If needed, see [instructions](#) for converting word files to PDF.

Resume (required)
☒ Upload New ☐ Existing

Resume

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

Cover Letter (optional)
☒ Upload New

CoverLetter

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

Transcript (optional)
☒ Upload New

Transcript

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

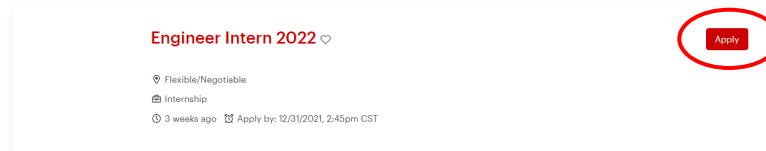
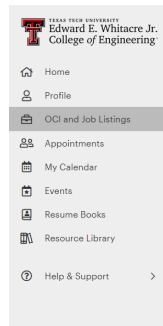
Cancel **Continue**

3d. Search for Job Listings. Job listings are postings submitted by companies to Job Grid that will interview via the company's normal interview process (not on campus). You will only be shown positions to which you can apply and application requirements are set by companies, not the EOC. You can use the filters at the top of the page to filter results based on location, industry, job type, etc. If you aren't seeing many positions, try removing filters and check the Background tab of your profile to make sure your profile is complete.

The screenshot shows the 'OCI and Job Listings' page. The left sidebar contains a navigation menu with 'OCI and Job Listings' highlighted. The main content area has a header with 'OCI and Job Listings' and a sub-header with 'All OCI Job Listings 12Twenty Job Listings Applied'. Below this is a search bar and a filter section with 'Job Status: Approved, Application Open', 'Employer', 'Job Title', 'City', 'Type of Job', and a circled '+ Add Filter' button. The table below lists six job listings, each with a 'Favorite' button, a 'Job Status' of 'Application Open', and an 'Application Status' of 'Not Applied'.

Job	Favorite	Job Status	Application Status
Test and Evaluation Engineer Co-op - 21017374 McKinney - TX Co-Op, Full-Time 1 week ago Apply By: 12/26/2021	♥	Application Open	Not Applied
Implementation Intern Flexible/Negotiable Internship 2 weeks ago Apply By: 02/24/2022	♥	Application Open	Not Applied
Co-op - Polymer Engineering (Spring 2022 Semester) Sidney - OH Co-Op 2 weeks ago Apply By: 12/24/2021	♥	Application Open	Not Applied
Engineer Co-op (January 2022) Flexible/Negotiable Co-Op 3 weeks ago Apply By: 12/31/2021	♥	Application Open	Not Applied
Engineer Co-op (May 2022) Flexible/Negotiable Co-Op 3 weeks ago Apply By: 12/31/2021	♥	Application Open	Not Applied
Engineer Intern 2022 Flexible/Negotiable Internship 3 weeks ago Apply By: 12/31/2021	♥	Application Open	Not Applied

3e. Viewing a Job Posting. To view a Job Posting, click on the hyperlink for the position you want to view. Be sure to read all details and click “Apply” if you want to apply. ****Pay special attention to the Application Method listed by the recruiter.** You may need to complete more than one application method to be considered.

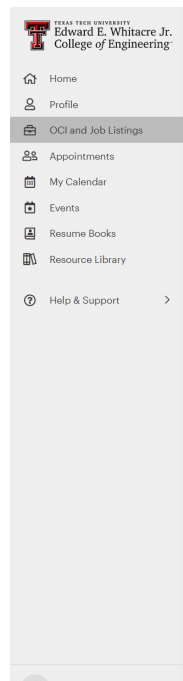


All candidates must complete online application prior to interviewing. Below you will find a link that will direct you to complete the application for this position. To be considered for employment with you must apply online and complete the entire application process, along with an e-signature. Please complete your application as soon as possible.

Position Application: <https://career2.successfactors.eu/sfcareer/jobreqcareer?jobid=135600&company>

Want to build a stronger, more sustainable future and cultivate your career? Join global team of 160,000 employees who use new technologies, dynamic insights and over 154 years of experience to connect farmers with markets, customers with ingredients, and people and animals with the food they need to thrive.

