

# Your SSP Mentor Portal

A secure, interactive, cloud-based tool  
powered by Innovative Mentoring Software allowing you to:

- Access mentoring-related messages & report cards in one place
- Log activity hours with your student
- Find your student's contact information

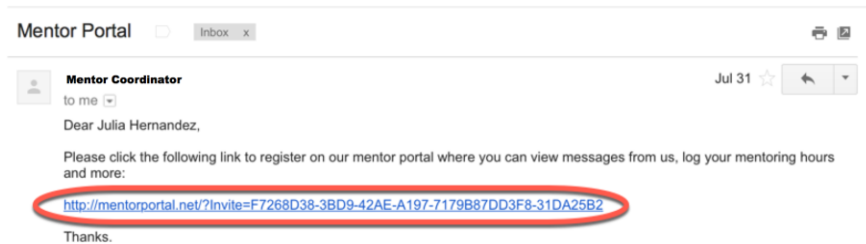


STUDENT  
SPONSOR  
PARTNERS

# Accessing your Mentor Portal

## Access the Invite

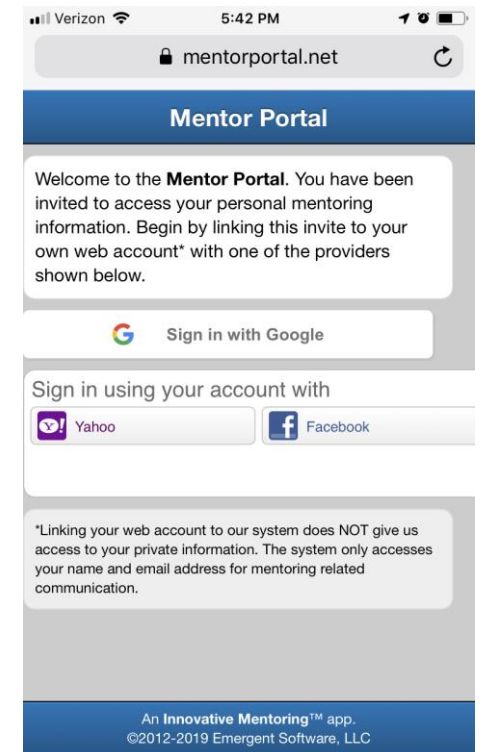
- You will receive an invitation to enroll in our Mentor Portal
- Click the link from the invitation to begin the enrollment process



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## Log In Through an Existing Account

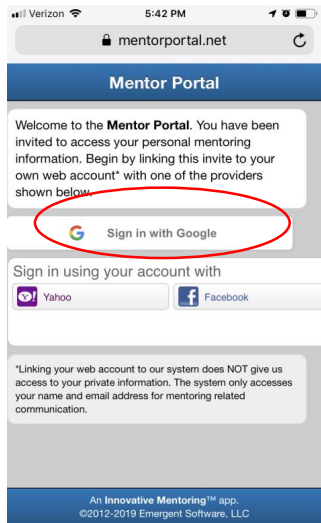
- You won't have to create a new log-in to access your Mentor Portal.
- Clicking on your invite link will prompt you to log in through your existing Gmail, Facebook, or Yahoo accounts
- Click on the provider you'd like to log in through and enter your existing credentials.
- *If you don't have an existing account through one of these providers, go to Page 3 for instruction.*



*Note: Linking your web account to our system does NOT grant access to your private information. The system only accesses your name and email address for mentoring related communication.*

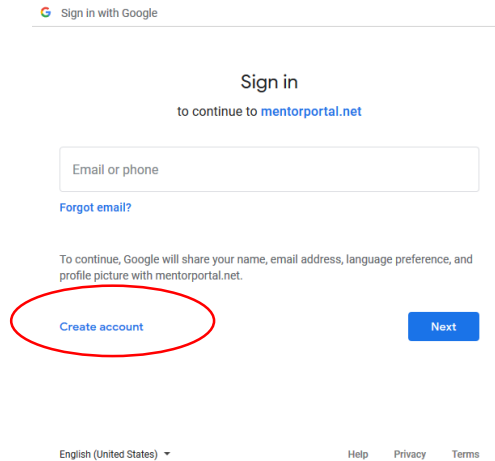
# Create Your Login:

