

# How to create and update your Mentee Profile

This guide is to help you check and update the details in your mentee profile, including:

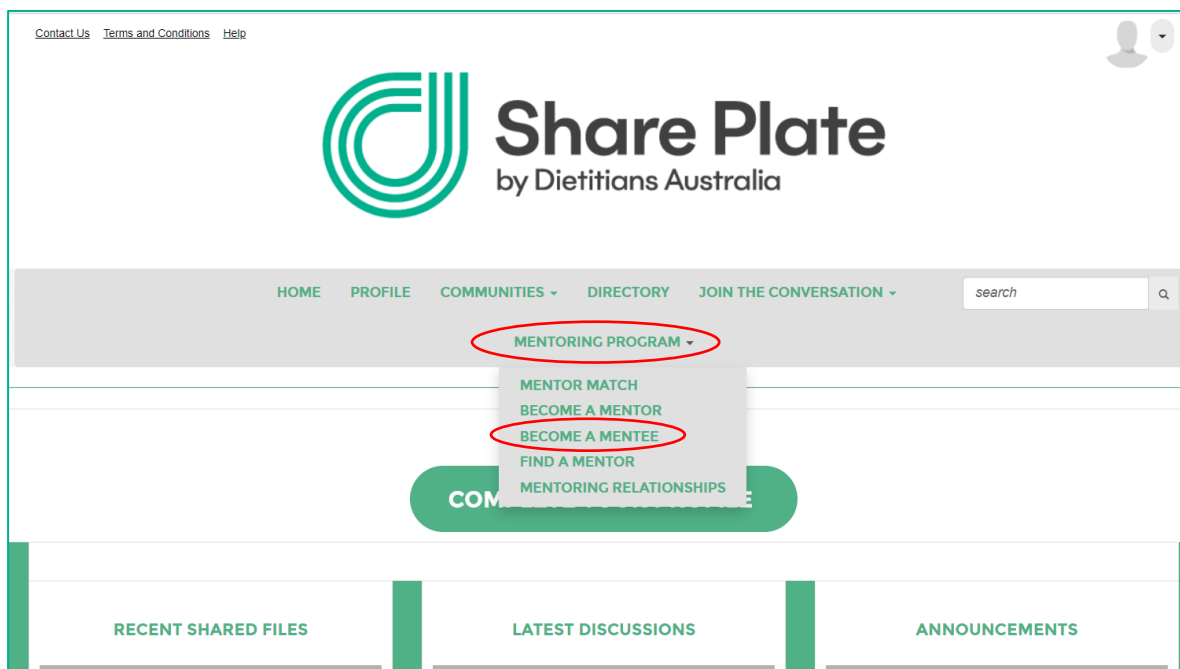
- How to create your mentee profile
- Where to access and edit your mentee profile

Your mentor profile allows you to select and update the following:

- The areas of practice/ populations you are looking for mentoring in
- Your preferred method of contact
- Your current location (Australian state/territory or overseas)
- The dates you are looking to start (and conclude) mentoring

## Creating your mentee profile

**Step 1:** To register for mentoring, click on the 'Mentoring Program' heading and select 'Become a Mentee' from the drop-down menu.



You will then be able to tailor your mentee profile. It is also recommended to complete your Member Profile, as this will enhance your Mentee Profile. Find out how to complete your member profile [here](#).

## Step 2: Selecting the work areas where you are looking for mentoring in.

Click on the green 'select' button to open the list of work areas where you are looking for mentoring.

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MENTORING PROGRAM

### COMPLETING YOUR MENTEE ENROLMENT

Follow these steps to enrol as a mentee with [Mentor Match](#).

1. **Make selections** for each of the variables below and set your preferences. The more information you provide, the easier it will be for mentors to assess if they are a good match for you. Please note some fields are compulsory.
2. Click **Save**.

You also need to complete your [member profile](#) (which is populated with some of your membership details). This is so that potential mentors can learn more about you. Be sure to add a photo, include information in your bio and details of your job history.

Once enrolled, use the [Mentor Program Directory](#) and search for the right mentor for you.

