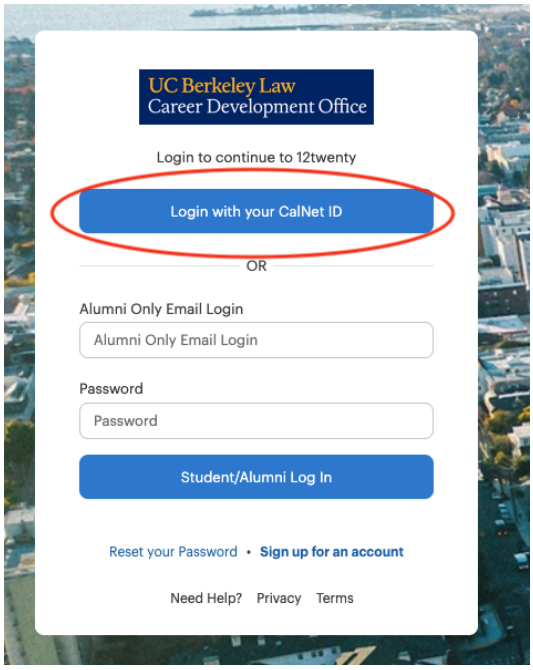
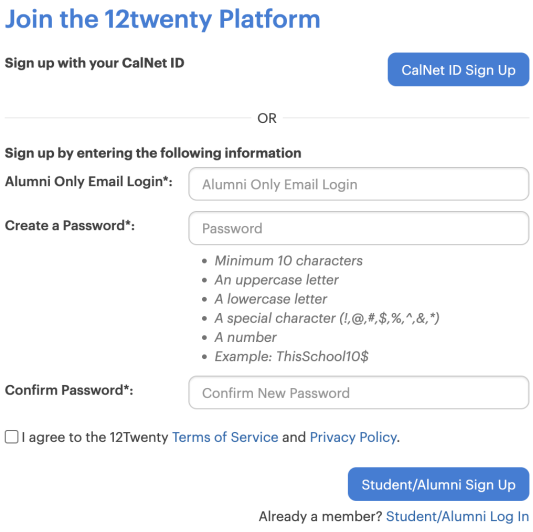
UC Berkeley Law Career Development Office

# Booking an Appointment on 12twenty

First, log into 12twenty using your CalNet ID if you are a current student.

