UWSOM CAS Student Toolkit

Career Advising is excited to launch our new scheduling system CAS (Career Advising System). All students will use CAS to schedule 1-1 appointments, find current office hours and register for events. CAS is accessible and compatible with any device: phone, tablet, or computer.

All UWSOM students need to create an account to access CAS. Follow the steps below to get started and contact medadv@uw.edu if you have any questions.

Sign Up and Login

First Time Logging In:

1. Log into CAS (https://uwsom-careeradv.12twenty.com/) by entering your UW NetID and password.
    a. If you aren't prompted to login with your UW Net ID, email medadv@uw.edu.
2. Follow the steps CAS provides and enter your information.

All Future Times Logging In:

1. Go to https://uwsom-careeradv.12twenty.com/.
2. If you're already logged in with your UW Net ID on your device, CAS will automatically log you in.
3. If you aren't logged in with your UW Net ID, this page will appear. Click "Log in with UW Net ID" and enter your credentials.
    a. Note: Alumni will need to login using the alternate email address and password provided on signup.
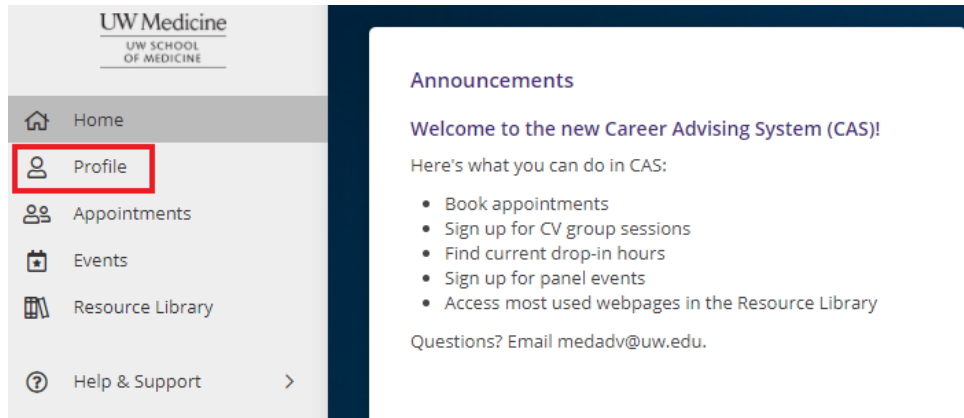
Set Up Your Profile

Setting up your profile is quick and easy, and helps the Career Advising team to get to know you and your preferences.

1. Click "Profile" in the left side navigation bar.

2. On the **Background tab**, update the fields shown by clicking the gray pencil box in the right corner.
   a. Note: The Specialty Interests field helps Career Advising know what specialties you are currently considering at the time of your appointment. You can update this as frequently as you'd like. You can also indicate that you are undecided.
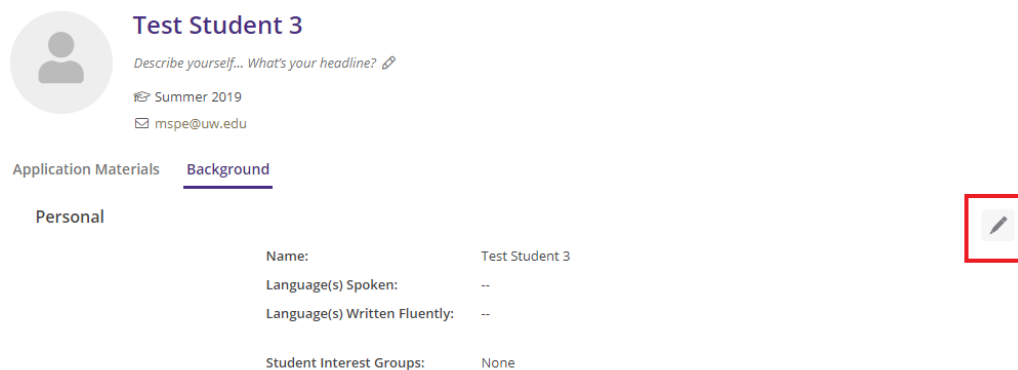
3. On the **Application Materials** tab, you can upload and store PDF documents that you'd like to submit for appointments or events (e.g. your CV). You can also upload documents directly when booking the appointment or registering for the event, so it is not required to keep anything in this tab.

Homepage

The homepage is divided into three sections: Announcements, My Calendar, and Recommended Events.

