



STUDENT
SPONSOR
PARTNERS

Your Mentor Portal



What Is It?

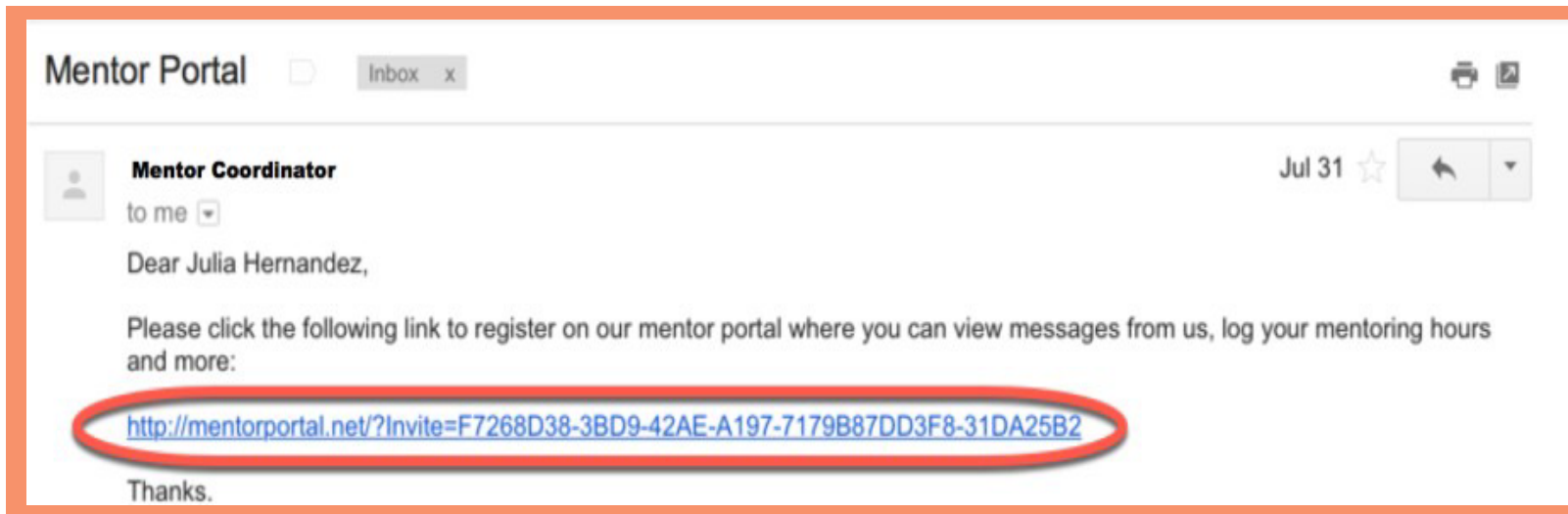
- **Your Mentor Portal** is a secure, interactive, cloud-based tool that allows you to:
 - Access mentoring messages and report cards in one place.
 - Log activity hours with your mentee.
 - Find your mentee's contact information.



Accessing Your Mentor Portal

NEW USERS: 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.

