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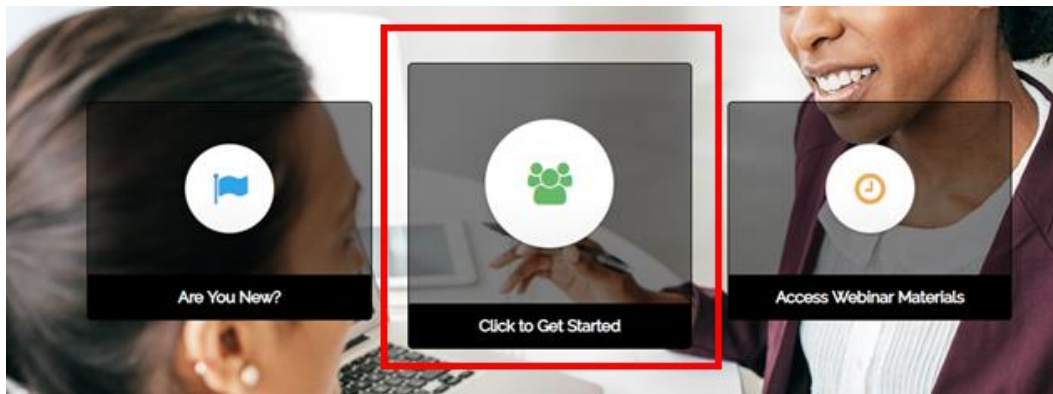
2) **Program Welcome/Home page** - select 'View other Programs' from the top navigation toolbar and a popup will appear. Search for a program by either typing in the name and