

MENTORING PLATFORM

Quick User Guide

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Introduction

This Quick User Guide will help you get the most out of your Mentoring experience, by helping you navigate your way through the mentoring platform. The goal of this Quick User Guide is to provide basic direction.

How to Access Programs

There are two ways to access Mentoring Programs:

1) **Mentoring Platform Welcome page** - select the middle icon 'Click to Get Started', and a popup will appear. Search for a program by either typing in the name and selecting it from the options below or select the 'Show My Programs' or 'Show All Programs' for a list of the programs.

Are You New?	Cick to Get Started	Access Webinar Materials
What program would you like to access?	Close	
Search for a program by entering the name or click Show All Programs to programs available.	o view all	
Search for program Show My Programs Show All Programs		
If you are not currently a member of a Program. select Mentoring Community	Close	

2) **Program Welcome/Home page** - select 'View other Programs' from the top navigation toolbar and a popup will appear. Search for a program by either typing in the name and selecting it from the options below or select the 'Show My Programs' or 'Show All Programs' for a list of the programs.

A Home	Getting Started	Q Search -	🏳 Resources 🗸	警 View other Programs	
	What program would you Search for a program by enterin programs available.		-		
	If you are not currently a memb	• •	Close		

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How to Navigate the Program



1. Top Navigation Toolbar

- a. **Home** goes back to the Program Welcome/Home page, as seen above.
- b. Getting Started steps to be taken to get involved in the programs mentoring program.
- c. My Profile access to your profile.
- d. Resources drop down list of all Resources for that program.
- e. View other Programs the popup gives access to other programs.
- 2. **EWF website** is a direct link to the EWF website.
- 3. Access Resources directs to the resource options for that program.
- 4. Manage Your Relationship used to manage all mentoring relationships.
- 5. **My Account** access to the Profile, Email Notifications and other account information (e.g. Admin Dashboard for admins).

NOTE: Each mentoring program is customized, therefore the options on the top of the navigation toolbar and middle section can and will vary.

How to Access Resources

All Resources, such as the Mentoring Materials, Relationship Log, Goals and Calendars, can be found on the **Resources** page. There are two ways to access the Program Resources:

1) From the Program Welcome/Home page select the **Access Resources** icon. The **Resources** page has the icons for each resource that is available for that specific program.





2) Select **Resources** from the top navigation toolbar and a drop-down list is available.



3) Select **Resources** from the side menu within the pages, to navigate to specific resources.



How to Access the Profile

Program profiles can vary from program to program. It is therefore essential that the program is accessed prior to updating or viewing the profile.

- 1) Access the Program either from the
 - a. Click to Get Started icon or
 - b. View other Programs on the top navigation toolbar.



2) Select **My Profile** from the **Welcome** option on the top navigation toolbar OR select **My Profile** from the top toolbar



How to Send and Receive Invitations

As a Mentee

1) Select the Send Invitation icon on the Welcome page



2) The system will generate a list of potential Mentors. Read more about the mentor by clicking on their name. This will show you their profile.

Ins	tas	sea	Irci	٦

The system will generate potential matches based on the Skills and you indicated you want to work on in your profile.				
Based on the skills and experiences you selected in your profile on Tab 3, we have ide Click on the name to view their profile	entified p	otential matche	s for you! The matches are listed in order based on the highest number of profile field matches.	
Skills matched your profile 100%		<u>View Details</u>	Skills matched your profile 100%	<u>View Details</u>
Skills matched your profile 100%	Ē	<u>View Details</u>	Skills matched your profile 100%	<u>View Details</u>
Skills matched your profile 81%		View Details	Sidls matched your profile 81%	<u>View Details</u>
Wendy Send an Invitation			Send an Invitation	
Skills matched your profile 81%		View Details		

- 3) Once you have found a potential mentor, select the **Send an Invitation** button
- 4) Then select Send Invitation on the popup



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5) Invitations that were sent out will be listed at the bottom of the page. NOTE: each Mentee should send a MINIMUM of 3 invitations out and the MAXIMUM is 5 invitations.

Skills matched your profile 70%	View Details	
& Wendy		
the send an Invitation		
Invitation Is Currently Pending		Invitation Is Currently Pending
C Karoly		
Invitation Is Currently Pending		Invitation Is Currently Pending
Paula Paula		Brenda

As a Mentor

1) Select the Manage Your Relationship icon on the Welcome page.



- 2) In the Pending section there is a list of all Mentees who sent an invitation. Read the Mentees profile by selecting their name.
- 3) Accept the invite by selecting **Accept Invite.** Note: Mentors can only accept 1 invitation. The remaining invites will be declined.

Pending	g Relatior	nships	
	8	Alexandra Hubberland	
Your Mentee	Relatior	nship Details	
Σ	Program	Lift Summer 2019	
2	Initiated	05/13/2019	
	Status	🔒 Pending 🕕 Accept Invite	

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How to Manage Your Mentoring Relationships

The Mentoring Log is the place to manage all mentoring relationships for all programs. The mentoring partners role is indicated on the left-hand side of the name. Mentoring relationships can be confirmed, declined and ended (if permitted) in the Log. In addition to other mentoring relationship functions, such as, sending Messages, taking Notes and establishing Goals.

A	tive Relationships	• • • • • • • • • • • • • • • • • • •
	April April	Mentoring Contract
Your Mentor	Relationship Details	View/Upload Documents
Your N	Group Mentoring Community Initiated 04/25/2018	Take/View Meeting Notes
-	End Date not set yet	
	Status 🚹 Active	View Their Goals
	Actions	
	✓ Change End Date	Messages