**I WOULD LIKE TO BE MENTORED IN:**

Select the areas in which you would like to receive mentoring

**SELECT**

Choose the relevant areas by clicking on the word or check box. You can select/ unselect areas as needed. Once you have made your selection, click save.

HOME search

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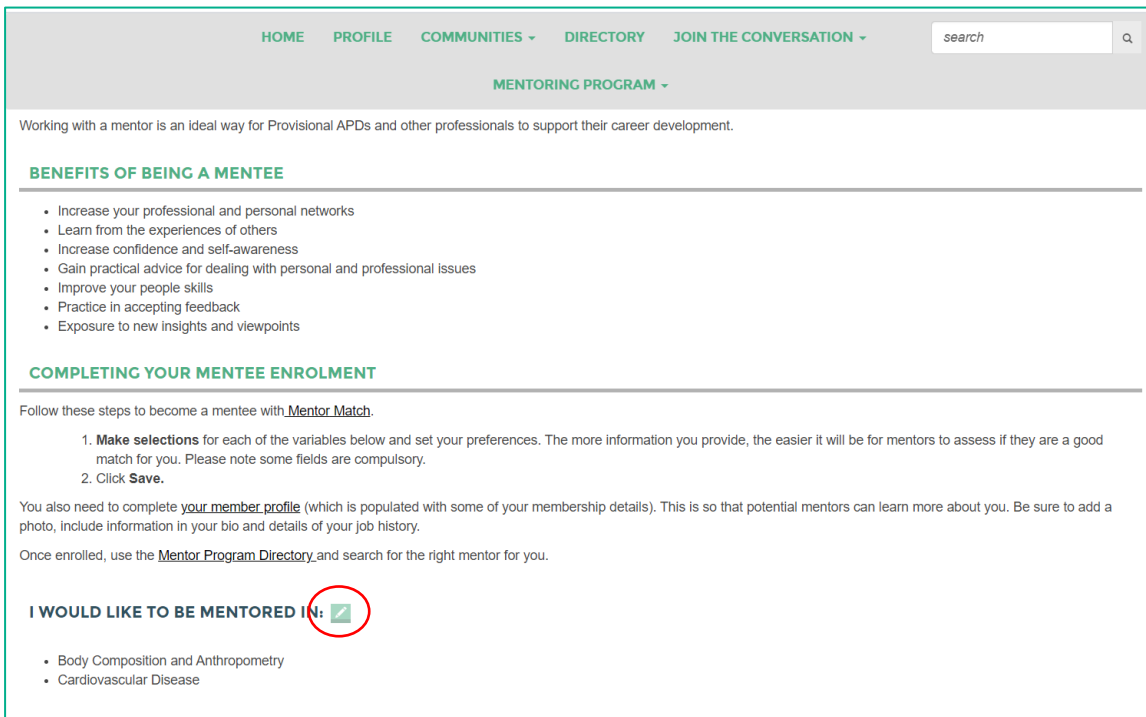
**SELECT**