- **Announcements**: These are Career Advising announcements which are updated periodically throughout the year.
- **My Calendar**: This section contains your upcoming 1-1 appointments and any events you've registered for in CAS.
- **Recommended Events**: This section shows upcoming Career Advising events. You can find a complete list in the Events section on the left side navigation bar.
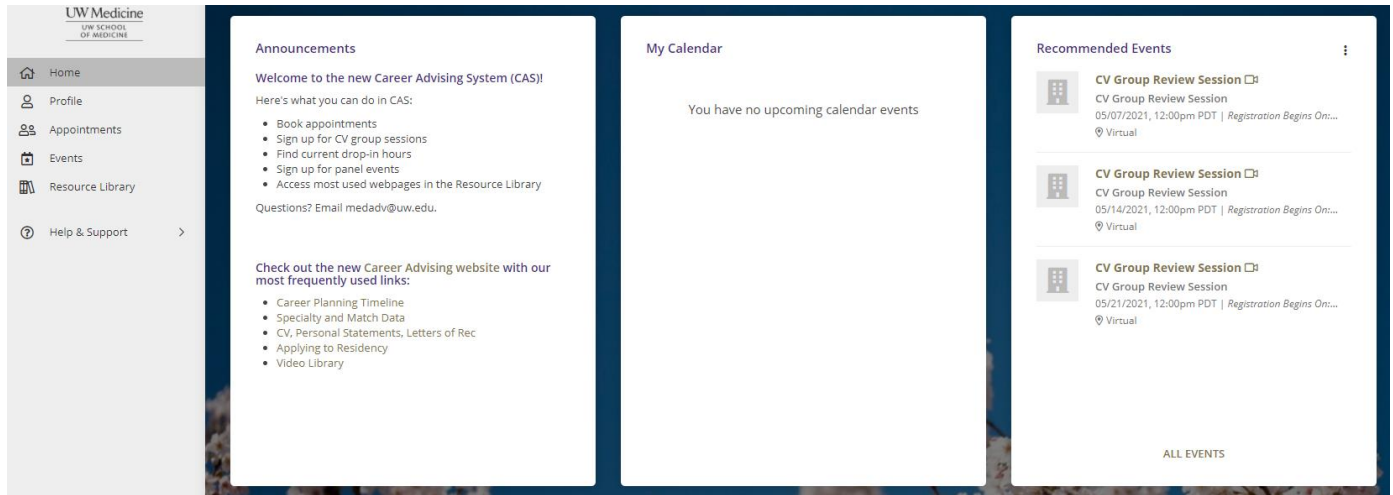
Appointments

On the Appointments tab, you can book 1- 1 appointments with your Career Advisor and find all available office hours. You can toggle between four different views: list, month, week, day.
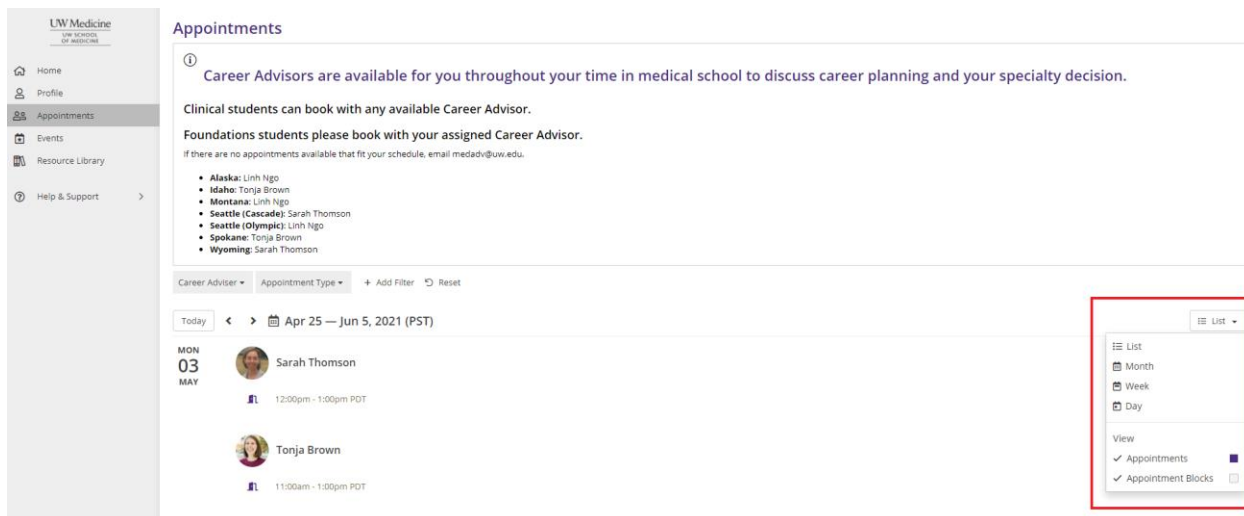
To book a 1-1 appointment, filter for your Career Advisor and your preferred appointment type. When you find a time that works for your schedule, complete the form and then click "Book Appointment". For a description of the appointment types, visit this webpage.

Filter by Career Advisor:

Filter by Appointment Type:

To only see office hours, add a filter for "Office Hours'. When you click on the time, you'll see the Zoom link and can then copy/paste it into your browser.

Events

On the Events tab, you'll see upcoming Career Advising events. Click on the event title to register for the event.

If there's prep work required for the event, it'll be listed under Event Info.

Resource Library

The Resource Library tab links to our most used webpages.