

NACUAMentors Program Instructions

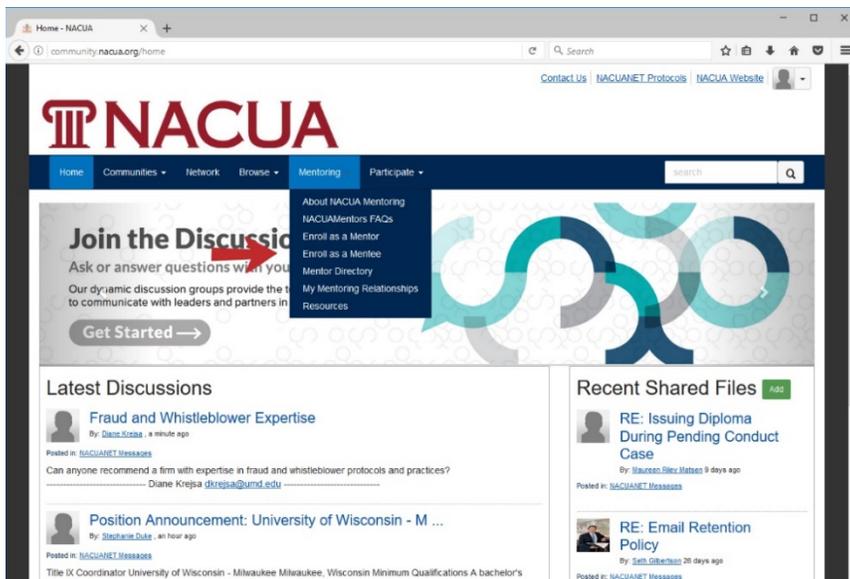
Mentoring can be a very successful part of your professional development. If you are interested in becoming a mentee or mentor, we hope that the information and resources provided at <http://community.nacua.org/mentoringhome/resources> will be helpful to you. This document provides an overview of how you might use NACUANET's community connections to identify individuals whom you might ask to serve as a mentor to you or to express your willingness to serve as a mentor.

Enroll as a Mentee

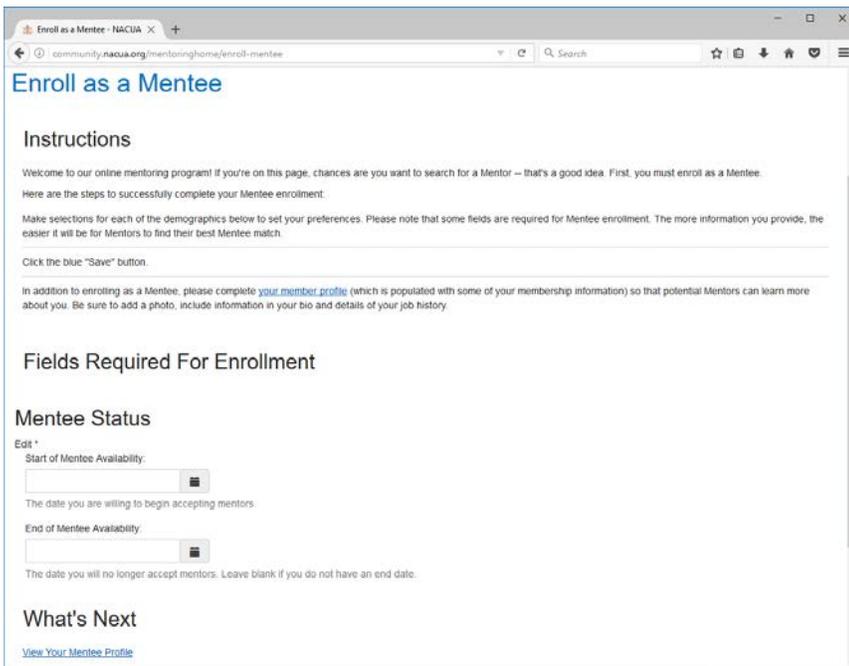
1. Visit <http://community.nacua.org/mentoringhome/aboutmentormatch>
2. Log in to NACUANET site



