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.

**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.’
Create Your Login

**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.*

**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).
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@sspnyc.org