



# RICE | BUSINESS

## CAREER DEVELOPMENT OFFICE

### 12 Twenty Passport Instructions

**STEP 1 – Register for the event via OWL Careers <https://mba-rice.12twenty.com/Login>.**

- You will receive a “successfully registered” message including your 12Twenty Passport image.
- Click “send yourself an email”

**STEP 2 – Login to your Rice email account.**

- Click “Add to Apple Wallet” for Apple users
- Click “Add to G Pay” for Android users

Here is your 12twenty Passport™ QR code:



If you would like to add your QR code to your Apple Wallet or Google Pay, please click the link below while using your mobile device.



Add to  Pay

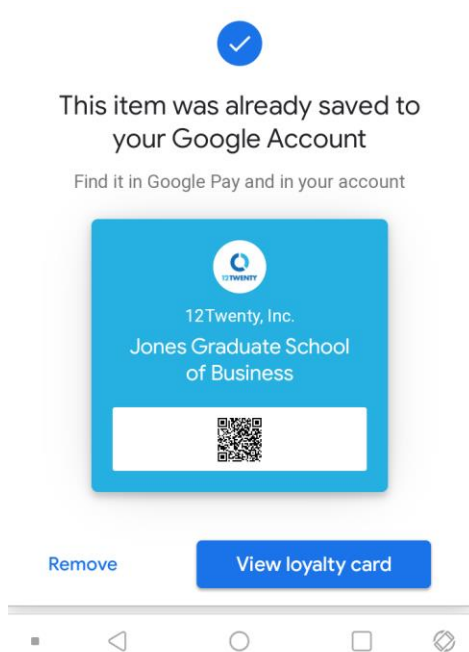
**STEP 3 – Save the 12 Twenty Passport (QR) code to your phone.**



Save your check-in QR code to Google Pay

Save to  Pay

**STEP 4 – The code is now saved to your phone. Click “View Loyalty Card”**



**STEP 5 – When you enter the event, have your 12Twenty passport image ready on your phone. A CDO staff member will scan and check you into the session.**



**Questions? Please contact [cdo@rice.edu](mailto:cdo@rice.edu).**

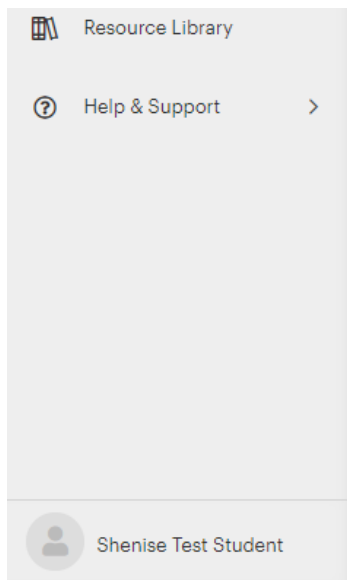


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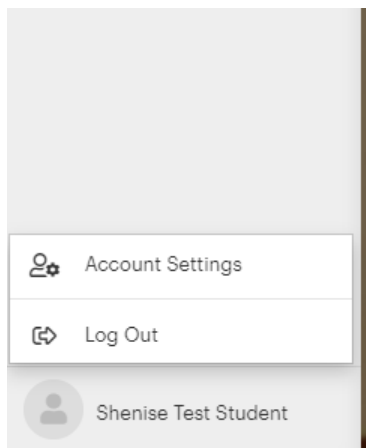
**How to Access Your 12 Twenty Passport/QR code**

**STEP 1 – Login to OWL Careers <https://mba-rice.12twenty.com/Login> using your Rice credentials (NetID and password).**

**STEP 2 – Scroll down and click on your name on the bottom left-hand side.**



**STEP 3 – Click “Account Settings”**



**STEP 4 – You should see your QR code under Account settings. For faster access, you can email the passport to yourself for future use.**

## Account Settings

### Account Info [Edit](#)

Email Address

Alternate Email Address

Phone Number

### Promote Yourself [Edit](#)

I want to be included in Employer Candidate Search

### Calendar Sync [Edit](#)

Calendar Access Authorization

Sync from 12Twenty to my personal calendar

### Your 12Twenty Passport™



This is your 12Twenty Passport™, which uniquely identifies you. You can use your 12Twenty Passport™ to check in to events or appointments. You may also add your 12Twenty Passport™ to your Apple Pay or Google Pay wallet by sending yourself an email. Alternatively, you can print your 12Twenty Passport™ and use it to check in to events and appointments.

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