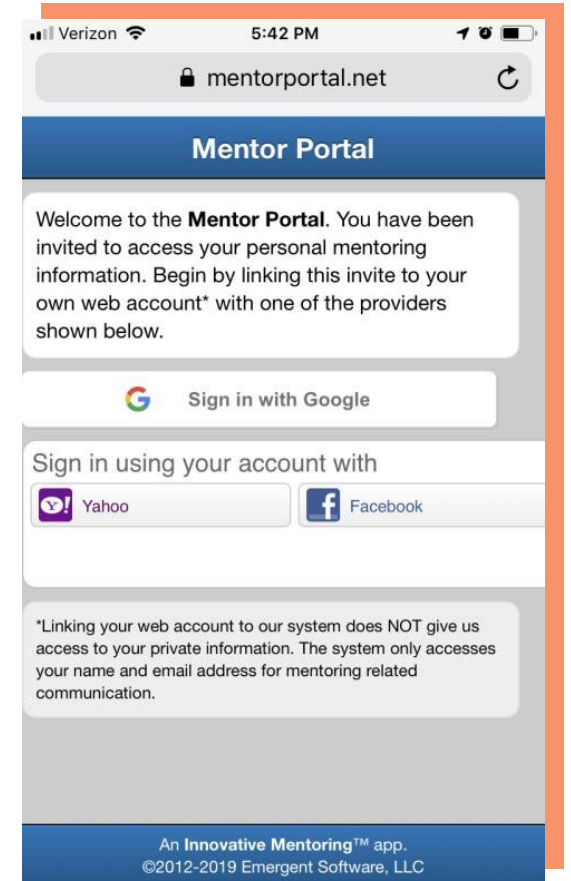


Accessing Your Mentor Portal

CURRENT USERS: LOG IN TO YOUR ACCOUNT

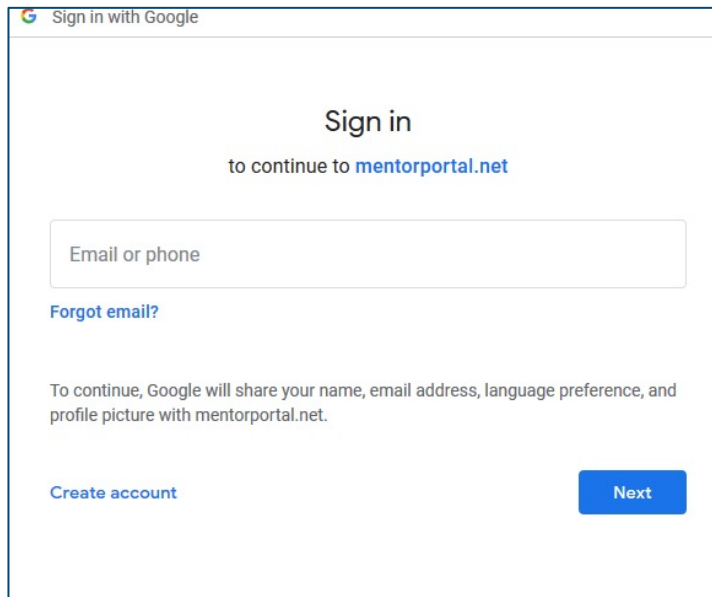
- You don't need to create a new login to access your Mentor Portal.
- Clicking on your invite link will prompt you to log in through your existing Gmail, Facebook, or Yahoo account.
- Select the provider you'd like to log in through and enter your existing credentials.
- If you don't have an existing account through one of these providers, go to the next slide 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 communications.



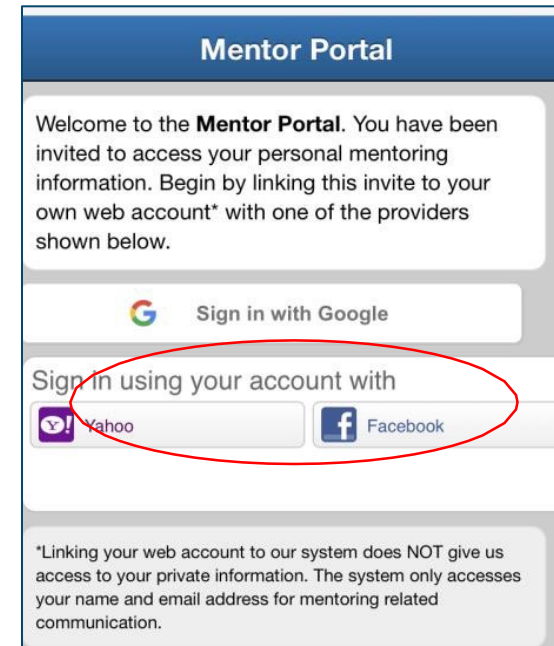
Create Your Login

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



The screenshot shows a web browser window with the title "Sign in with Google". The main heading is "Sign in" with the subtext "to continue to mentorportal.net". There is a text input field labeled "Email or phone". Below the field is a link for "Forgot email?". A paragraph of text states: "To continue, Google will share your name, email address, language preference, and profile picture with mentorportal.net." At the bottom left is a link for "Create account" and at the bottom right is a blue "Next" button.