selecting it from the options below or select the 'Show My Programs' or 'Show All Programs' for a list of the programs.
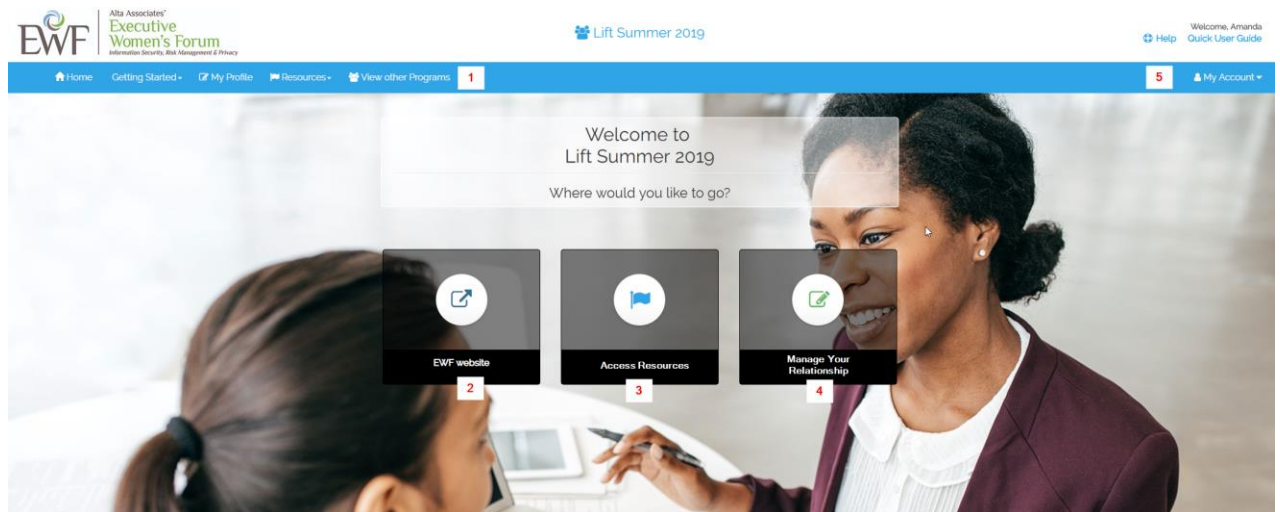
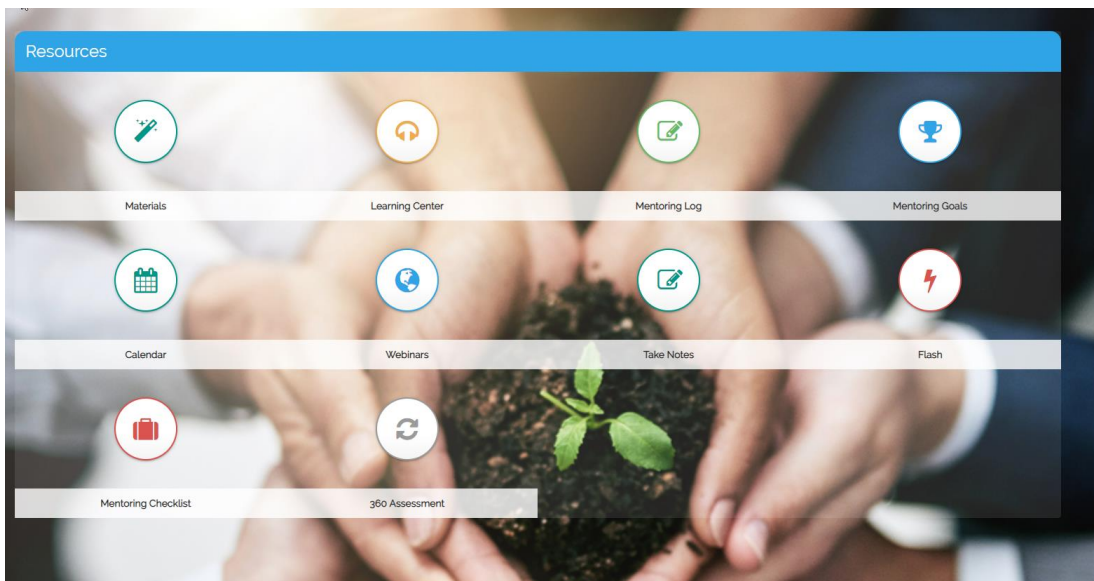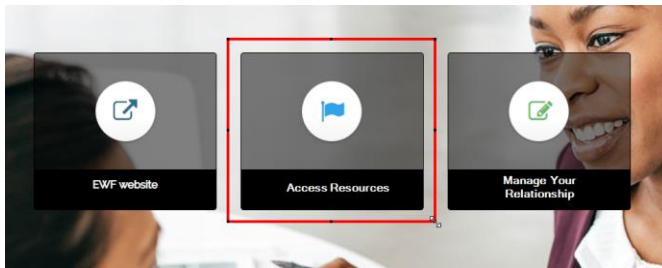## How to Navigate the Program