3. Navigate to Mentoring > Enroll as a Mentee

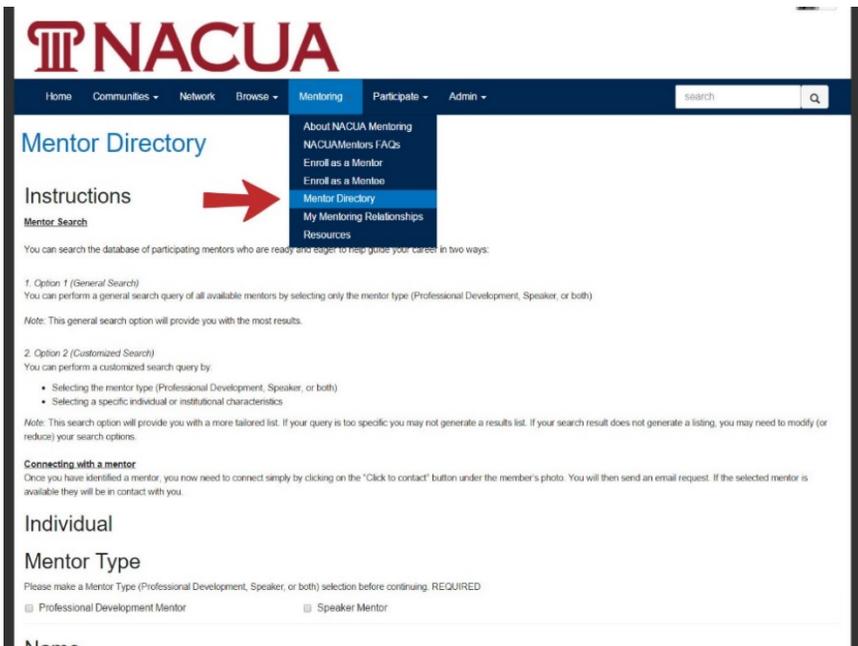


4. The **Enroll as a Mentee** page is where you enroll in the program so that you can be matched with a mentor. Be sure to complete your member profile, as this increases the chances of a successful mentor match.



You can select your start and end date here. We recommend a one-year commitment, including an in-person meeting at the Annual Conference in June, however, you can choose to select a shorter period of time. Once you've filled out the field, click the Save button.

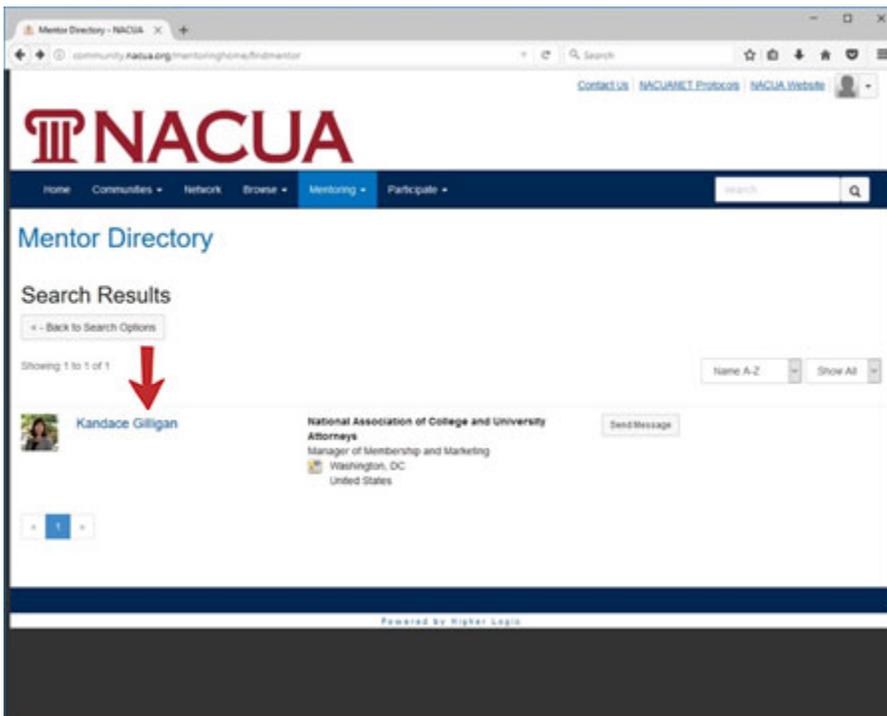
5. Navigate to Mentoring > Mentor Directory to get matched to a mentor. You can choose to have a professional development mentor or a mentor that focuses on speaking.