**Edit I would like to be mentored in:**

<input type="checkbox"/> Addiction	<input type="checkbox"/> Eating Disorders	<input type="checkbox"/> Mental Health
<input checked="" type="checkbox"/> Allergy and Food Sensitivity, including FODMAPS	<input type="checkbox"/> Endocrinological Disorders incl. diabetes, PCOS	<input type="checkbox"/> Metabolic Disorders
<input type="checkbox"/> Anaemia	<input type="checkbox"/> Food Industry	<input type="checkbox"/> Neurological Disorders
<input checked="" type="checkbox"/> Arthritis, Osteopenia, Osteoporosis	<input type="checkbox"/> Gastrointestinal Disorders	<input type="checkbox"/> Nutrition Support
<input type="checkbox"/> Autoimmune Disorders	<input type="checkbox"/> Genetic Disorders	<input type="checkbox"/> Nutritional Genomics
<input type="checkbox"/> Body Composition and Anthropometry	<input type="checkbox"/> Health & Wellness Promotion	<input type="checkbox"/> Oncology
<input type="checkbox"/> Burns	<input type="checkbox"/> Health Informatics	<input type="checkbox"/> Palliative Care
<input type="checkbox"/> Cardiovascular Disease	<input type="checkbox"/> Hepatic/pancreatic Disorders	<input type="checkbox"/> Private Practice / Consultancy
<input type="checkbox"/> Clinical practice (inpatient)	<input type="checkbox"/> HIV	<input type="checkbox"/> Public Health / Community Nutrition
<input type="checkbox"/> Clinical practice (outpatient / community)	<input type="checkbox"/> Inborn Errors of Metabolism	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Communications	<input type="checkbox"/> Intensive/Critical Care	<input type="checkbox"/> Renal Disease
<input type="checkbox"/> Corporate Wellness	<input type="checkbox"/> Malnutrition	<input type="checkbox"/> Research / Education
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Management & Leadership	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Dental Health	<input type="checkbox"/> Marketing	<input type="checkbox"/> Weight Management, incl Bariatric Surgery

**SAVE** CANCEL

Your selection will then appear under the heading. To edit, select the green box at the end of the heading. This will allow you to adjust your preferences.



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**MENTORING PROGRAM**

Working with a mentor is an ideal way for Provisional APDs and other professionals to support their career development.

**BENEFITS OF BEING A MENTEE**

- Increase your professional and personal networks
- Learn from the experiences of others
- Increase confidence and self-awareness
- Gain practical advice for dealing with personal and professional issues
- Improve your people skills
- Practice in accepting feedback
- Exposure to new insights and viewpoints

**COMPLETING YOUR MENTEE ENROLMENT**

Follow these steps to become a mentee with [Mentor Match](#).

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You also need to complete [your member profile](#) (which is populated with some of your membership details). This is so that potential mentors can learn more about you. Be sure to add a photo, include information in your bio and details of your job history.

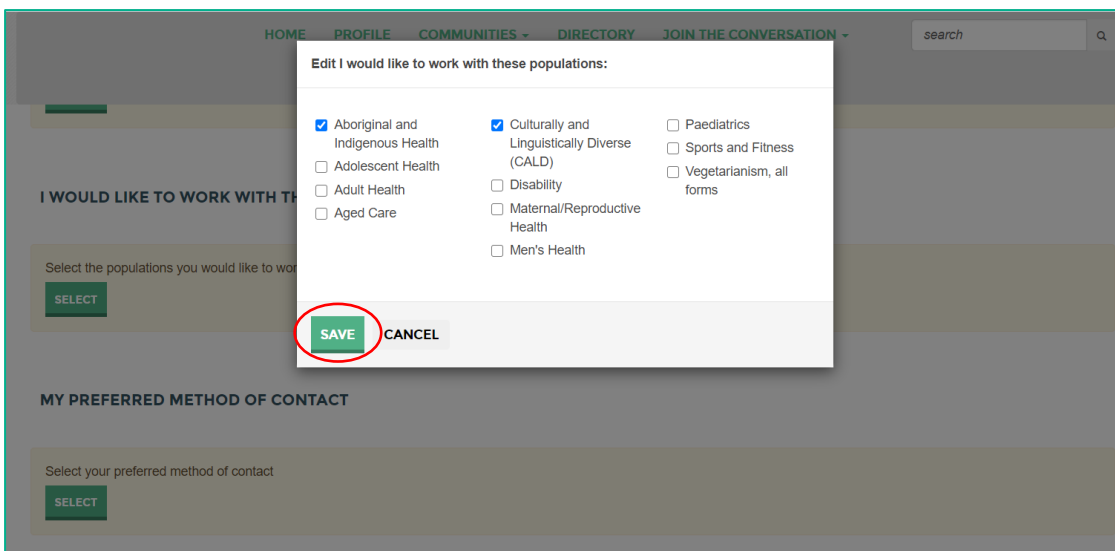
Once enrolled, use the [Mentor Program Directory](#) and search for the right mentor for you.