*This step is only necessary if you don't have a Gmail, Yahoo or Facebook account.*



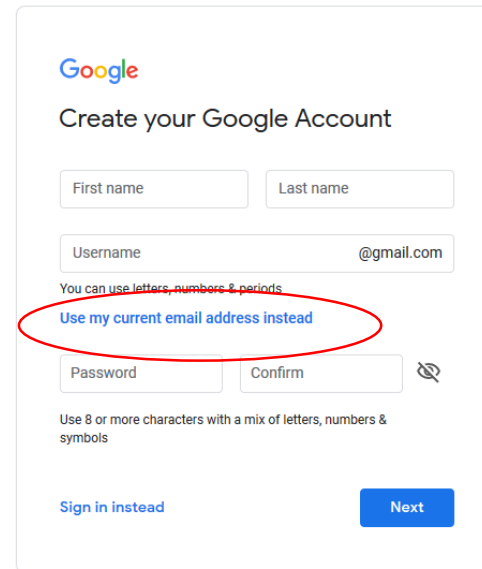
## Step 1:

After clicking your Mentor Portal invite link, select 'Sign in with Google'



## Step 2:

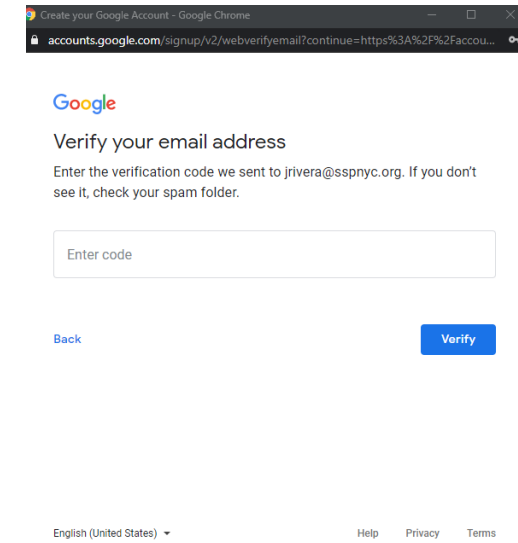
A new browser will open through Google. Select 'Create Account'



## Step 3:

You'll be asked to Create Your Google Account. Select 'Use my current email address'\* to use any email address (Comcast, AOL, Microsoft, etc.) to log into your Mentor Portal. Enter your info and select a password.

*\*This does NOT create a Gmail account.*

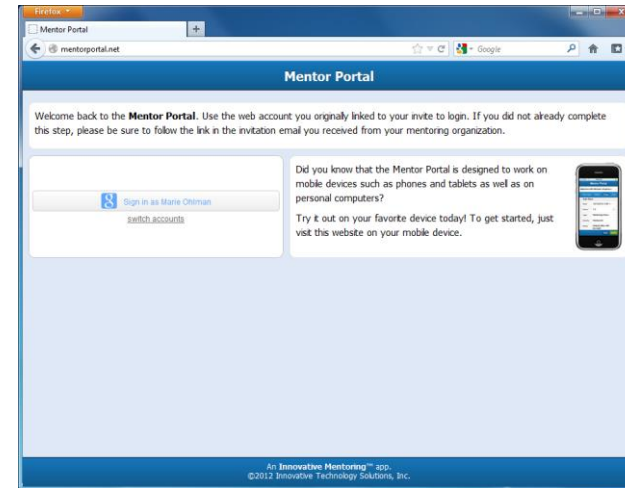


## Step 4:

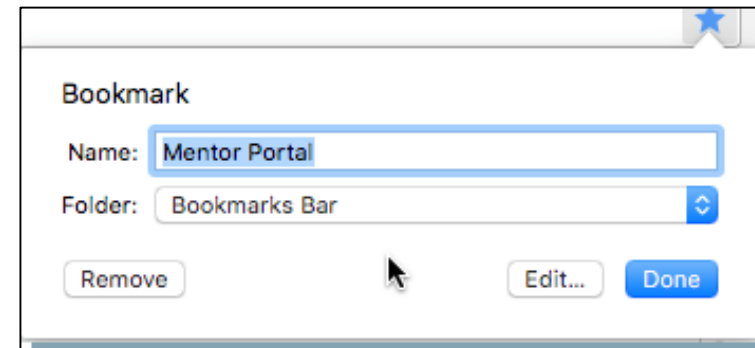
You'll be sent a confirmation code from Google. Log into your email to retrieve this code. After entering your code, you'll confirm a few personal details and then be redirected to your Mentor Portal, which will now be logged in. You'll use this email address for all future log ins.

