



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.

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Login to continue to CAS

Login with your UW Net ID

OR

ALUMNI ONLY: Non-School Email Address

ALUMNI ONLY: Non-School Email Address

Password

Password

Student/Alumni Log In

Reset your Password • Sign up for an account

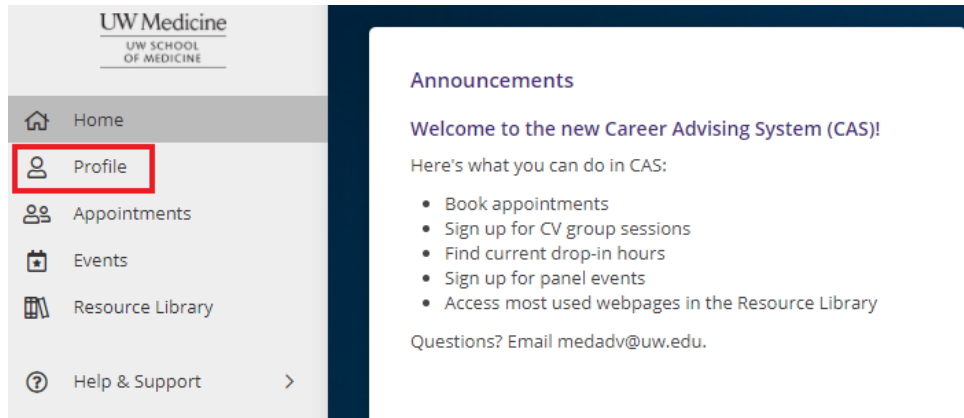
Need Help? Privacy Terms



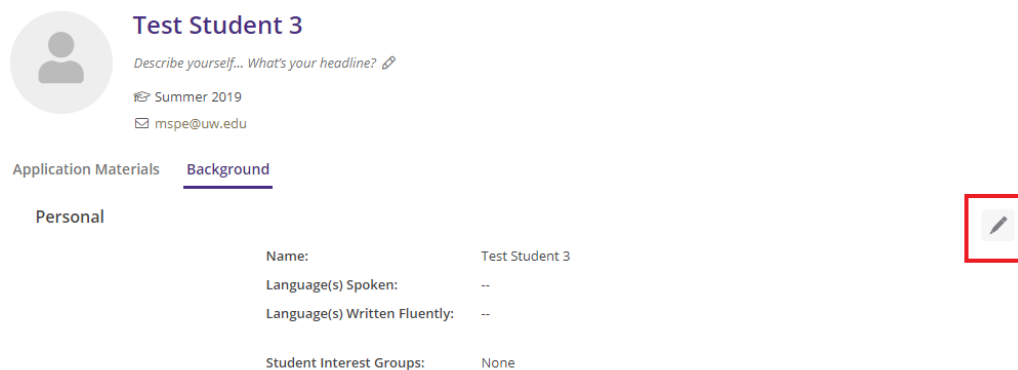
Set Up Your Profile

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.



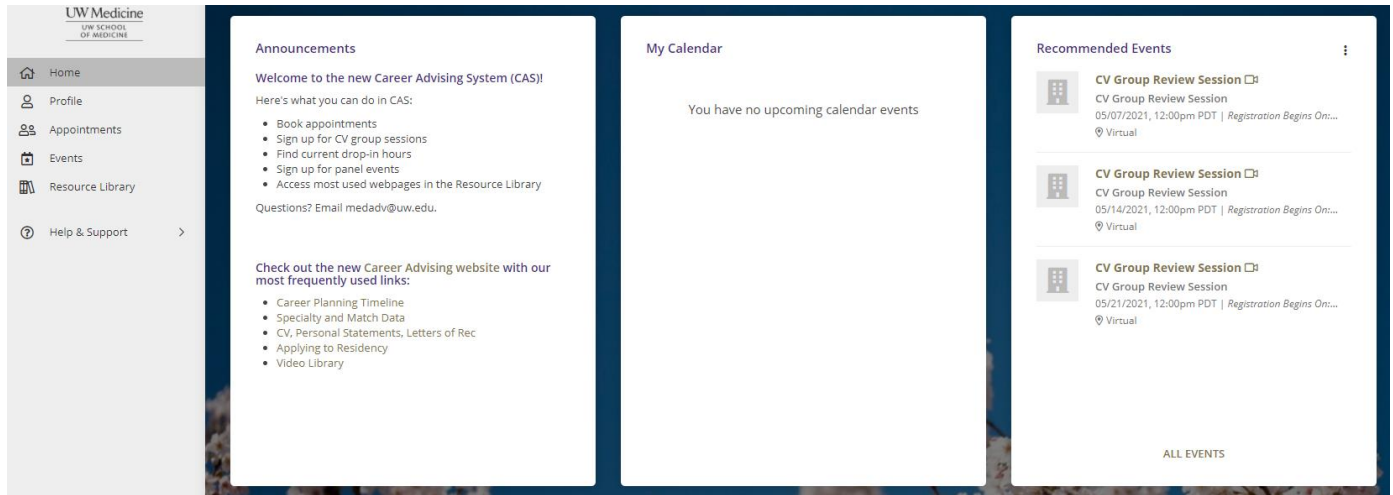
3. On the **Application Materials** tab, you can upload and store PDF documents that you’d like to submit for appointments or events (e.g. your CV). You can also upload documents directly when booking the appointment or registering for the event, so it is not required to keep anything in this tab.