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.
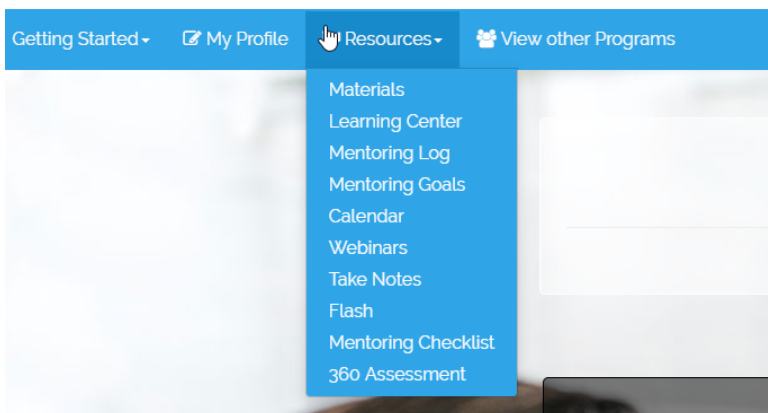
How to Access Resources

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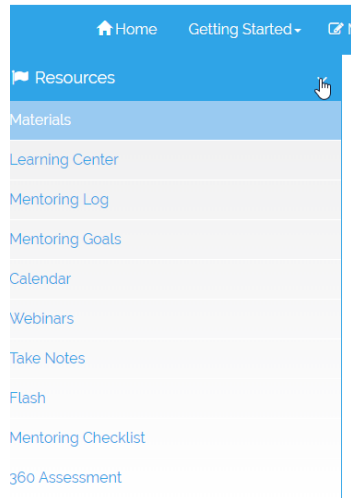
1) From the Program Welcome/Home page select the **Access Resources** icon. The **Resources** page has the icons for each resource that is available for that specific program.

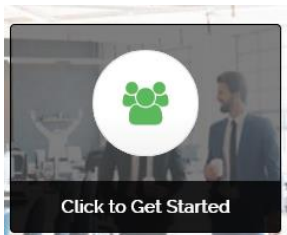2) Select **Resources** from the top navigation toolbar and a drop-down list is available.

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
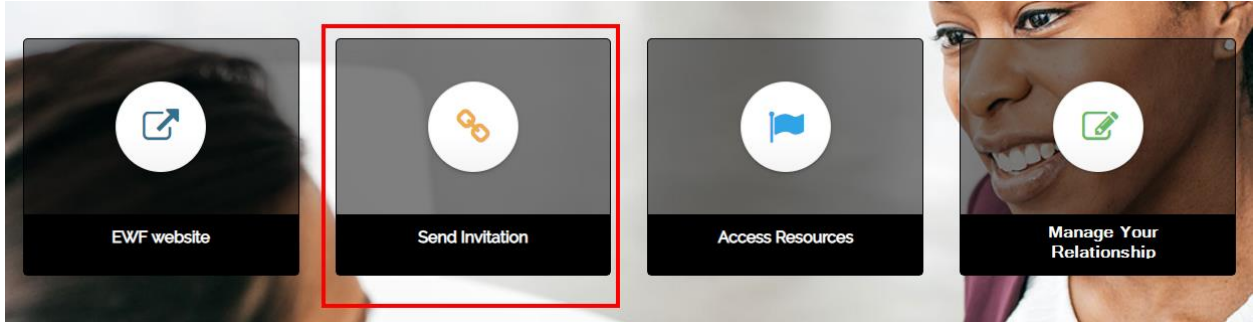   b. **View other Programs** on the top navigation toolbar.