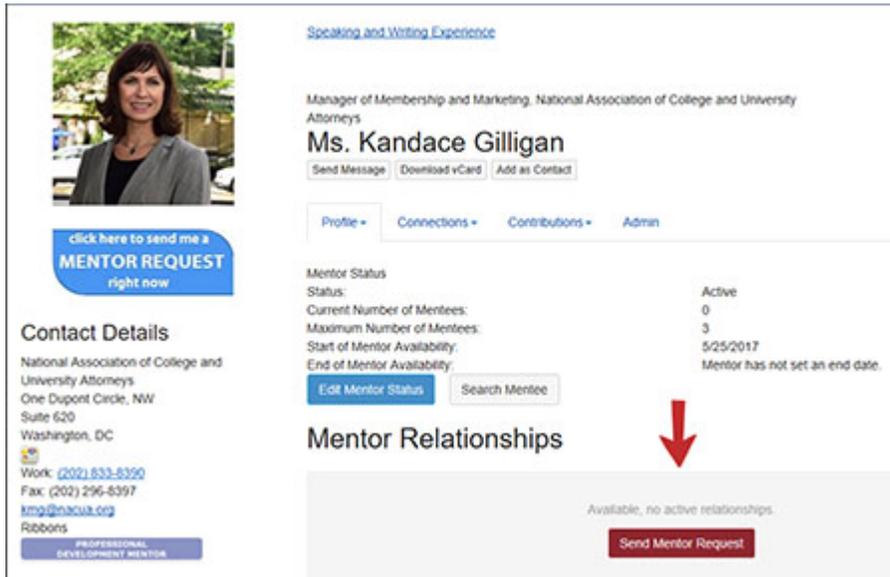
6. Here you can search for mentor. Pick the desired demographics you would like your mentor to have, then click “Find Mentors.”

The screenshot shows the 'Mentor Directory - NACUA' search form. The form is titled 'Individual Mentor Type' and includes a required selection for 'Professional Development Mentor' or 'Speaker Mentor'. Below this are input fields for 'Name' (First/Middle, Last, Company, Email) and 'Location' (City, State/Province, Country). There are also sections for 'Region' (Australia, Canada, Central, East, Midwest, Northeast, South, West) and 'Ethnicity' (African American, American Indian/Native America, Asian/Pacific Islander, Caucasian, Hispanic/Latino, Multiracial). A 'Skills' section lists various fields such as Athletics and Sports Law, Business Law, Compliance, Computer & Internet Law, Development and Fundraising, Health Sciences, Immigration Law, Intellectual Property Law, International Programs, Labor Relations Law, Public Institutions, Real Property, Sponsored Research, Student Affairs Law, and Taxation Law.