Internships at



Job Details

Preferred Years of Experience	--
Interview Format	--
Type of Job	Internship
Work Auth Requirement	Permanent US Work Authorization Required
Industry	Agriculture
Job Function	Engineering

Job Dates

Application Begins On	08/19/2021, 2:45pm CDT
Application Deadline	12/31/2021, 2:45pm CST
Anticipated Job Start Date	--
For Immediate Hire	--


Application Information


Application Method(s)	Apply via External Link External Job URL: https://career2.successfactors.eu/sfcareer/jobreqcareer?jobid=135600&company External ID:
Application Documents	Resume (Required)

Eligibility

The criteria below determines who can view and apply.

Student Group	Engineering Sophomore, Engineering Junior, Engineering Senior, Engineering Graduate Student
Degree Level	Bachelor's, Master's
Major/Academic Program	Chemical Engineering, Electrical Engineering, Environmental Engineering, Industrial Engineering, Bioengineering, Mechanical Engineering

3f. Searching 12Twenty Job Listings. 12Twenty is our site provider, and companies can coordinate with 12Twenty to post to all universities that use 12Twenty as a provider. Although these postings are less targeted to Texas Tech, they are still valid opportunities. You can identify 12Twenty Jobs by the  indicator next to the job posting. View postings by clicking on the link and apply as directed in the posting.



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OCI and Job Listings

All OCI Job Listings **12Twenty Job Listings** Applied

Favorite Job Postings:

All

Location: City

Work Auth Requirement:

All

Job Status:

All

Location Type:

All

Anticipated Job Start Date:

MM/DD/YYYY to MM/DD/YYYY

Employer Name:

Employer Name

Posted Date:



All


Job Title:



















Job Title

Application Due Date:

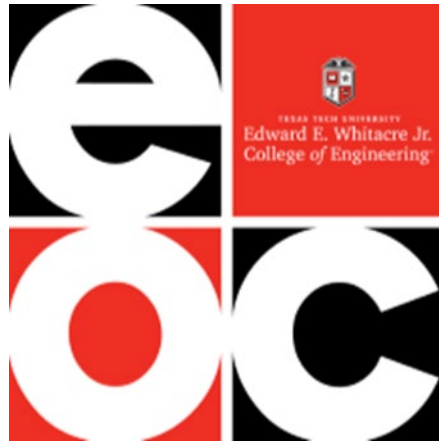
MM/DD/YYYY to MM/DD/YYYY


 Application Deadline Results: 341

Job	Favorite	Job Status	Application Status
 <p>GIS Analyst IV </p> <p> Remote/Telecommute</p> <p> 4 years ago  Apply By: 12/15/2017</p>		Application Closed	Not Applied
 <p>Production Engineer </p> <p> Broken Arrow - OK</p> <p> 4 years ago  Apply By: 12/15/2017</p>		Application Closed	Not Applied
 <p>Tier 1 Technician </p> <p> Lakewood - CO</p> <p> 4 years ago  Apply By: 12/16/2017</p>		Application Closed	Not Applied

The Appointments Tab



4a. View Available Appointments/Office Hours. Peer Career Advisors perform resume and cover letter critiques on a walk-in basis in the EOC each Fall and Spring semester. The Appointments tab will show you available walk-in times on any given day. You can arrive at the EOC with a printed copy of your resume or cover letter during the available time frame to receive a critique.

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Appointments

① Resume and Cover Letter Critiques are offered on a walk-in basis during the Fall and Spring semesters in the EOC. Available times will be indicated on the calendar below. You can come to the EOC anytime walk-in critiques are available - please bring a paper copy of your resume or cover letter to receive a critique.
For critiques outside of walk-in hours or to make an appointment on anything else careers-related, email coe.careers@ttu.edu.