**I WOULD LIKE TO BE MENTORED IN:**

- Body Composition and Anthropometry
- Cardiovascular Disease

### Step 3: Selecting the populations you would like to work with

Click on the green 'select' button to open the list of populations, and select the group/s which you are seeking mentoring in. Once you have made your selection, click save.



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**Edit I would like to work with these populations:**

- Aboriginal and Indigenous Health
- Adolescent Health
- Adult Health
- Aged Care
- Culturally and Linguistically Diverse (CALD)
- Disability
- Maternal/Reproductive Health
- Men's Health
- Paediatrics
- Sports and Fitness
- Vegetarianism, all forms

**SAVE** CANCEL

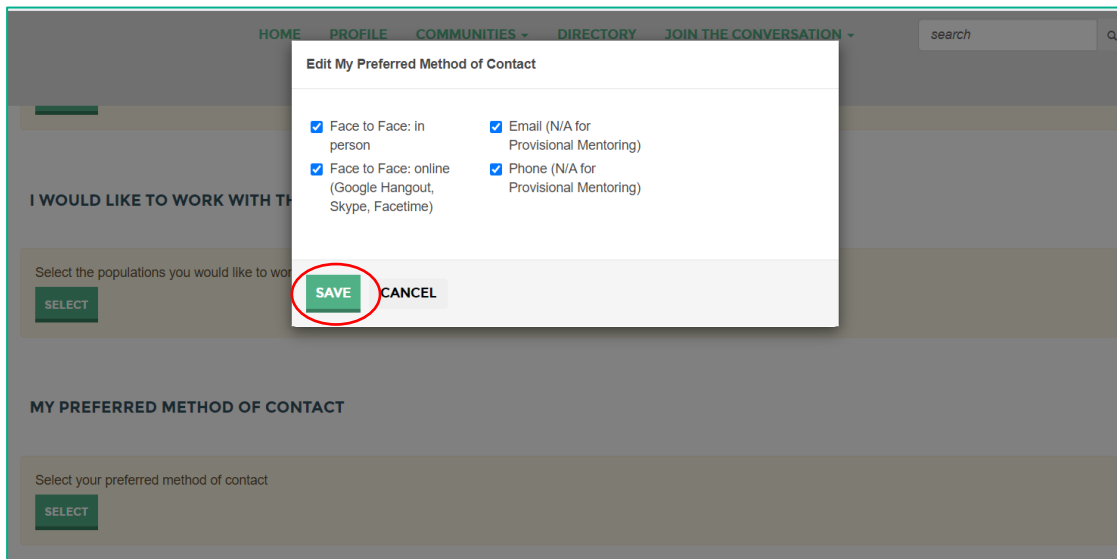
**MY PREFERRED METHOD OF CONTACT**

Select your preferred method of contact

**SELECT**

### Step 4: Assigning your preferred method of contact

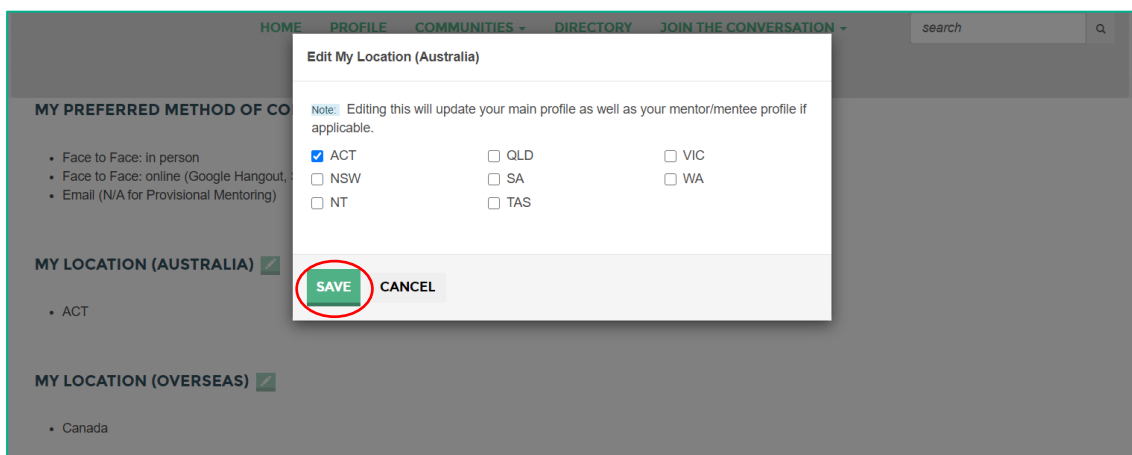
Click on the green 'select' button to open list of preferred methods of contact, and select the options which are suitable for you. Please note, for the Provisional APD Mentoring Program, mentor meetings must occur via either of the Face to face options (in person or online). Once you have made your selection, click save.