Step 1: After clicking your Mentor Portal invite link, select 'Sign in with Google.'

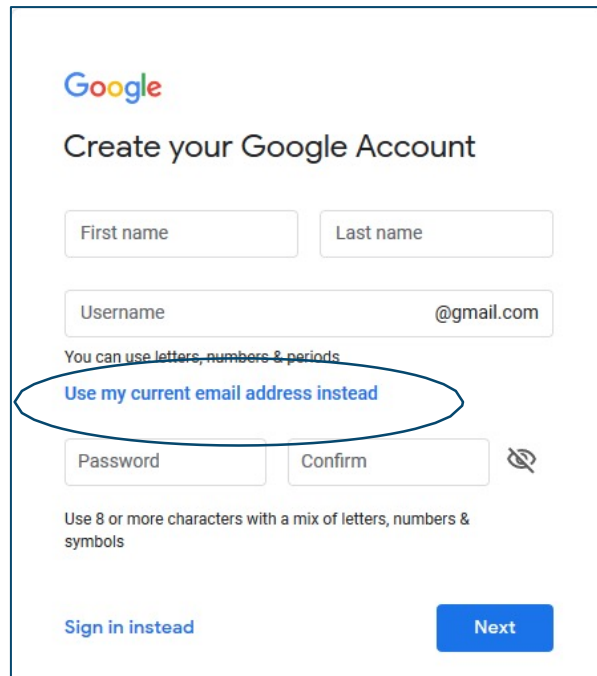


The screenshot shows the "Mentor Portal" login page. It features a blue header with the text "Mentor Portal". Below the header is a welcome message: "Welcome to the Mentor Portal. You have been invited to access your personal mentoring information. Begin by linking this invite to your own web account* with one of the providers shown below." There are two buttons: "Sign in with Google" and "Sign in using your account with". The "Sign in using your account with" section contains two buttons: "Yahoo" and "Facebook", which are circled in red. At the bottom, there is a disclaimer: "*Linking your web account to our system does NOT give us access to your private information. The system only accesses your name and email address for mentoring related communication."

Step 2: A new browser will open through Google. Select 'Create Account.'



Create Your Login



Google


Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods.

[Use my current email address instead](#)

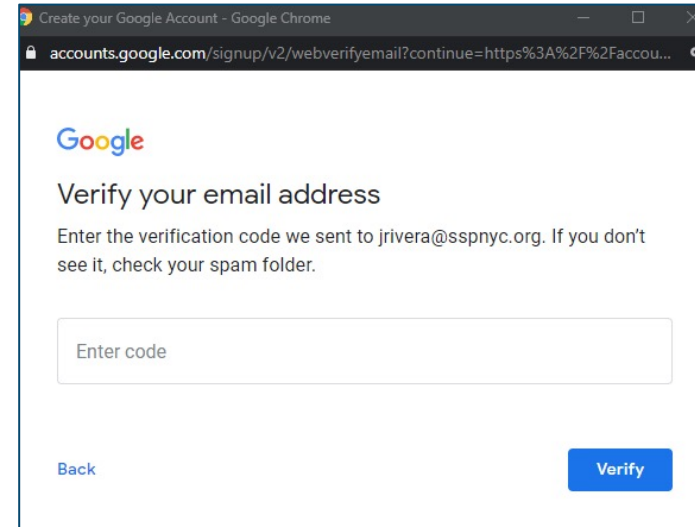
Password Confirm 

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) [Next](#)

Step 3: You'll be asked to Create Your Google Account. Select 'Use my current email address' to use any email address to log in to your Mentor Portal. Enter your info and select a password.

**This does NOT create a Gmail account.*



Create your Google Account - Google Chrome

accounts.google.com/signup/v2/webverifyemail?continue=https%3A%2F%2Faccou...

Google

Verify your email address

Enter the verification code we sent to jrivera@sspny.org. If you don't see it, check your spam folder.