Career Adviser: EOC Career Center, Peer Career... (2 Total) ▾ Appointment Type ▾ Focus Industry ▾ + Add Filter ↺ Reset

Today

< >

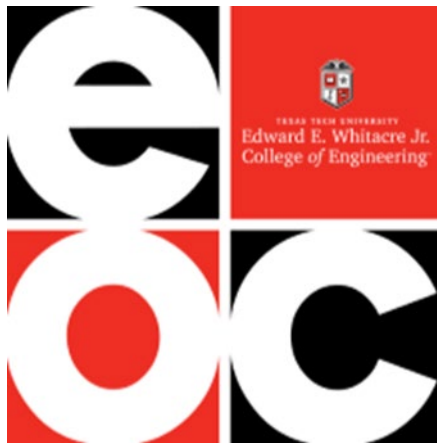
📅 Apr 3 — 9, 2022 (CST)

📅 Week ▾

	SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM			<div>Peer Career Advisor - 12pm- 4pm</div>	<div>Peer Career Advisor - 12pm- 4pm</div>	<div>Peer Career Advisor - 12pm- 4pm</div>		
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							

18

My Calendar Tab



5a. View your Calendar. When you sign up for events on Job Grid, they will automatically appear in your calendar for quick and easy access of all the events that you want to attend. Use the arrows on the top left to scroll through weeks and view your events.

My Calendar

Today < > Feb 13 — 19, 2022 (CST) Week


	SUN 13	MON 14	TUE 15	WED 16	THU 17	FRI 18	SAT 19
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							

Spring 2022 Whitacre College of Engineering IN-PERSON Job Fair - 10am-4pm

The Events Tab



6a. Viewing Events. Upcoming events for the EOC and Employers will be shown on this page. Events may include: Workshops, Info Sessions, Job Fairs, Lunch & Learn Sessions, etc. You can only view events that you are qualified to attend, and you can use filters to help search for those events. You can also view events for which you've registered in the My Events tab.



TENNESSEE TECH UNIVERSITY
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Events

[All Events](#)
[My Events](#)

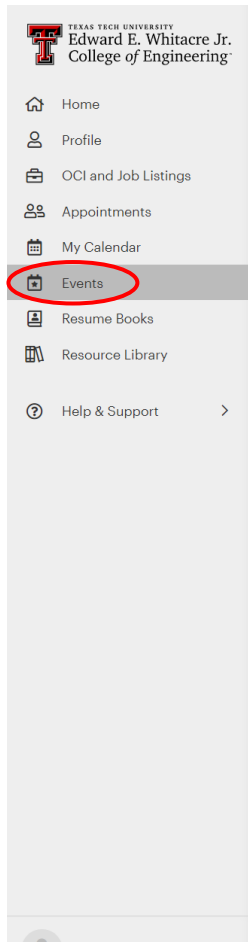
Employer, Event Name, or Keyword

Employer Name
End Date: All Future
Event Type
+ Add Filter
Reset

Event	Student Event Status	Registration Status
 CodeVita: The TCS Global Coding Contest for Students Other 01/15/2022, 12:00pm CST Virtual	 Registration Open	Not Registered
 Job Grid & Job Search Tips Workshop Engineering Opportunities Center Career Center Workshop 01/18/2022, 4:00pm CST ENGCTR 110	 Registration Open	Not Registered
 Job Grid & Job Search Tips Workshop Engineering Opportunities Center Career Center Workshop 01/19/2022, 4:00pm CST IMSE 120	 Registration Open	Not Registered
 Resumes & Cover Letters Workshop Engineering Opportunities Center Career Center Workshop 01/25/2022, 4:00pm CST ENGCTR 110	 Registration Open	Not Registered

Results: 17


6b. Click on the hyperlink for an event to learn more about it – details, location, dress code, etc. Click Register to start the registration process for an Event.



Job Grid & Job Search Tips Workshop

Engineering Opportunities Center

Career Center Workshop

 Tuesday 01/18/2022, 4:00pm - 5:00pm CST

 Registration Period: 11/18/2021, 9:15am - 01/18/2022, 3:45pm CST

 ENGRCTR 110



Event Details

This workshop will teach you how to use Job Grid effectively to find opportunities and get noticed by employers. It will also go over job search tips for internships, co-ops, and full-time jobs, including a brief overview of LinkedIn and CareerShift.

We encourage students to attend the workshop in person in ENGRCTR 110, but there is also an option to attend the workshop virtually! To join virtually, click this [Zoom Meeting Link](#) (Meeting ID: 862 7462 4156, Passcode: 655188).