# Accessing the Mentor Portal after Your Initial Log In:

The Mentor Portal should recognize you the next time you open MentorPortal.net as long as you're already logged into your connected account.

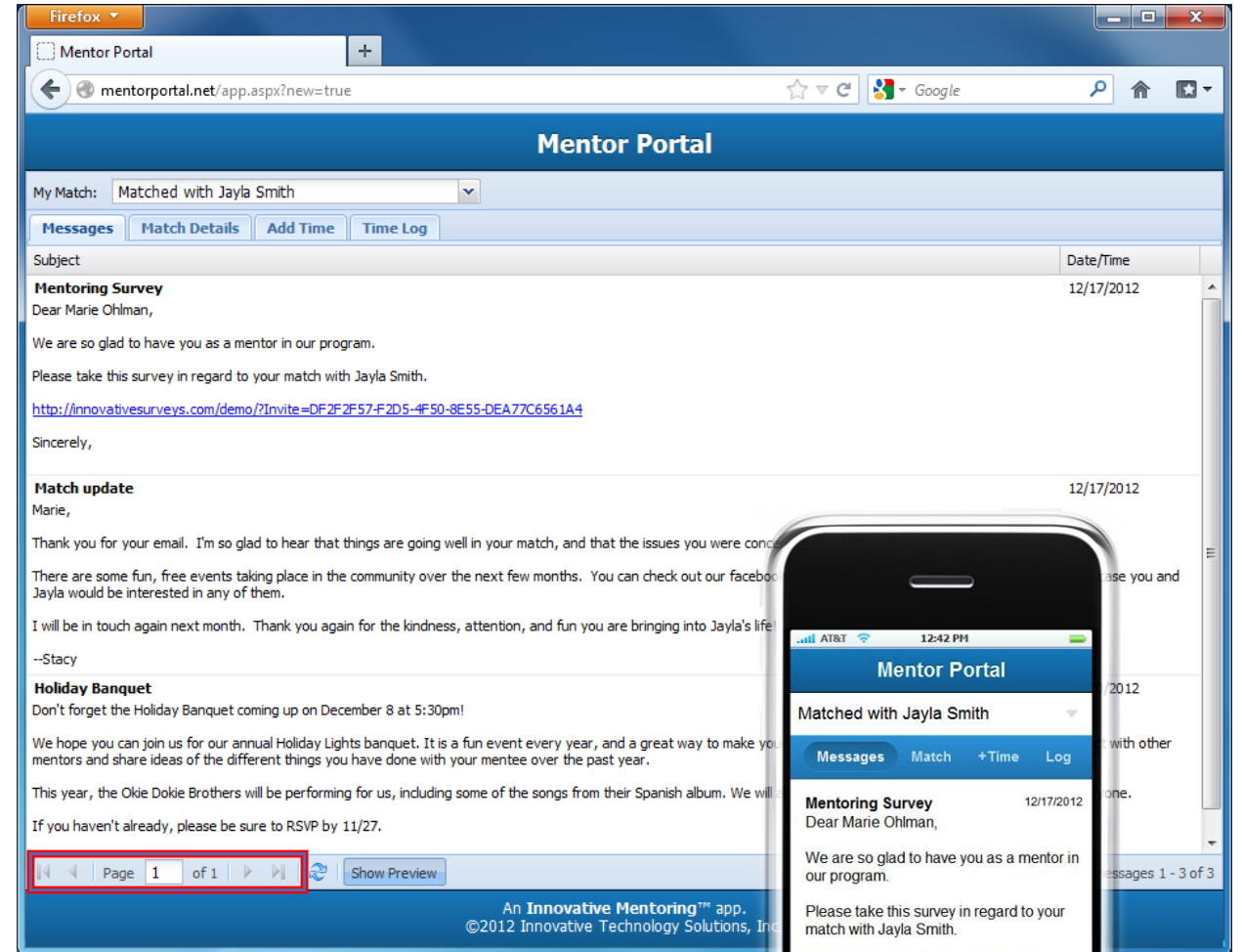


For easy access, we recommend Bookmarking MentorPortal.net on your devices. This way, you simply click the link and are brought to your logged in Portal.