### Step 5: Nominating your state/territory (Australia)

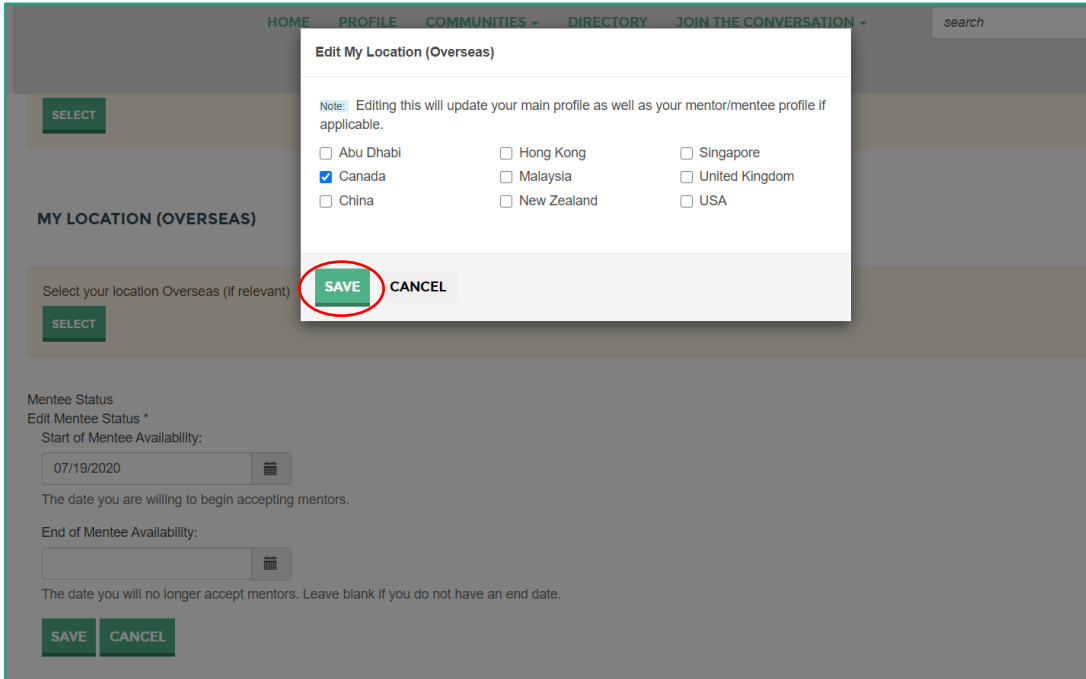
If you are currently located in Australia, click the green 'select' button, to choose your state/territory. Click 'save' once you have made your selection.

Note – this will update your state/territory on your member profile as well. If you are currently residing overseas, leave this section blank.



### Step 6: Nominating your location (if living overseas)

If you are currently located overseas, please select the country you're currently residing in. The list has been tailored to the where our members currently reside. Click 'save' once you have made your selection.

