

## Quick Reference Guide

“A lot of people went further than they thought they could because someone else thought they could.” Zig Ziglar

## Step 1: Log In

- Visit [https://mentorcity.com/sign\\_in](https://mentorcity.com/sign_in)
- Enter your email address
- Enter your password. If you have forgotten your password – click on Forgot Password

## Step 2: Create Profile

Under the Profile tab, select Edit Profile and complete all the mandatory (\*) fields in the following sections:

- A. Basic Information
  - Option to import your profile from LinkedIn
- B. Employment
  - Include information on at least 2 – 3 positions
- C. Competencies
  - This information will not be viewed by anyone else but will help with matching

## Step 3: Find a Mentor

Click on the Find Mentor tab:

- Only select the criteria which is important to you and click on Save & Search
- See your top Mentor matches and how compatible they are to you. Select someone or refine your search

**Please note:** In some mentoring programs the administrator will be solely responsible for making all the matches or will make select matches. In this case, you will receive an email notifying you about the match and then you can set-up your initial meeting.

## Step 4: Initial Meeting

- Schedule initial meeting under the Relationships tab

## Step 5: Mentoring Relationship

- Set up your meetings using the Send Message section
- Visit the Resource Centre for mentoring tips and templates
- Complete the Mentoring Agreement with your mentor/mentee
- Add your Goals and track your Mentoring Hours
- At the end of your relationship, complete a Program Evaluation

[https://mentorcity.com/sign\\_in](https://mentorcity.com/sign_in)