Enter code

[Back](#) [Verify](#)

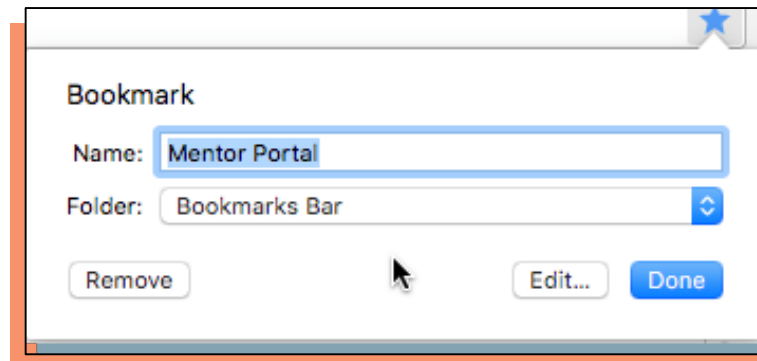
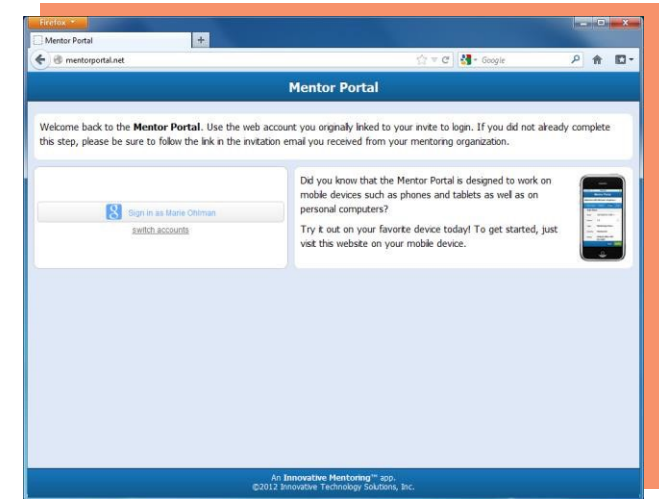
Step 4: You'll be sent a confirmation code from Google. Log in to your email to retrieve this code. After entering your code, you'll confirm a few personal details and then be redirected to your Mentor Portal, which will now be logged in. You'll use this email address for all future log ins.



After Your Initial Log In

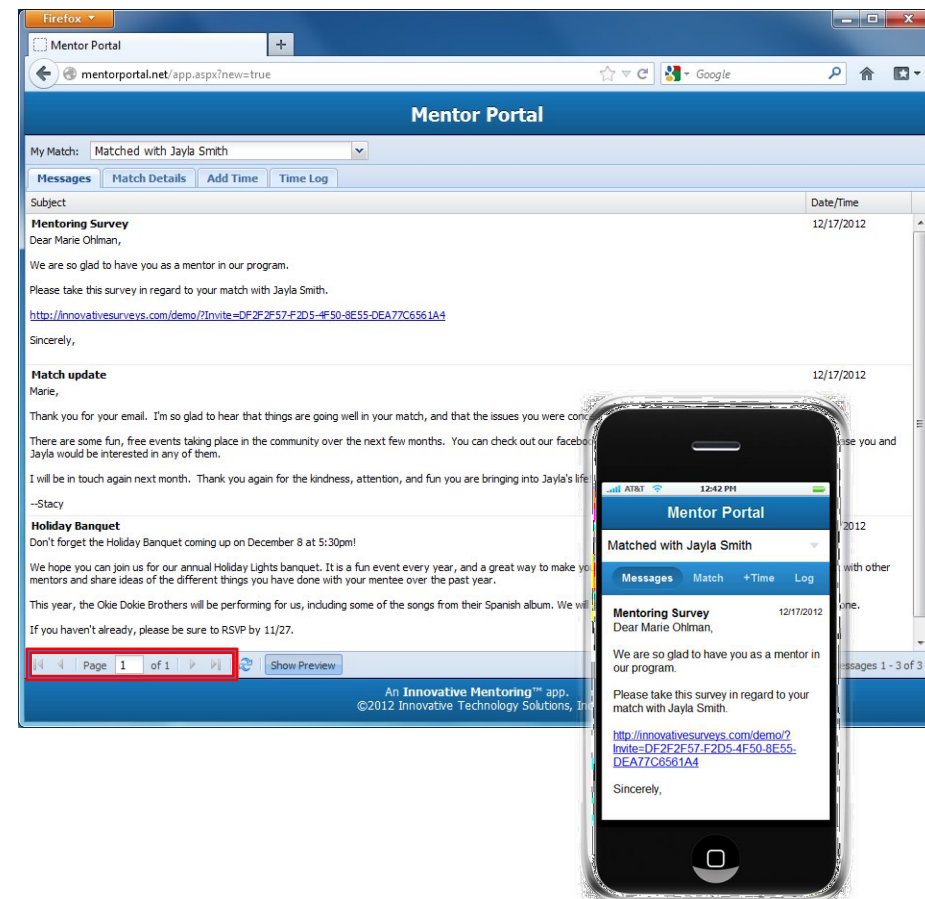
Your Mentor Portal should recognize you the next time you open MentorPortal.net as long as you're already logged in to your connected account.