2) Select **My Profile** from the **Welcome** option on the top navigation toolbar OR select **My Profile** from the top toolbar
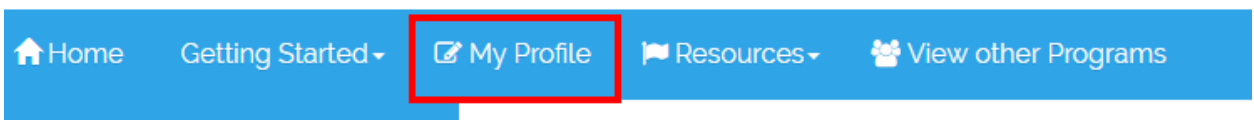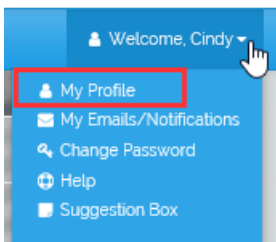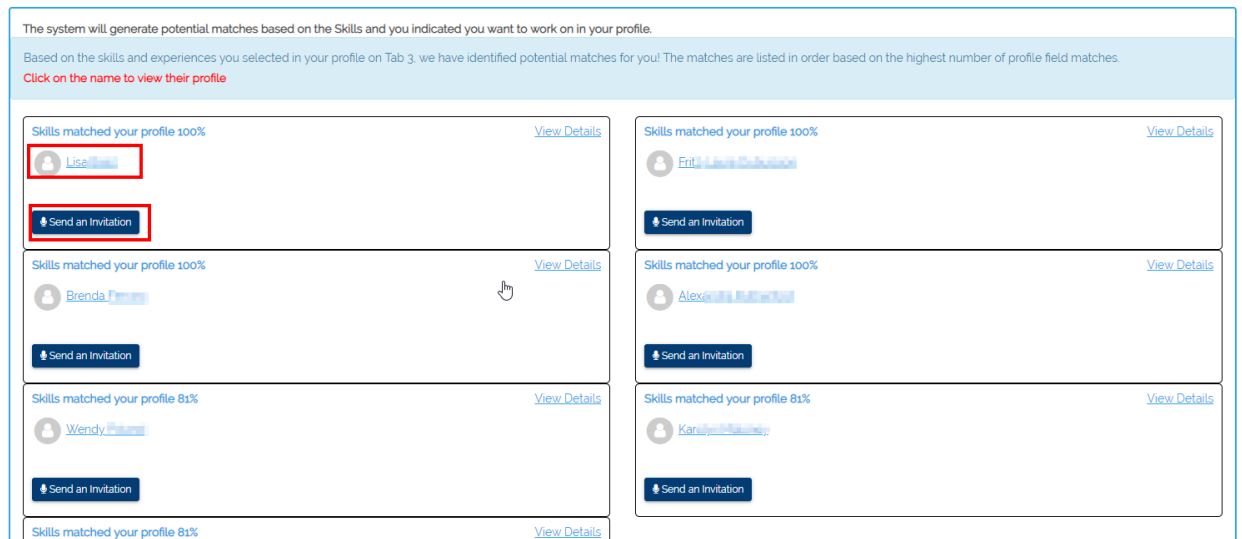
How to Send and Receive Invitations

As a Mentee

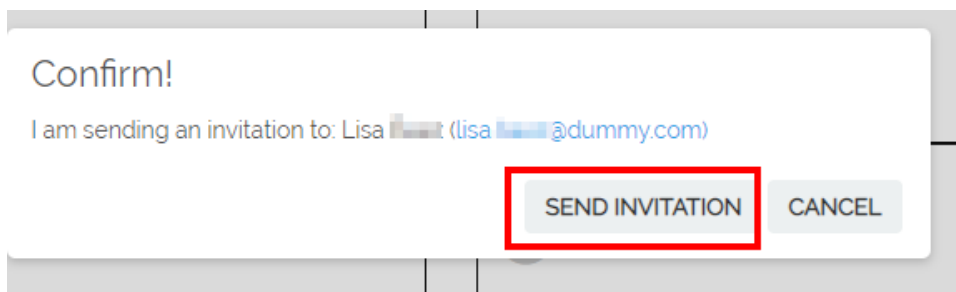1) Select the **Send Invitation** icon on the Welcome page

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.
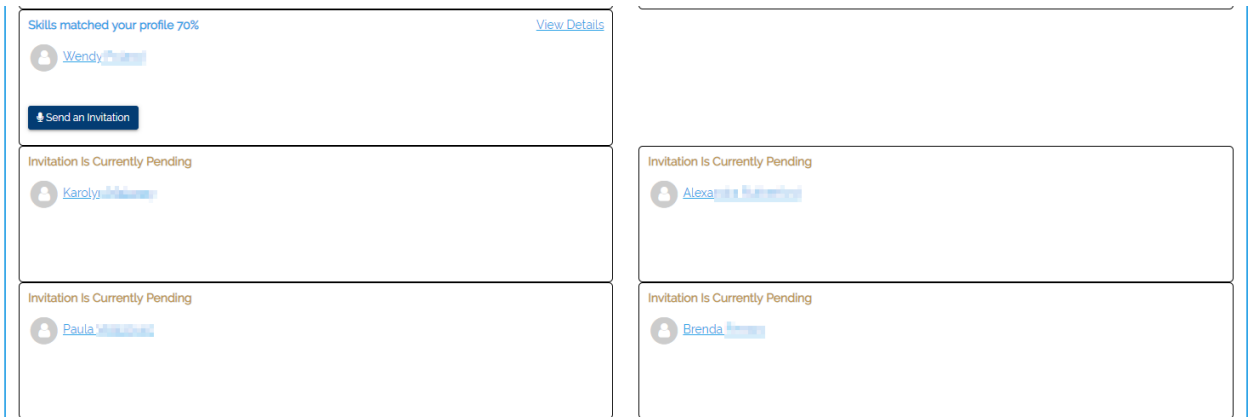
InstaSearch