Other Information

More resources are attached!

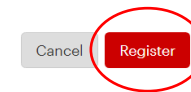
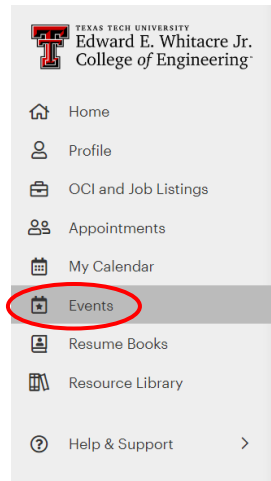
Event Info

Event Format	On Campus
Target Audience	--
Dress Attire	Casual
Presenter	Lori Elder
Industry	Engineering
Work Authorization	All Work Authorizations Accepted

Attachments

- [Additional Job Search Tips for International Students.pdf](#)
- [Job Search Checklist 2021.pdf](#)

6c. Click register to confirm your registration for an Event. Be sure to honor your commitment to attend events for which you've registered.



6d. Viewing Employers Registered for Job Fair. For the Job Fair event specifically, you will want to track the list of companies registered to attend. To find the list, click on the “Employers” tab within the Job Fair event. Then, either click on each employer to view their company description, website, majors hiring, and job titles hiring OR export the information to Excel via the “... → Export Employer List” option.


The screenshot displays the Texas Tech University Job Fair interface. On the left is a navigation menu with the following items: Home, Profile, OCI and Job Listings, Appointments, My Calendar, **Events** (highlighted with a red circle), Resume Books, Resource Library, and Help & Support. The main content area is titled "Spring 2022 Whitacre College of Engineering IN-PERSON Job Fair" with a "Register" button. Below the title, it says "Engineering Job Fair" and "Wednesday 02/16/2022, 10:00am - 4:00pm CST". The "Student Registration Period" is "11/08/2021, 8:00am - 02/16/2022, 10:00am CST" and the location is "Lubbock Memorial Civic Center". Under "Event Details", the "Employers (58)" tab is circled in red. Below this is a search bar for "Employer Name" and filters for "Majors Hiring" and "Position Types Hiring". The "Registered Employers" section shows a table with columns: Employer, Primary Contact, and Contact Information. The table lists 10 employers, with the last one, DBI Construction Consultants, having contact information. In the top right corner of the table, there is a "Results: 58" indicator and a button labeled "Export Employer List" which is highlighted with a red box.

Employer	Primary Contact	Contact Information
REEDER Construction	Not Available	
Kimley-Horn and Associates, Inc.	Not Available	
Austin Bridge & Road	Not Available	
Fund Accounting Solution Technologies, Inc.	Joel Mason Software Developer	joel.mason@fastsw.com
Nelson Forensics	Not Available	
Ragle, Inc.	Not Available	
Dashiell Corporation	Not Available	
McCarthy Building Companies	Not Available	
Pape-Dawson Engineers Inc.	Not Available	
DBI Construction Consultants	Robert Carpio Talent Acquisition Manager	rc@dbi-cc.com

The Resume Books Tab



7a. View Resume Books. Click on the Resume Books tab to see the resume books for which you might qualify. Resume books are published for employers and serve as an easy way for employers to find and connect with you.



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Resume Books

Name Search:

Academic Year:

Status:

All

All

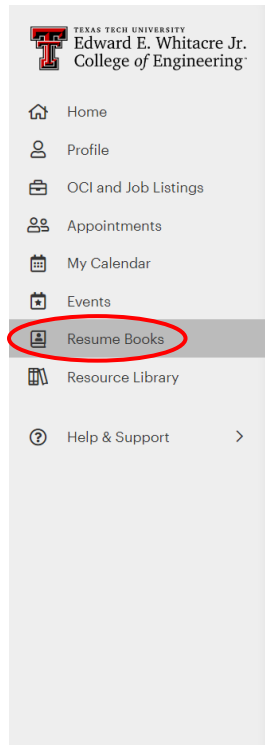
Clear Filters

Get Results

Results: 24

Resume Book	Description	Status	Approval Status
Alpha Omega Epsilon (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of Alpha Omega Epsilon.	Published	
American Institute of Chemical Engineers (AIChE) (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of AIChE.	Published	
American Society of Civil Engineers (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of ASCE.	Published	
American Society of Mechanical Engineers (ASME) (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of ASME.	Published	
Associated General Contractors of America (AGC) (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of AGC.	Published	
ConocoPhillips Center for Engineering Enrichment and Diversity Application Deadline: 05/14/2022, 11:45pm CDT	Students actively participating in the ConocoPhillips Center for Engineering Enrichment and Diversity Programs.	Published	
Engineering Ambassadors (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are an Engineering Ambassador.	Published	
Extraordinary Women of Computer Science (EWoCS) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of EWoCS.	Published	
Formula Society of Automotive Engineers (2021-2022) Application Deadline: 05/14/2022, 11:45pm CDT	Please upload your resume for employers if you are a member of Formula SAE.	Published	

7b. Click “Apply” to apply to Resume Books for which you qualify. Do not apply to be in resume books for organizations of which you are not an active member. You will receive an email when you are approved for the resume book.



Engineering Ambassadors (2021-2022) Published

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[Apply](#)

Description

Please upload your resume for employers if you are an Engineering Ambassador.

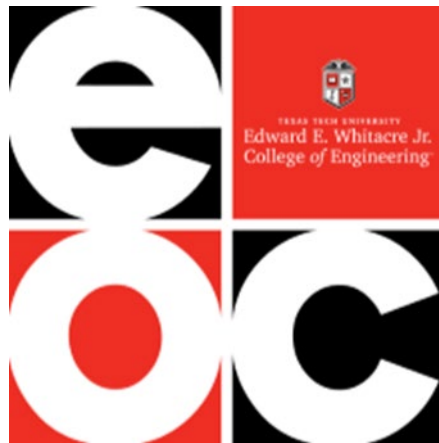
Resume Book Details

Student Application Start Date	08/23/2021, 8:00am CDT
Student Application End Date	05/14/2022, 11:45pm CDT
Academic Year	2021-2022

