OVERVIEW

We're excited to partner with iMentor to support and guide your mentorships! This is a shift from the Mentor Portal which allowed you to view your student's progress. Now, on iMentor, you'll be able to monitor progress, chat directly with your student on the web version and/or mobile app, engage in monthly lessons from SSP to help guide your discussions, and RSVP for events and more. Its secure online chat also ensures student safety and will allow the SSP team to support each pair in a more effective way.

Keep reading to get familiar with the platform functions and expectations as an SSP mentor. You can also view this video walk-through here and reach out to mfaddoul@sspnyc.org with any questions.

PLATFORM FEATURES

ACCESS YOUR ACCOUNT

Log in with your email and password at the top right of sspnyc.imentor.org. If you forgot your password, click the "Forgot password?" button, and a link to reset your password will be sent to the email address you used to sign onto the platform.

Note: If you have more than one mentee, you will have different logins to communicate with each student. Remember to download the mobile app (iOS or Android) to access iMentor while on the go.

NEWSFEED

This is the first page you'll see when you log in. The SSP team will use the Newsfeed to share resources with mentors and mentees including ideas of things to do together, interesting articles to read and discuss as a pair, or important reminders regarding the mentorship experience. You'll also see your monthly survey link here and events to RSVP for (you may also get pop-ups upon login reminding you to respond to these items).

Note: Mentors will be asked to complete a monthly survey, which will be posted on your Newsfeed on the first day of each month to be submitted within three days. The short survey will ask you to reflect on your communication with your mentee during the previous month. The purpose of this survey is to understand how mentors connect with their mentees off-platform, and more importantly, to make sure the SSP team is supporting each mentor-mentee pair, providing assistance when/as necessary.

MESSAGES & LESSON PLANS

The SSP team will be sending out monthly lessons for you to complete with your mentee. Messages/lessons are more structured than the Chat function on iMentor and will prompt you and your mentee to explore certain topics related to school, strategies for success, goals, and more. Each lesson will have an overview, a prompt, and then access to the Messages function for you to answer the prompt thoughtfully. Once you complete the prompt, you will press submit. You will see your mentee's responses and be able to engage in messages back and forth, as well as have access to previous lessons.

***Note:** New lessons will open on the <u>first day</u> of each month and will close at the end of the month. At least at the start of using this platform, the expectation is that mentors take the lead on sending messages in response to the lesson prompt to engage with your mentee.*

CHAT

Chat works a lot like texting or any kind of online messenger software. You will be able to type a message to your mentee on the platform, click send, and the message is instantly sent. This tool is best for informal conversations and can be used to simply check in with your mentee. The SSP team will also provide prompts for you to use in order to connect and build a relationship with your student.

***Note:** SSP would like to move mentorship conversations previously conducted over text or email to this Chat function so we can better monitor and support mentorships. You can access this chat function via the iMentor app (iOS or Android) to stay connected while on the go (just like texting!).*

MEETINGS

The Meetings tab allows you to view a log of events you and your mentee have been invited to and to respond with your RSVP. You'll be able to see if your mentee plans on attending as well.

***Note:** You'll receive notifications about meetings on the Newsfeed and via pop-ups upon login too. Please disregard the Pair Expedition Request at the top of the Meetings page.*

YOUR PROFILE

When you click on your name at the top right, you'll get to your profile where you will add a photo and where you can update your contact and other information.

***Note:** Please add a photo when you first log in and confirm your information is up to date.*

MENTEE PROGRESS UPDATES

Much in the same way you were able to view your student's latest report card and more when made available by their school on the Mentor Portal, you will receive a notification on your Newsfeed with a link to your student's unique Google folder. This same link will be shared with you every time a report card is available.

***Note:** You can bookmark the link for your mentee(s) for easy access.*