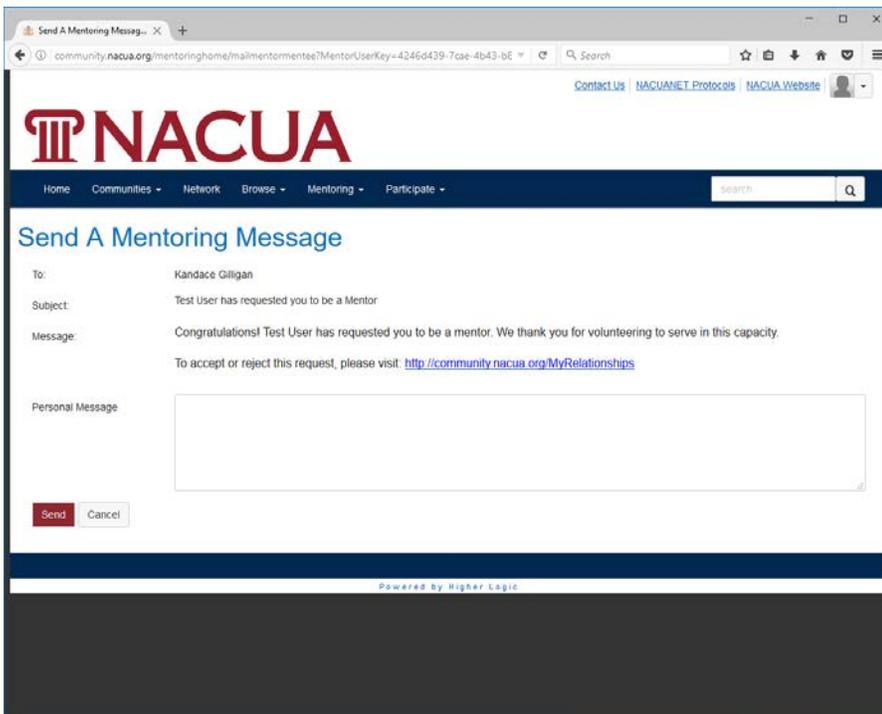
7. Once you have narrowed down the search results, we encourage you to visit the profiles of the mentors listed by clicking on the name.



8. When you have chosen a mentor, click the red button “Send Mentor Request” on their profile page.



9. A message is generated and sent to the potential mentor with a link that allows that person to accept or decline. You can personalize this message if you'd like.



Once you have been accepted by your mentor, you will receive a confirmation email.

11. You can manage your mentoring relationships by going to “My Mentoring Relationships.”

The screenshot shows the NACUA website interface. At the top left is the NACUA logo. Below it is a navigation bar with links for Home, Communities, Network, Browse, Mentoring, Participate, and Admin. A search bar is located on the right side of the navigation bar. The 'Mentoring' link is highlighted, and a dropdown menu is open, showing options: About NACUA Mentoring, NACUA Mentors FAQs, Enroll as a Mentor, Enroll as a Mentee, Mentor Directory, My Mentoring Relationships (highlighted with a red arrow), and Resources. The main content area is titled 'My Mentoring Relationships' and includes an 'Instructions' section with a red arrow pointing to the 'My Mentoring Relationships' link in the dropdown menu. Below the instructions is a 'Mentoring Requests' section with a message: 'Currently, you have 0 requests.' Underneath is a 'Mentoring Relationships' section with a dropdown menu set to 'Active Relationships'. Below this are filters for 'Showing 1 to 1 of 1', a search box for 'Filter list by first name, last name or email', and a 'Name A-Z' dropdown. A table with one row is displayed, showing a mentoring relationship for 'Test User' (Mentee) requested on 06-12-2017 and accepted on 06-12-2017, with a 'Complete' button in the 'Actions' column.