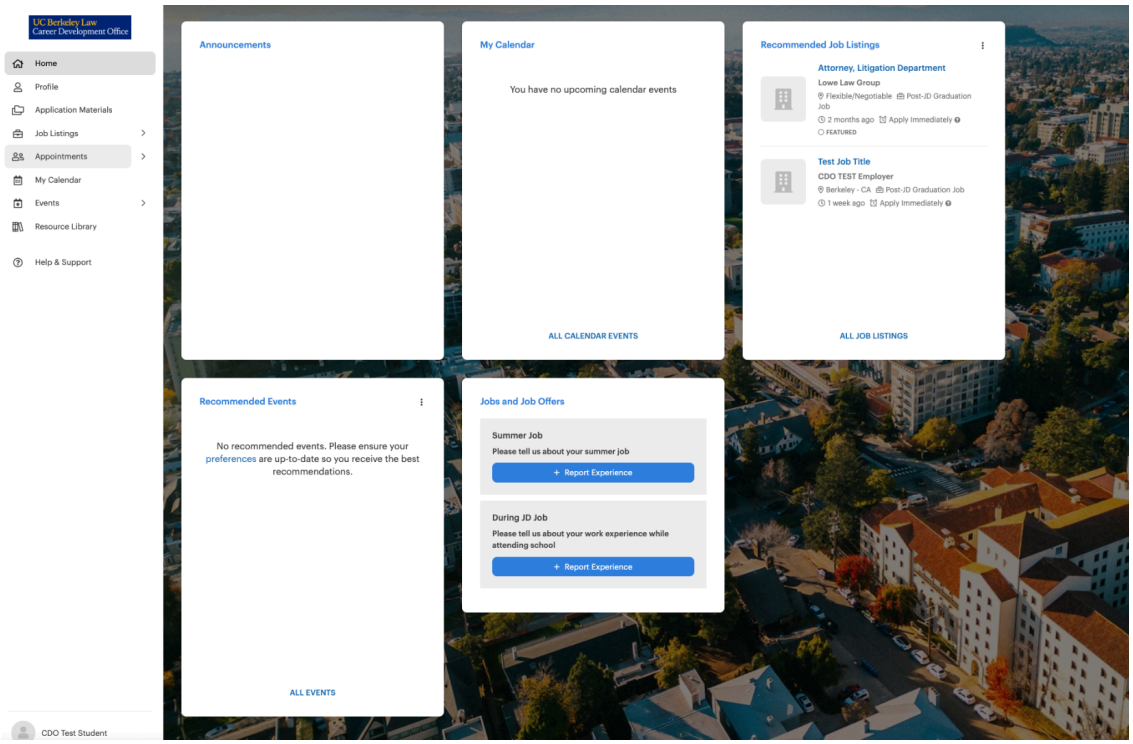



If it is your first time using the 12twenty platform, you will see this screen:

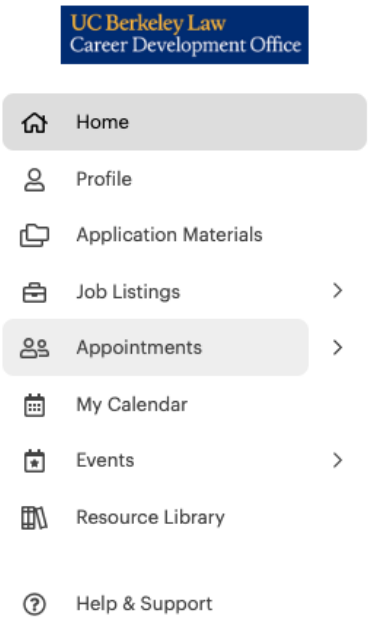



Continue by clicking "**CalNet ID Sign Up**" if you are a student, or "Alumni Only Email Login" if you are an alum.

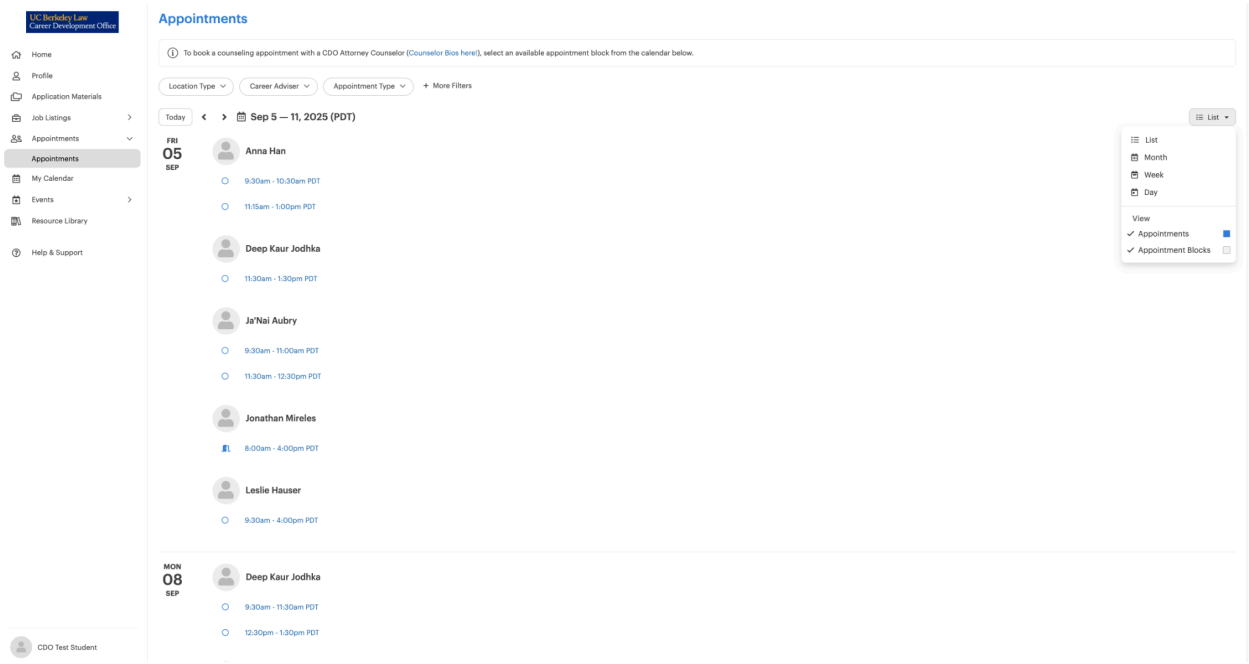
After you log in, you will see your home page:



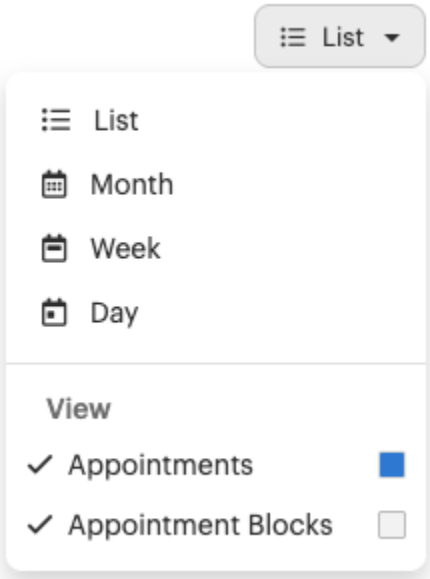

Navigate to the left hand side of the home page to “Appointments”.



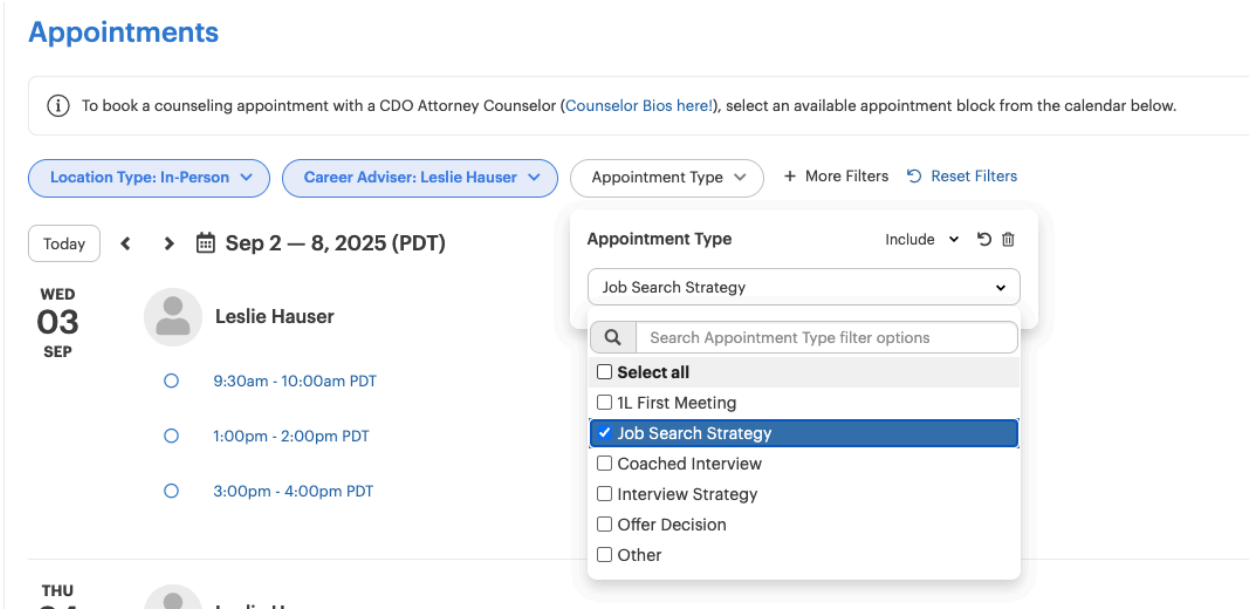
You will be able to choose how you'd like to view available appointments (as a list, as a calendar view etc).