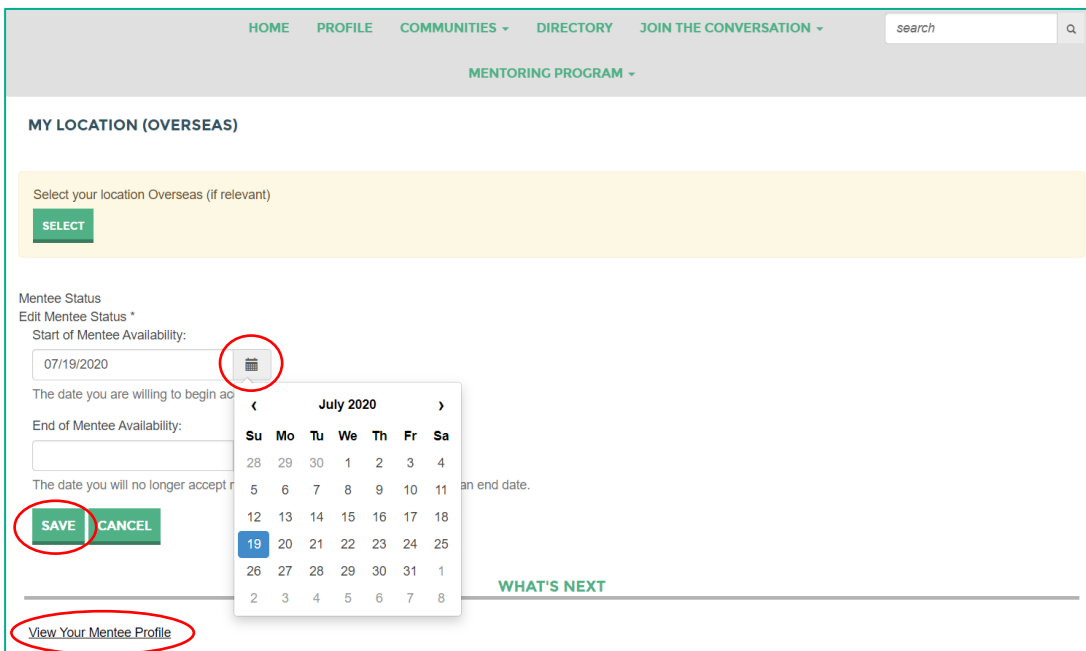


### Step 7: Dates you're able to commence mentoring

You can choose to either type the date you are willing to start mentoring into the box (using MM/DD/YYYY format) or select a date using the calendar button. This is a compulsory step.

You may also wish to add a date when you will be no longer looking for mentoring, through typing in the date (MM/DD/YYYY format) or using the calendar function to select a date. Leave this blank if you do not have an end date.

**Step 8:** Select 'Save' at the bottom of the page to finish your Mentee Profile. You can then view your Mentee Profile through the link at the bottom of the page.