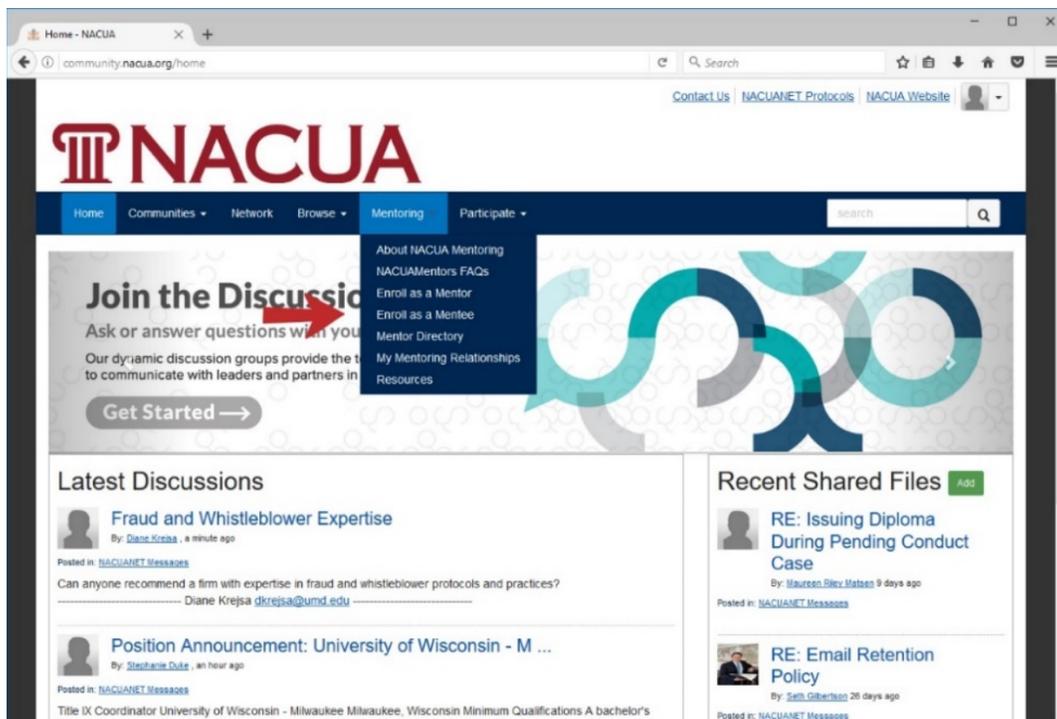
Name	Requested On	Accepted On	Actions
Test User (test@eucldtechnology.com) Mentee	06-12-2017	06-12-2017	Complete

Enroll as a Mentor

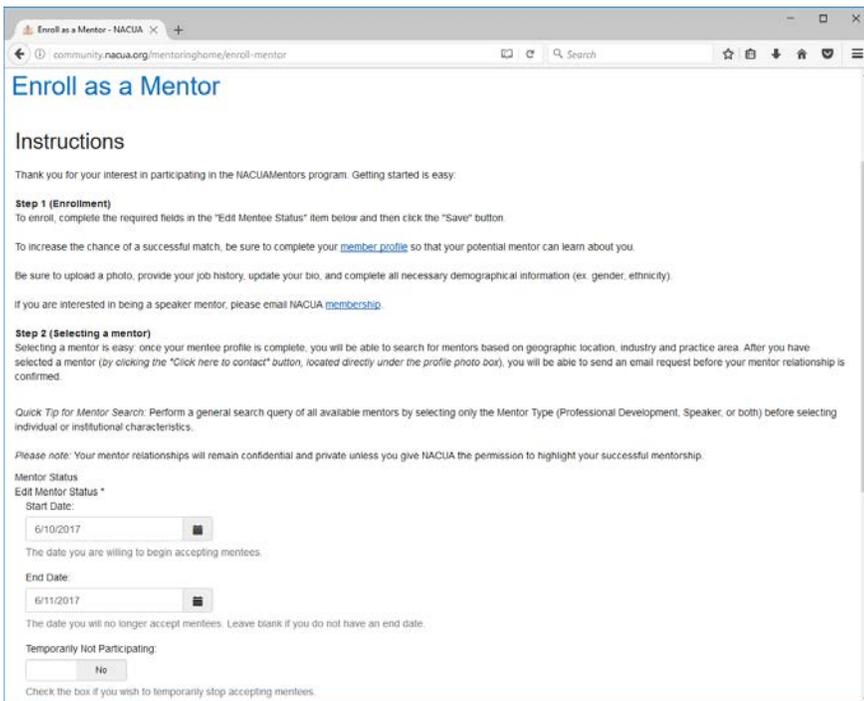
1. Visit <http://community.nacua.org/mentoringhome/aboutmentormatch>
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3. Navigate to Mentoring > Enroll as a Mentor

