

EXTERNSHIP SITE INFORMATION: CHANGES AHEAD

The Law School has invested in a wonderful new system called Pearson. You will be able to locate by practice area categories as listed on the internal law school application and our current site approved externship site information using this system.

Effective as of January 8, 2018 all new externship site information will be available only on the Pearson system. Effective as of March 1, 2018 all externship site information will be available on the Pearson system. The Externship website will direct you to access this information through Pearson. As of that date, the Externship website will not include externship site information.

Attached as Exhibit A are the directions for signing on to the Pearson system. Questions regarding this system should be sent to mkieffer1@luc.edu.

Exhibit A-PEARSON STUDENT SIGN-IN INSTRUCTIONS

GO TO: <https://law-luc.12twenty.com/>

1. Click on "Sign up."
2. Enter your Loyola email address
3. Create a password according to the specifications provided
4. Agree to terms
5. Click "Sign Up"

Login Page 2

1. Please complete the required and optional fields.
2. You may select up to five practice areas.

***This information will not be shared with employers. It is strictly for use by your CSO Counselor.*

From the Profile Page you can

1. Upload an image
2. Report Jobs/Job Offers for Internships and Post Graduate positions
3. Upload Application Materials
4. Enter Interview Information
5. Edit your background information

To Upload Application Materials:

1. Click on the "Application Materials" Tab.
2. Click on "Add New Resume."
3. Name your file.
4. Select file to upload (must be a pdf).
5. Click "Save."

If you need to make any edits to these documents or wish to view them:

1. Click on the red dots in the right hand column

2. The options of “view” document, “edit” document, and “delete” document will populate.

Externships:

1. To find a list of all approved Externship Sites, select the Employers tab and it will pull up the Employer Directory
2. Under the Practice Area search box select “Other-Externship” click “Get Results” and a list of externship sites will populate.
3. To find externship sites actively seeking applications, select the OCI and Job Listings Tab and use the Filter “Type of Job”, Select “Externships” and the current listings will populate.

To logout or make any changes to your account settings:

1. In the upper right hand corner click on the silhouette image
2. The options of “Account Settings” and “Log Out” will appear
3. Under “Account Settings” you can change your password or email address, turn on or off the calendar sync, and locate your 12Twenty Passport to check into events and appointments.