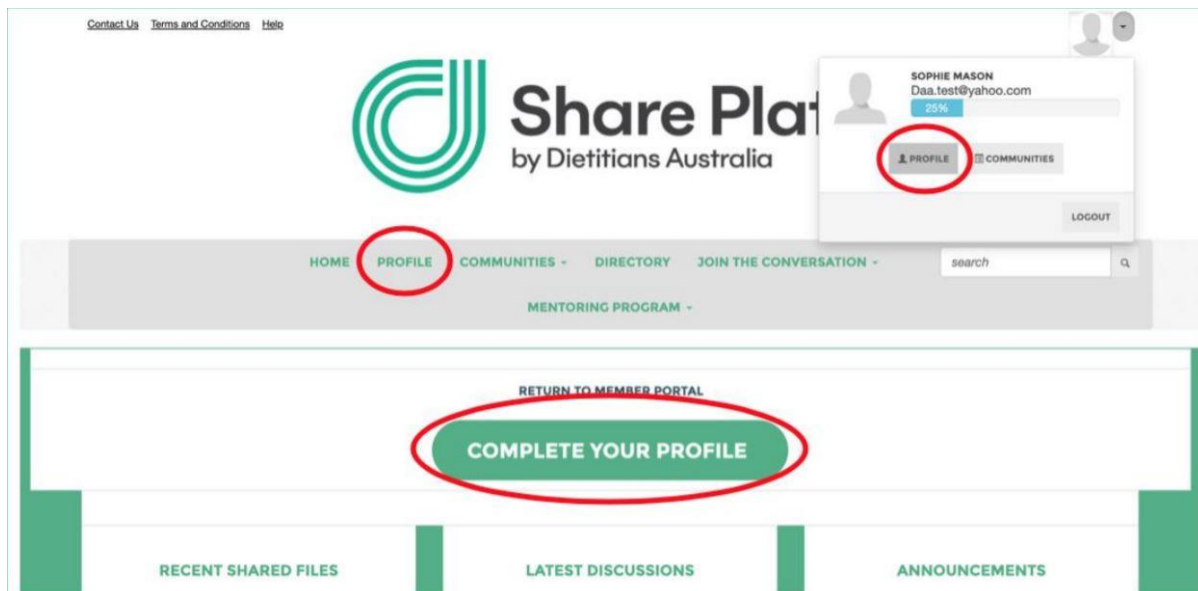


You're now registered as a mentee! You can now use the Mentor Match search system to start to make connections and reach out to potential mentors.

## Accessing your mentee profile

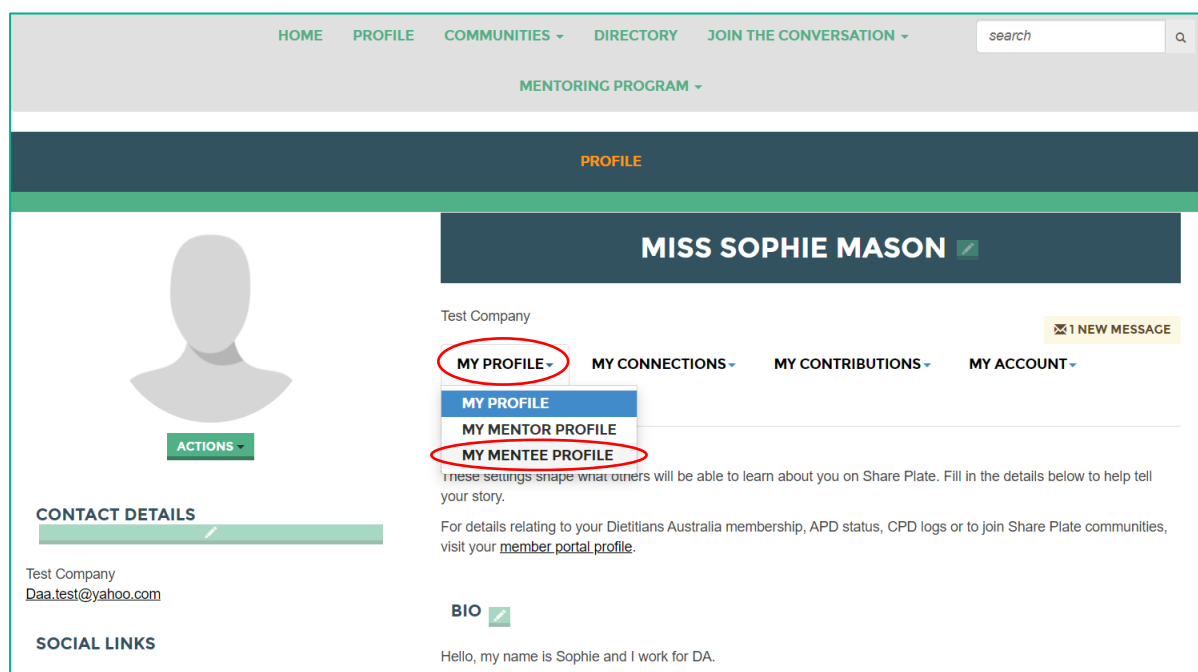
After you have created your mentee profile, you can view and update your details through the following steps. Your mentee profile is available under your member profile.

**Step 1:** To access your profile, click your user menu at the top-right, followed by 'PROFILE'. You may alternatively select the 'PROFILE' or 'COMPLETE YOUR PROFILE' options on the homepage.