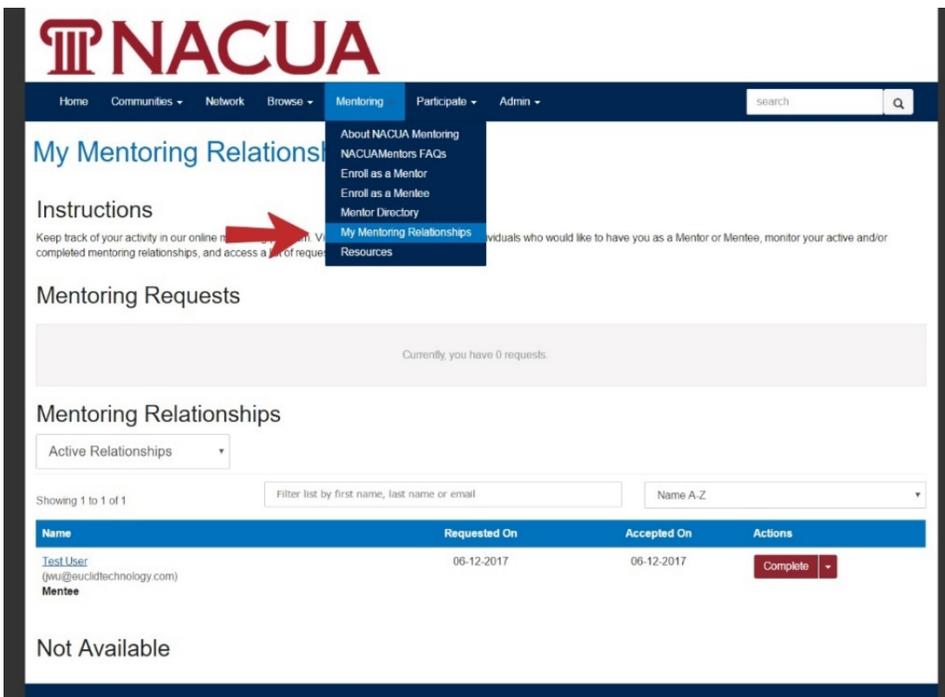


4. Be sure to complete your member profile, as this increases the chances of a successful mentor match.

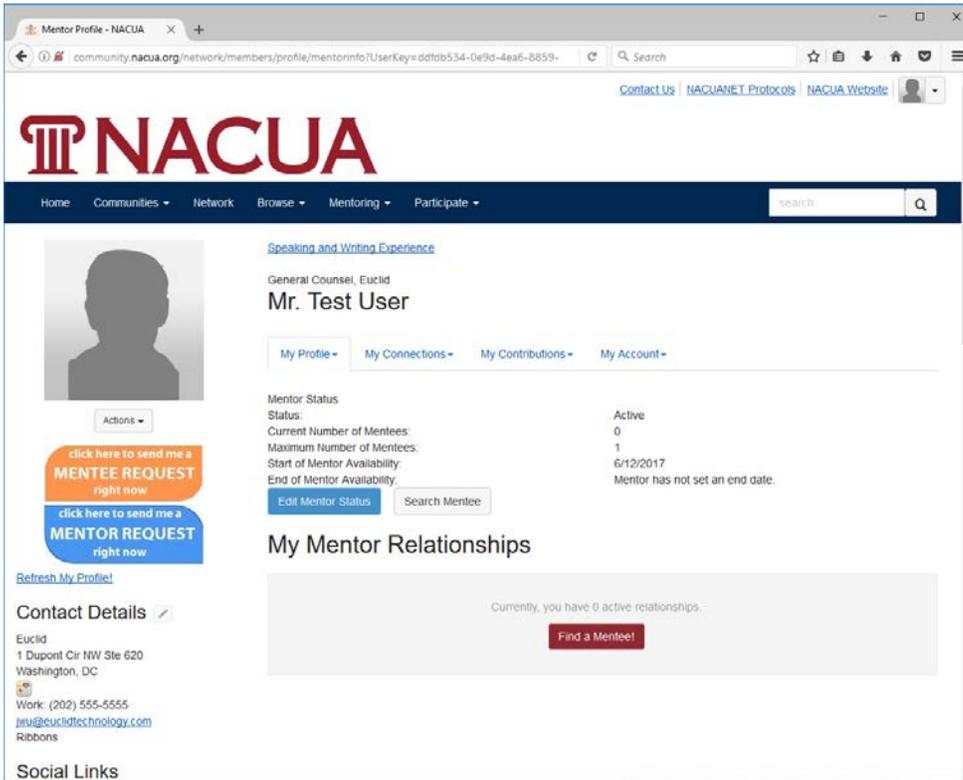


You can select your start and end date here. We recommend a one-year commitment, including