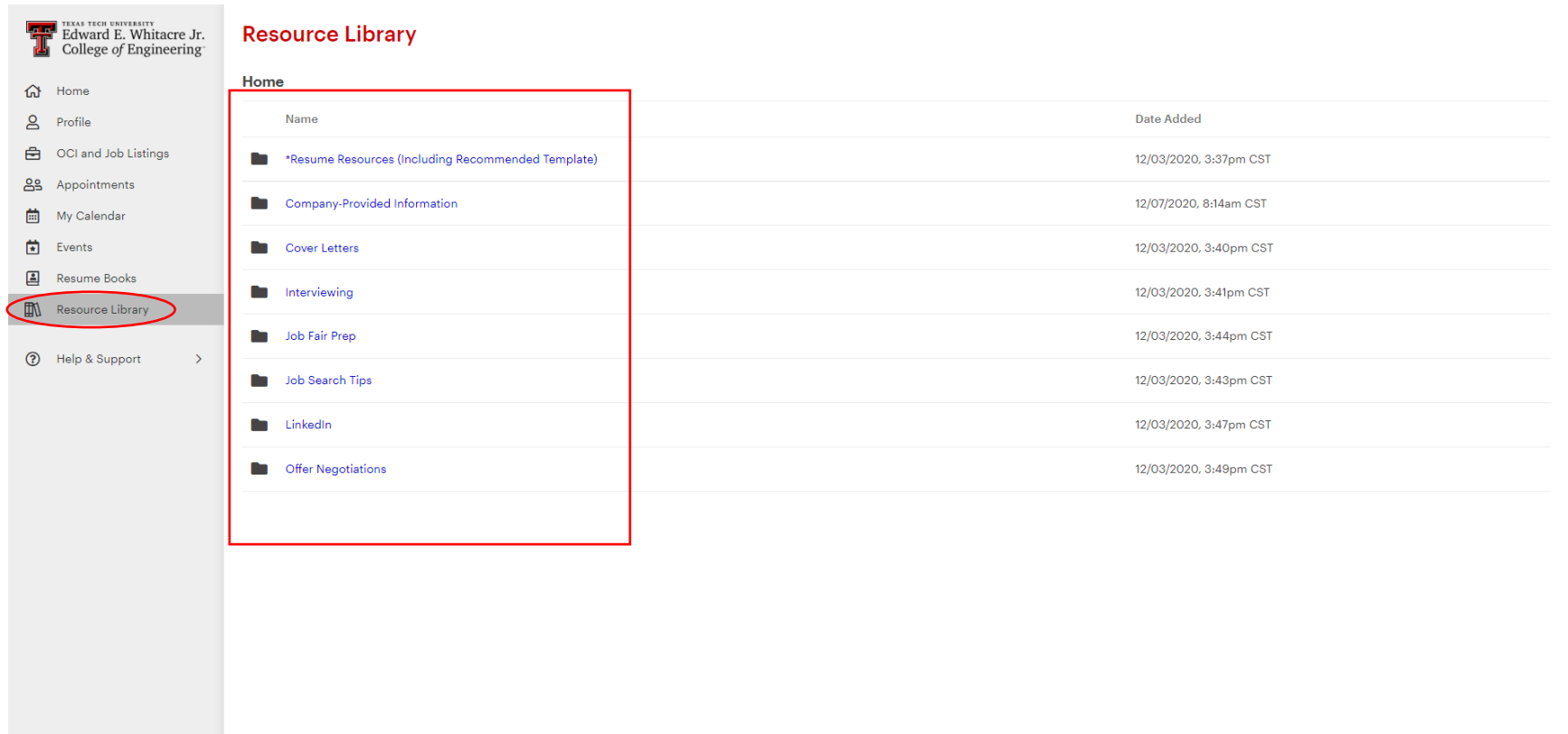
Eligibility

Student Group	Engineering Freshman, Engineering Sophomore, Engineering Junior, Engineering Senior, Engineering Graduate Student, Engineering Alumni, Current Student
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The Resource Library Tab



8a. The Resource Library has several great resources to help students prepare for their career search. Click on the folders in the list to get more information on each topic including templates, samples, tips, and more.

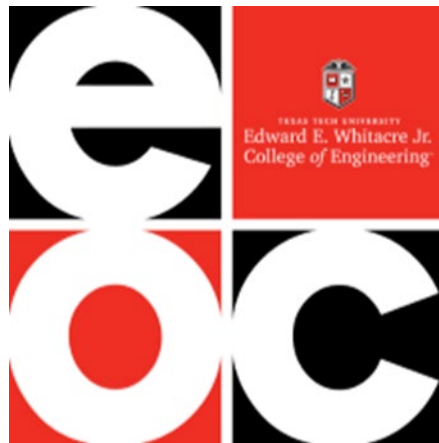


Resource Library

Home

Name	Date Added
*Resume Resources (Including Recommended Template)	12/03/2020, 3:37pm CST
Company-Provided Information	12/07/2020, 8:14am CST
Cover Letters	12/03/2020, 3:40pm CST
Interviewing	12/03/2020, 3:41pm CST
Job Fair Prep	12/03/2020, 3:44pm CST
Job Search Tips	12/03/2020, 3:43pm CST
LinkedIn	12/03/2020, 3:47pm CST
Offer Negotiations	12/03/2020, 3:49pm CST

Account Settings and Notifications



9a. Go to Account Settings (bottom left) to change your password, add an alternate email address, or check/change your resume search settings.

TEXAS TECH UNIVERSITY
Edward E. Whitacre Jr.
College of Engineering

- Home
- Profile
- OCI and Job Listings
- Appointments
- My Calendar
- Events
- Resume Books
- Resource Library
- Help & Support
- Account Settings**
- Log Out

Account Settings

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Account Info [Edit](#)

Email Address

Alternate Email Address

Promote Yourself [Edit](#)

I want to be included in Employer Candidate Search and Resume Book Distribution Yes

Calendar Sync [Edit](#)

Calendar Access Authorization [Authorize](#)

Sync from 12Twenty to my personal calendar No