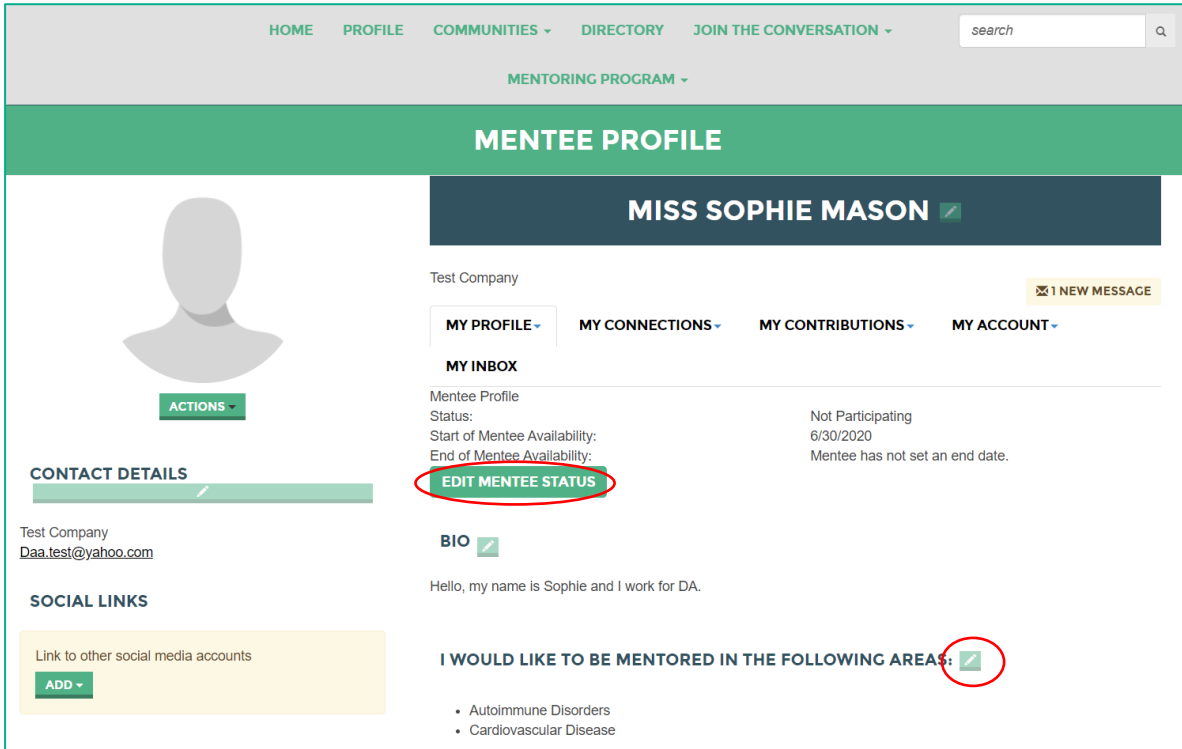


You'll then be taken to your [Share Plate profile page](#).

**Step 2:** Select the 'MY PROFILE' tab which will provide a drop-down menu. Here, you can select, 'MY MENTEE PROFILE'. This will then take you to your Mentee Profile.



**Step 3:** Your Mentee Profile – Here you can check your details and edit as required. To make any changes, select the ‘EDIT MENTEE STATUS’ button, or any of the green edit buttons for each section.



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MENTORING PROGRAM

## MENTEE PROFILE

### MISS SOPHIE MASON

Test Company 1 NEW MESSAGE

MY PROFILE MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT

#### MY INBOX

Mentee Profile  
Status: Not Participating  
Start of Mentee Availability: 6/30/2020  
End of Mentee Availability: Mentee has not set an end date.

**EDIT MENTEE STATUS**

#### BIO

Hello, my name is Sophie and I work for DA.

#### I WOULD LIKE TO BE MENTORED IN THE FOLLOWING AREAS:

- Autoimmune Disorders
- Cardiovascular Disease

CONTACT DETAILS

Test Company  
Daa.test@yahoo.com

SOCIAL LINKS

Link to other social media accounts  
ADD