an in-person meeting at the Annual Conference in June, however, you can choose to select a shorter period of time. Once you've filled out the field, click the Save button.

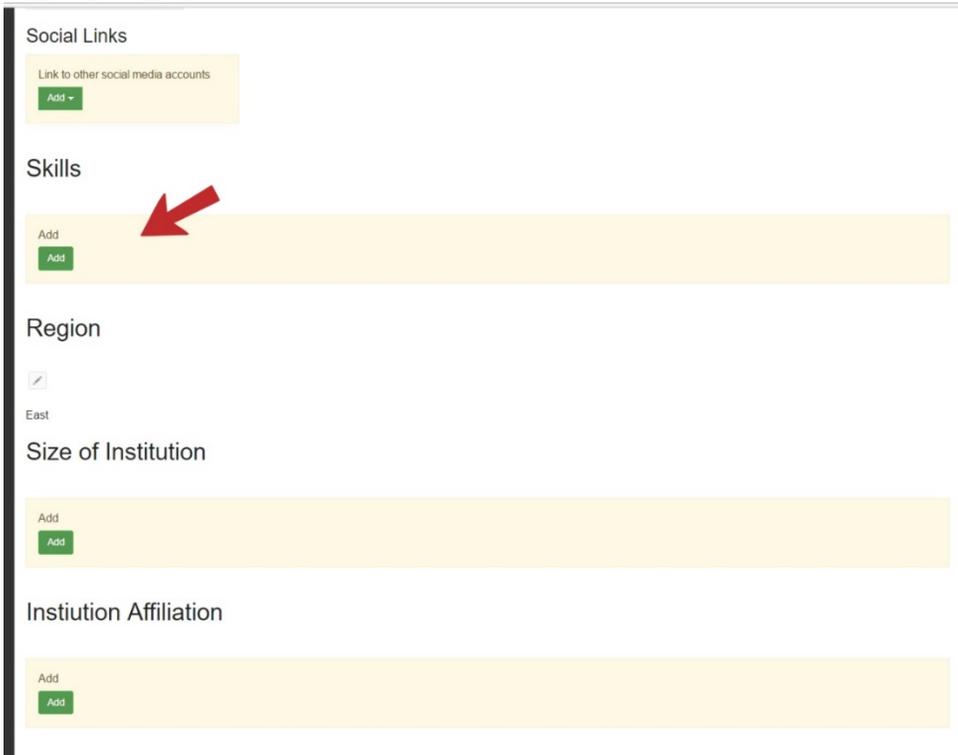
5. Navigate to your "My Mentor Relationships."