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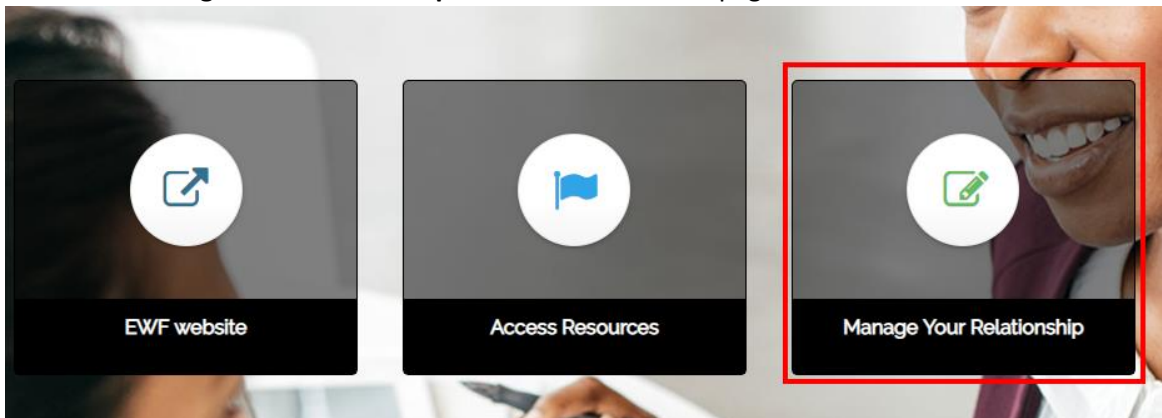4) Then select **Send Invitation** on the popup

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.
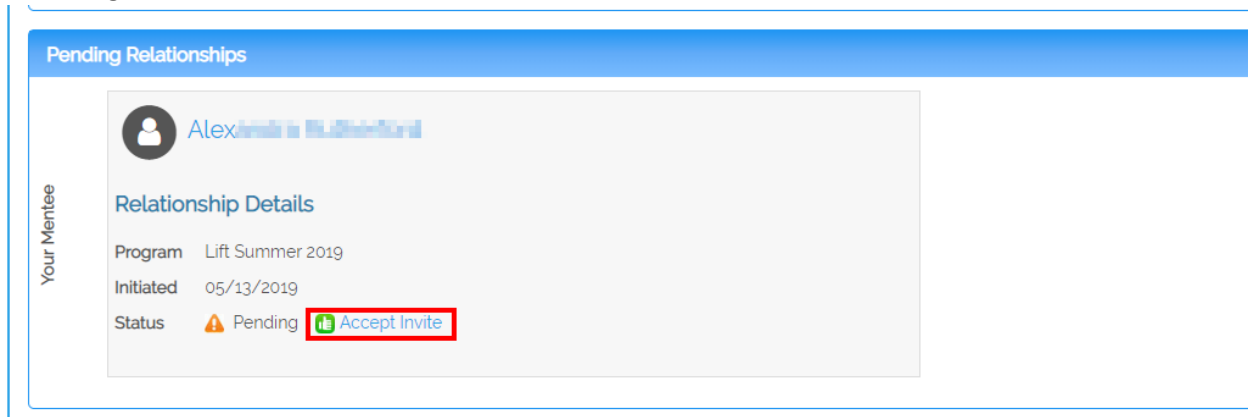

As a Mentor

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.

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.