Homepage

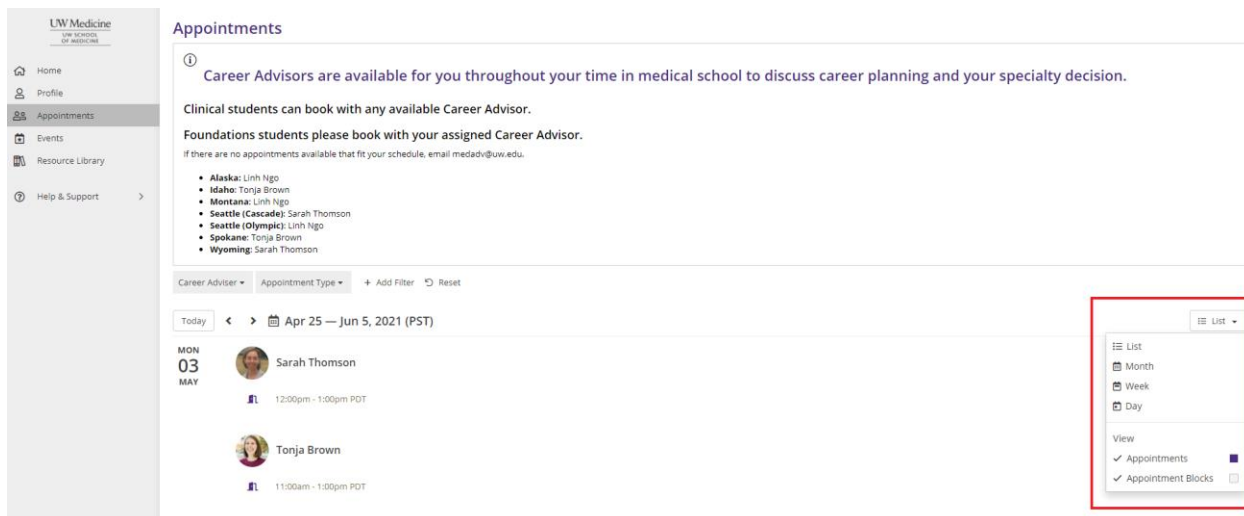
The homepage is divided into three sections: Announcements, My Calendar, and Recommended Events.

- **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: Appointments

Career Advisors are available for you throughout

Clinical students can book with any available Career Advisor.

Foundations students please book with your assigned Career Advisor.

If there are no appointments available that fit your schedule, email medadv@uw.edu.

- Alaska: Linh Ngo
- Idaho: Tonja Brown
- Montana: Linh Ngo
- Seattle (Cascade): Sarah Thomson
- Seattle (Olympic): Linh Ngo
- Spokane: Tonja Brown
- Wyoming: Sarah Thomson

Career Adviser Appointment Type + Add Filter Reset

Career Adviser Include

-- Select a Value --

Search

Select all

Linh Ngo

Sarah Thomson

Tonja Brown

Filter by Appointment Type: Appointments

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Career Adviser Appointment Type + Add Filter Reset

Appointment Type Include

-- Select a Value --

Search

Select all

General Career Advising

Quick Question

MS3 4th Year Planning

Expansion/Leave

Mock Interview

CV Review

Residency Application Review

SOAP Prep Session

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.

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Home Profile Appointments Events Resource Library Help & Support

Appointments

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Career Adviser Appointment Type + Add Filter Reset

Today < > Apr 25 — Jun

MON 03 MAY

Sarah Thomson

12:00pm - 1:00pm P

Tonja Brown

Search filters

Appointment Block - Eligibility

Student Groups

Appointment Block - General

Appointment Type

Career Adviser

Location

Office Hours

Appointment Block

This appointment block is reserved for “Office Hours” and cannot be booked in advance.

Date and Time 05/05/2021, 12:00pm - 1:00pm PDT

Selected Availability 12:00pm - 1:00pm PDT

Career Adviser

Linh Ngo

Adviser Profile

Primary Career Advisor for Alaska, Montana and Olympic students. Available to meet with all students across the School of Medicine.

Available Type(s) General Career Advising, Quick Question

Available Locations **Office Hours: <https://uw-phi.zoom.us/j/761975716>**

Book Appointment



Events

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

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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

CV Group Review Session
CV Group Review Session
05/07/2021, 12:00pm PDT | Registration Begins On: 04/24/2021, 9:00am PDT
Virtual

CV Group Review Session
CV Group Review Session
05/14/2021, 12:00pm PDT | Registration Begins On: 05/01/2021, 9:00am PDT
Virtual

CV Group Review Session
CV Group Review Session
05/21/2021, 12:00pm PDT | Registration Begins On: 05/08/2021, 9:00am PDT
Virtual

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

Event Info

Event Format Virtual

Prep Work Required Yes - please watch the 3 videos in the "CV for the Medical Student" video series:
<https://mediasite.hs.washington.edu/Mediasite/Channel/cv>

Registration Document(s)
CV (Required)

Primary Event Contact

Contact Name Linh Ngo
Contact Email Ingo333@uw.edu
Contact Phone --

Eligibility
The criteria below determines who can view and register.

Student Group Current Students

Resource Library

The Resource Library tab links to our most used webpages.