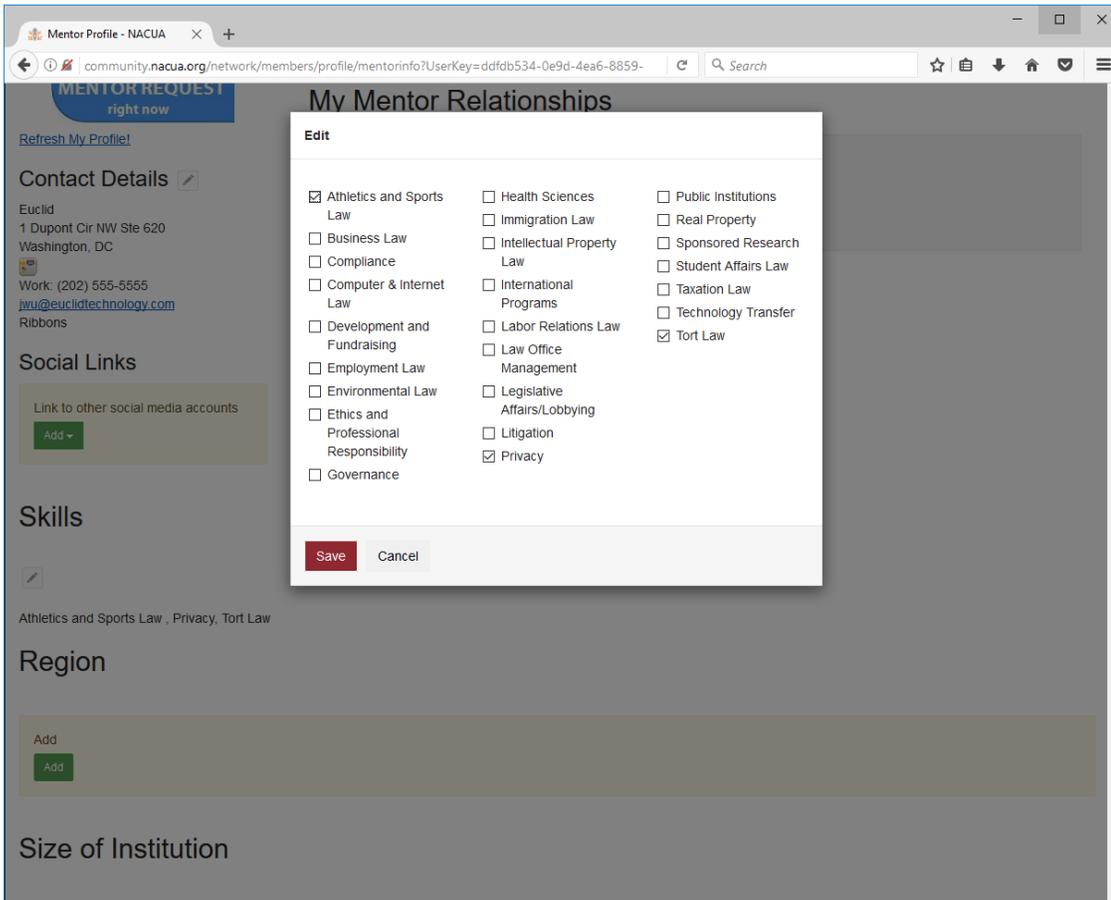
6. Here you can add demographic information that will help them select a mentor.



You can add that information by scrolling down your profile page and clicking the “Add” button under each category.



Click the boxes that apply to you. The more demographic information you can provide, the easier it will be to match you with a mentee.



7. When a mentee selects you as his or her mentor, you will receive an email.

8. Once you are matched, you can come up with a few topics you would like to discuss with your mentee and schedule your [Discovery Call](#).

Once you have established a match, please review the [guidelines](#) and [resources](#) of the NACUAMentors program.

9. You can manage your mentoring relationships by going to “My Mentoring Relationships.”

The screenshot shows the NACUA website interface. At the top left is the NACUA logo. The navigation bar includes links for Home, Communities, Network, Browse, Mentoring, Participate, and Admin. A search bar is located on the right. The 'Mentoring' dropdown menu is open, with a red arrow pointing to the 'My Mentoring Relationships' option. Below the navigation, the page title is 'My Mentoring Relationships'. There is an 'Instructions' section with a red arrow pointing to the text. Below that is a 'Mentoring Requests' section with a message: 'Currently you have 0 requests.' The 'Mentoring Relationships' section has a dropdown menu set to 'Active Relationships'. Below this are filter options: 'Showing 1 to 1 of 1', 'Filter list by first name, last name or email', and 'Name A-Z'. A table displays one mentoring relationship:

Name	Requested On	Accepted On	Actions
Taci L User (tlwu@euclidtechnology.com) Mentee	06-12-2017	06-12-2017	Complete

Below the table, it says 'Not Available'.