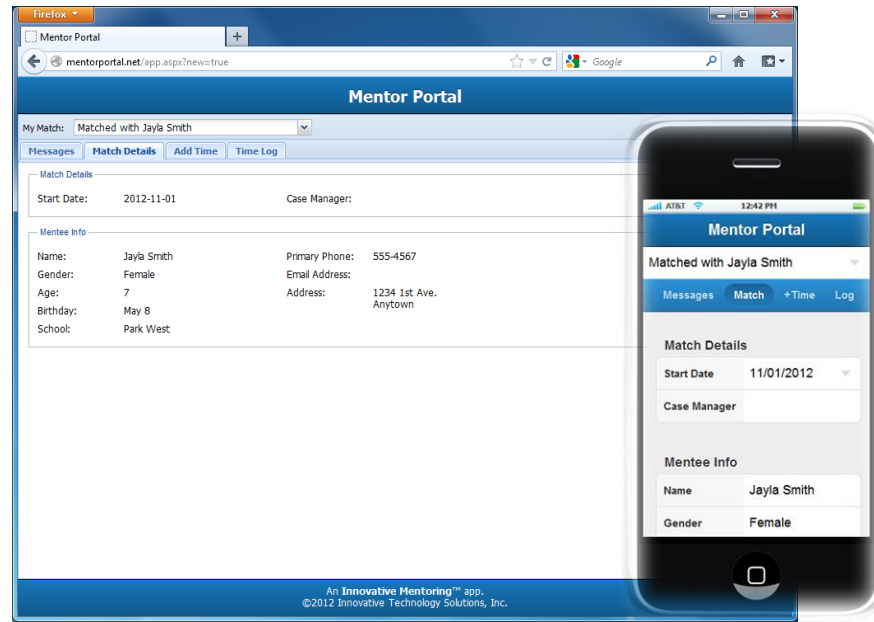
# Viewing Messages

- All messages, report cards, or emails sent to you from our database will appear on the Messages tab.
- All your communications will be listed on the main Messages tab together, even if you have multiple students.
- Up to five messages fit to a page, so use the arrows at the bottom if you have more than one page of messages.
- To download an attachment, click the paperclip icon.