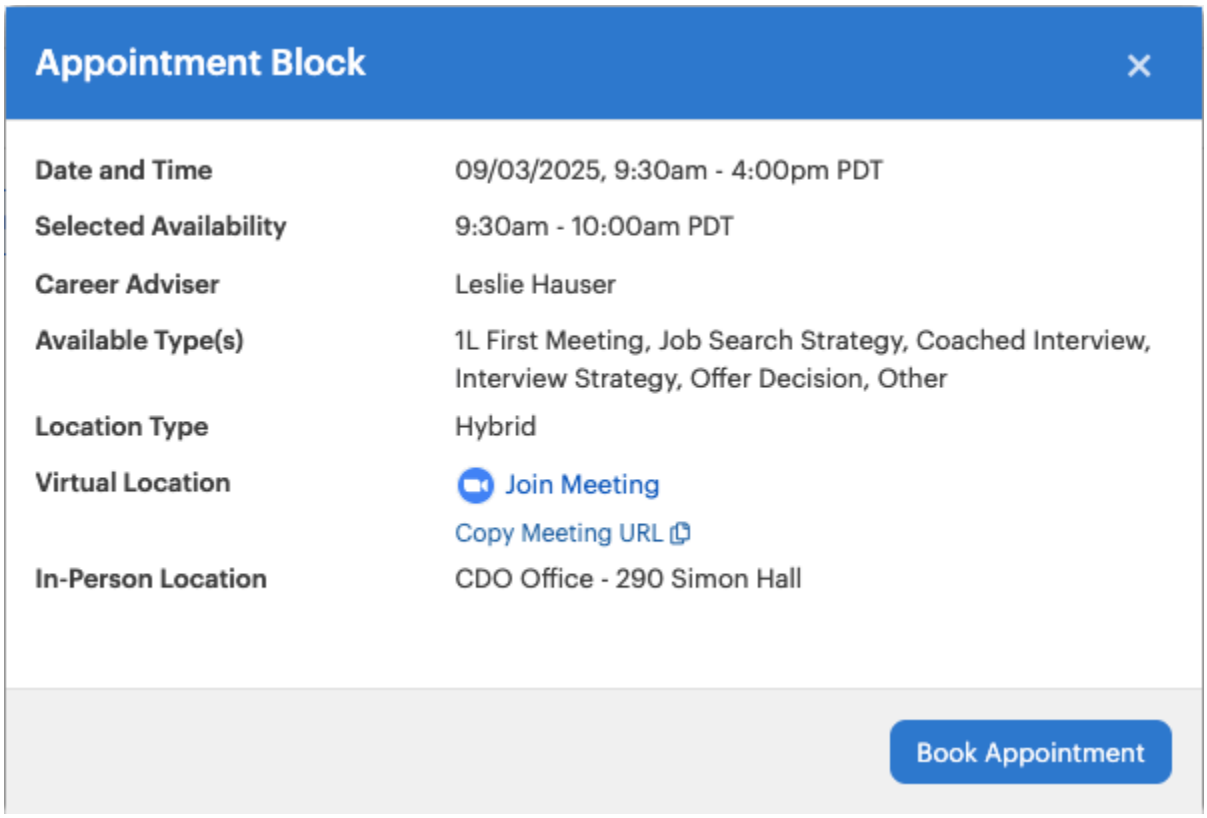

You can change how you view available appointments on the right hand side of the screen and select Appointments and de-select Appointment Blocks:



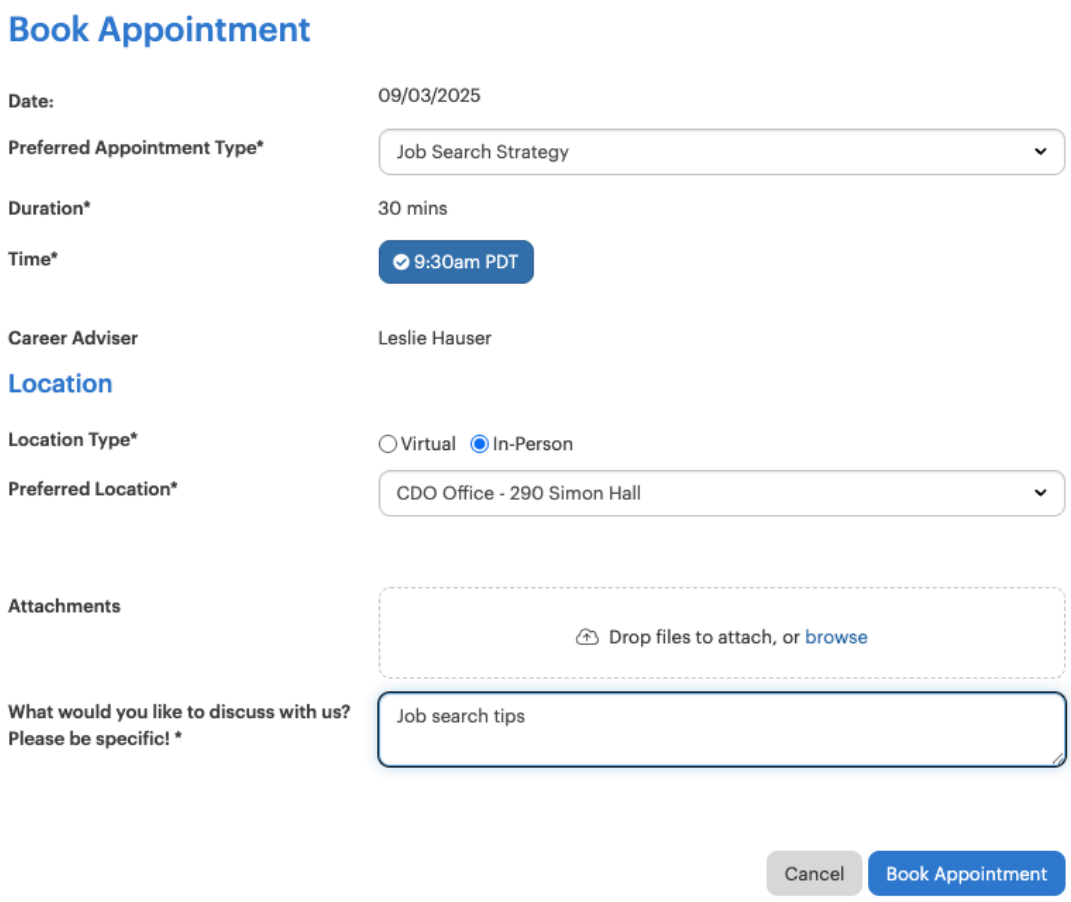
You can also filter what appointments you see based on the appointment Location Type (In-Person or Virtual), Counselor, and/or Appointment Type:



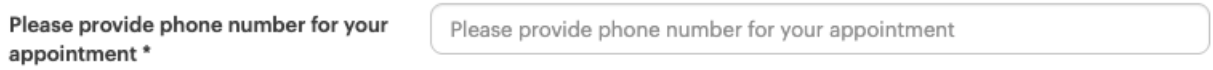

Once you choose and click on the appointment block you would like to schedule, you will see a box that summarizes the choice you made:



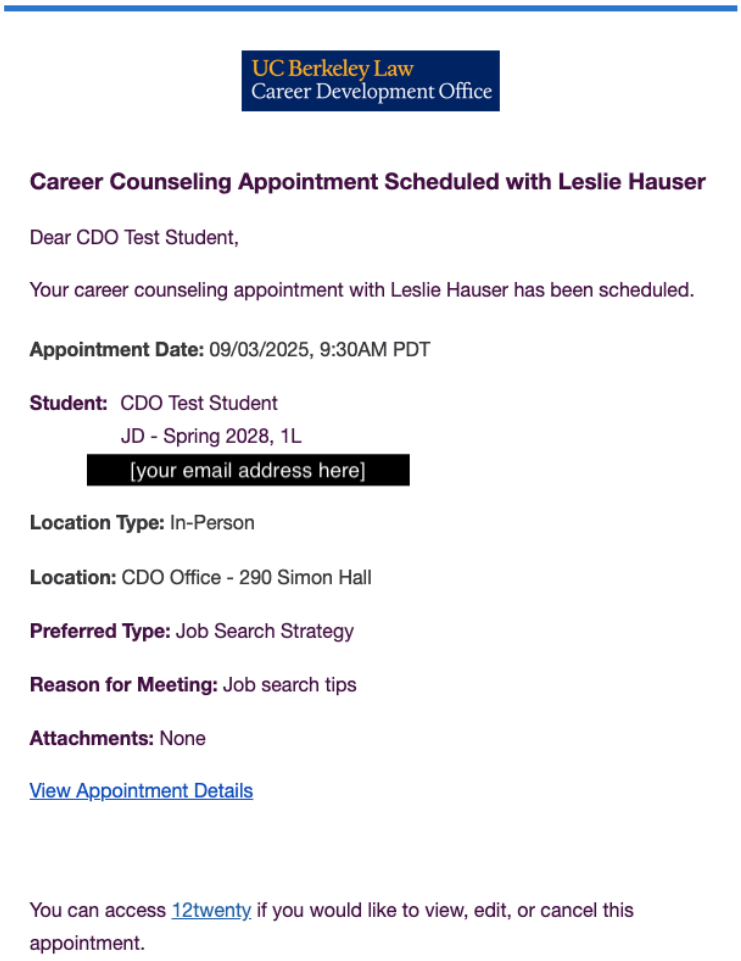
When you select “Book Appointment, you will be brought to the booking page where you can select the specifics that are relevant to your appointment needs. This includes the Appointment Type (which refers to the subject matter you’d like to cover in your appointment) and the Location Type (whether you’d like to meet in person, on Zoom, or via phone).




If you book a phone appointment, you will be asked to provide your phone number so the counselor knows how to reach you. This information is not used for anything besides the counselor calling you for your appointment!



After you select “Book Appointment”, you will receive an email confirming your appointment.



UC Berkeley Law
Career Development Office

**Career Counseling Appointment Scheduled with Leslie Hauser**

Dear CDO Test Student,

Your career counseling appointment with Leslie Hauser has been scheduled.

**Appointment Date:** 09/03/2025, 9:30AM PDT

**Student:** CDO Test Student
JD - Spring 2028, 1L
[your email address here]

**Location Type:** In-Person

**Location:** CDO Office - 290 Simon Hall

**Preferred Type:** Job Search Strategy

**Reason for Meeting:** Job search tips

**Attachments:** None

View Appointment Details

You can access 12twenty if you would like to view, edit, or cancel this appointment.

Please confirm the details of your appointment and add the appointment to your calendar. You can log into 12twenty or use the link in your confirmation email to view, edit, or cancel your appointment. To edit or cancel, log in to 12twenty to view your appointment and select “Edit” or “Cancel Appointment”.