We recommend bookmarking MentorPortal.net on your devices so you can simply click the link to your Portal.



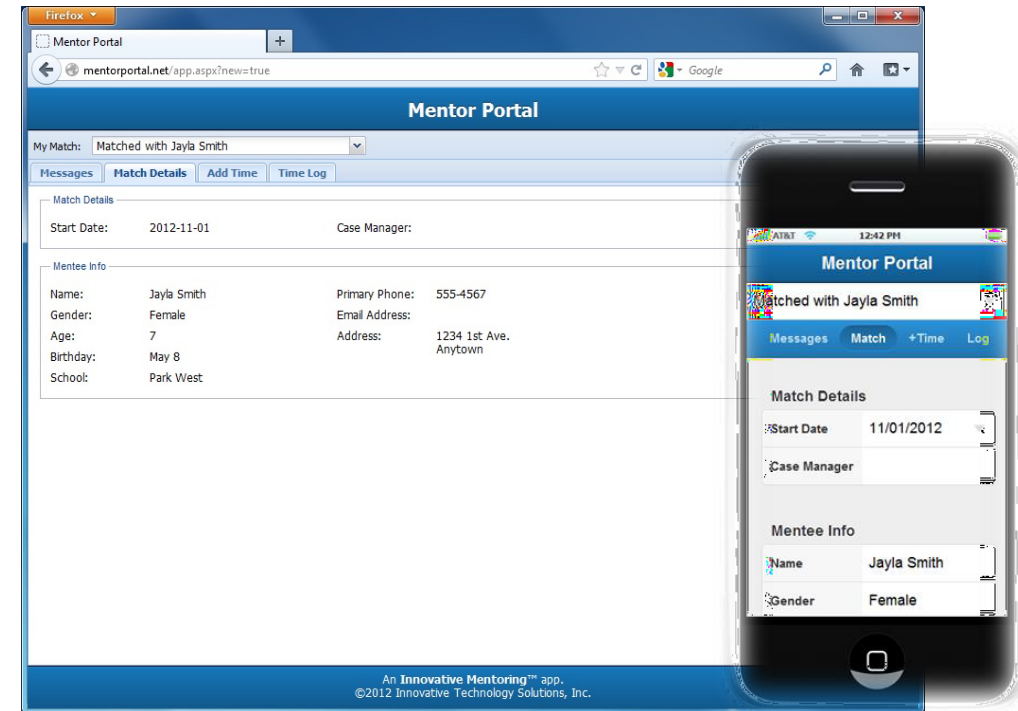
View Messages

- 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.



View Match Details

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



Log Mentoring Activity

- Use your 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 for your mentorship(s).