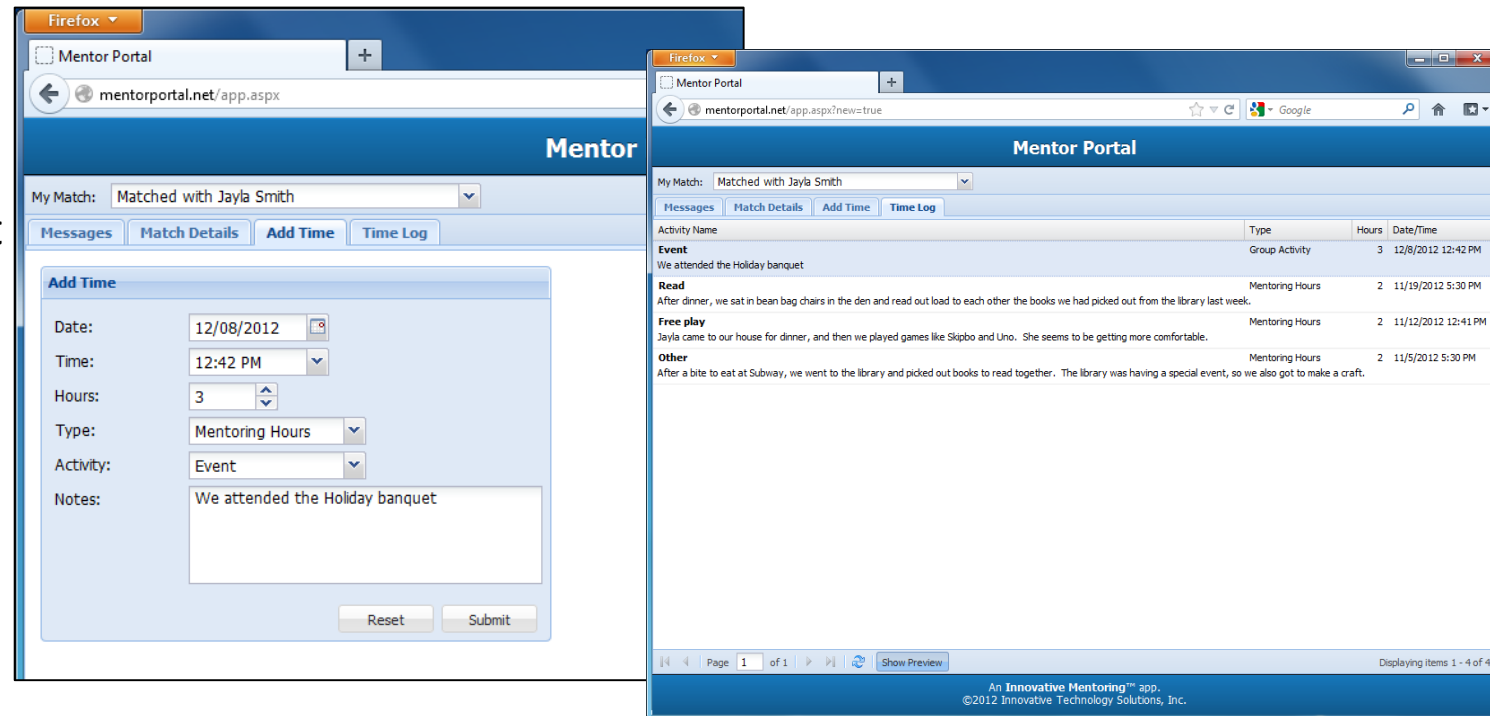
# Viewing Match Details

- Click on the Match Details (computer) or Match (mobile) tab to view basic information about your mentee(s).



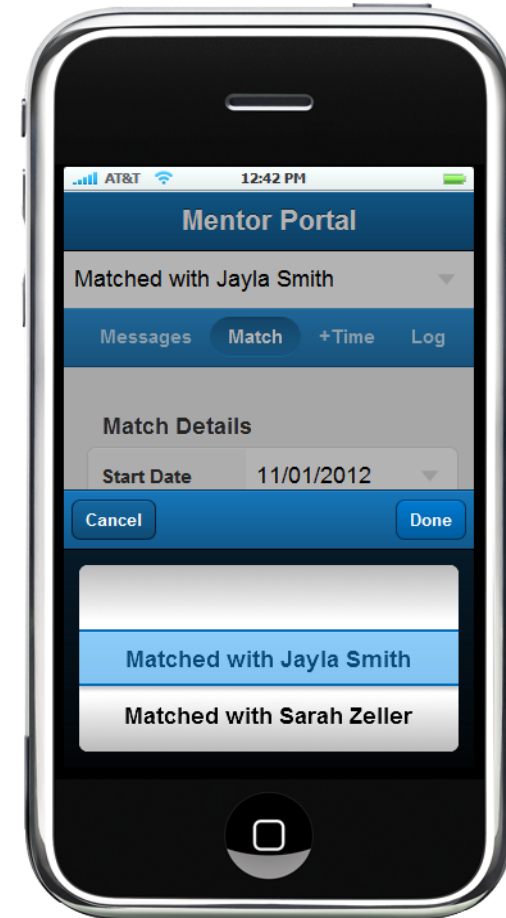
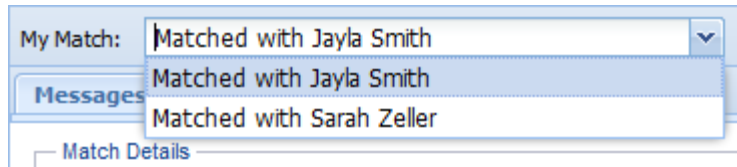
# Adding Activity Data

- Use the Mentor Portal to log mentoring activity hours
- Your entries update your case manager and our database and help us understand the great work our volunteers are doing
- Click the 'Time Log' tab to view all activities logged in your mentorship(s)



# Multiple Students

If you have multiple mentees, you can toggle between your match info using the My Match drop down. This will update the records on your Match Details, Add Time and Time Log tabs.



Please reach out to Ali Hoban, Director of Mentoring Systems & Analytics  
with any questions or feedback  
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