The top screenshot shows the Mentor Portal interface with the 'Time Log' tab selected. It displays a table of activities for a match with Jayla Smith:

Activity Name	Type	Hours	Date/Time
Event We attended the Holiday banquet	Group Activity	3	12/8/2012 12:42 PM
Read After dinner, we sat in bean bag chairs in the den and read out loud to each other the books we had picked out from the library last week.	Mentoring Hours	2	11/19/2012 5:30 PM
Free play Jayla came to our house for dinner, and then we played games like Skipbo and Uno. She seems to be getting more comfortable.	Mentoring Hours	2	11/12/2012 12:41 PM
Other After a bite to eat at Subway, we went to the library and picked out books to read together. The library was having a special event, so we also got to make a craft.	Mentoring Hours	2	11/5/2012 5:30 PM

The bottom screenshot shows the 'Add Time' form with the following fields:

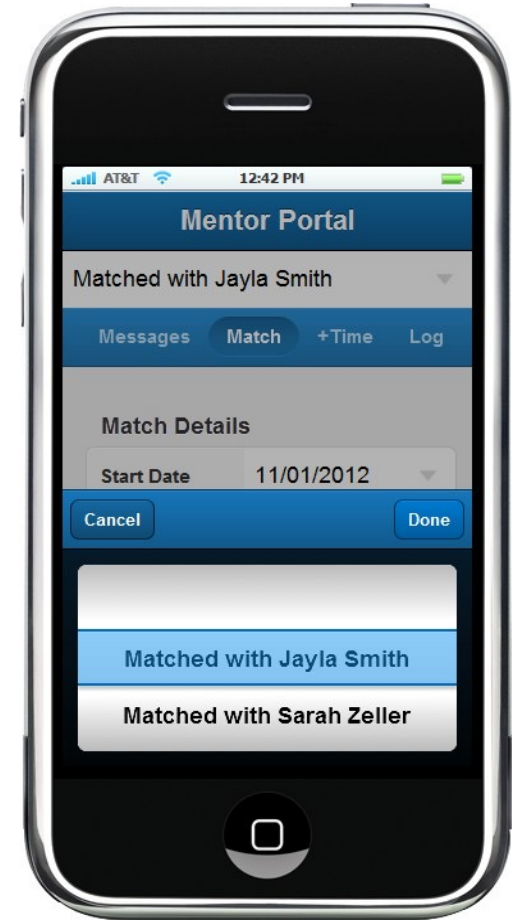
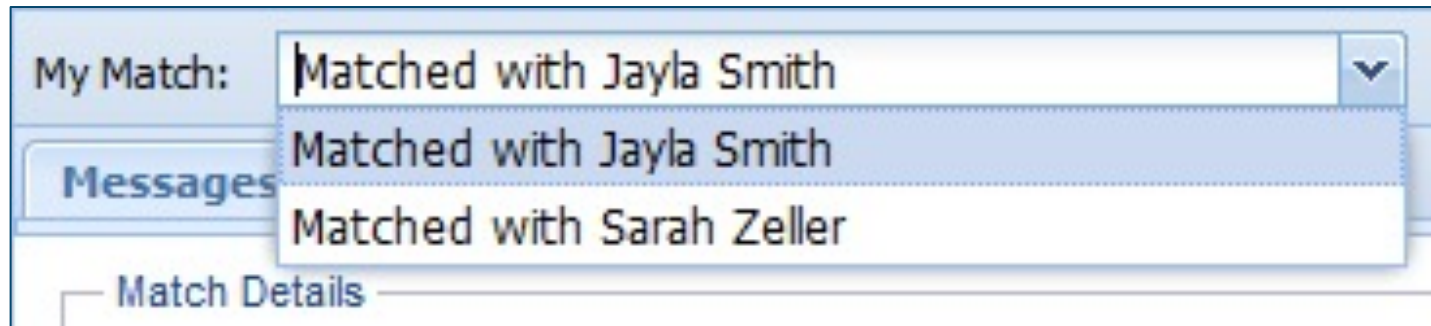
- Date: 12/08/2012
- Time: 12:42 PM
- Hours: 3
- Type: Mentoring Hours
- Activity: Event
- Notes: We attended the Holiday banquet

Buttons for 'Reset' and 'Submit' are visible at the bottom of the form.



Multiple Students

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



Questions?

Contact Maeve Mulholland, Engagement Manager, with any questions at:
mmulholland@sspny.org

