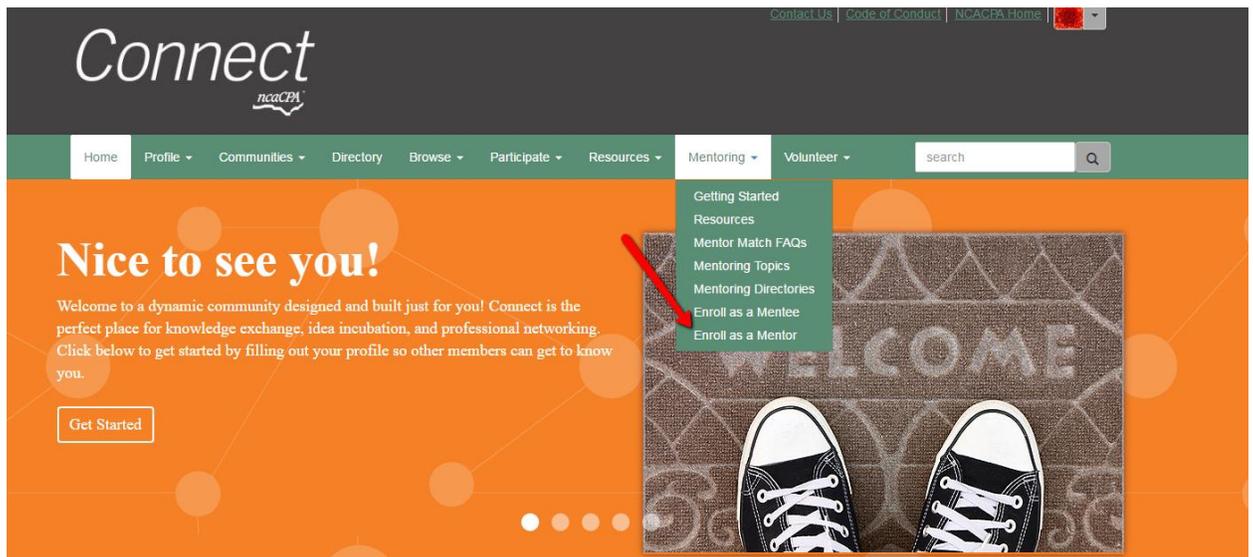


## NCACPA Mentoring Program Instructions

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://connect.ncacpa.org/mentoring/mentoringresources> will be helpful to you. This document provides an overview of how you might use NCACPA's community connections to express your willingness to serve as a mentor or to identify individuals whom you might ask to serve as a mentor to you.

### Enroll as a Mentor

- 1) Visit <http://connect.ncacpa.org/home>
- 2) Log in to the Connect site (using the same credentials as your NCACPA.org login)
- 3) Navigate to Mentoring > Enroll as a Mentor



- 4) The [Enroll as a Mentor](#) page contains multiple demographics for you to fill out according to your preferences. The more information you provide, the easier it will be for mentees to match with you. The demographics include:
  - a. **Years of Professional Experience**
  - b. **Technical Skills**
  - c. **Industry Specializations**
  - d. **License/Designations**
  - e. **Mentoring Topics**
    - i. Additional information about the mentoring topics can be found here: <http://connect.ncacpa.org/sbinstalltest/mentoring/mentoringtopics>
  - f. **Ethnicity – Optional Field**

- g. Mentor Status:** Here you can designate when you want to participate in the program and select between 1 and 3 mentees:

## Mentor Status

Edit Mentor Status \*

Start Date:

The date you are willing to begin accepting mentees.

End Date:

The date you will no longer accept mentees. Leave blank if you do not have an end date.

Temporarily Not Participating:

 No

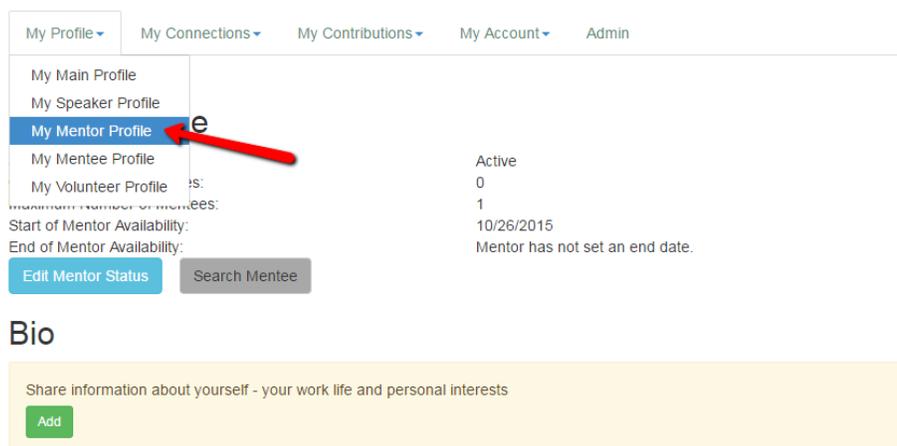
Check the box if you wish to temporarily stop accepting mentees.

Select between 1 and 3 mentees. Please do not select 0.

The number of mentees you will work with at one time. Zero indicates unlimited.

- 5)** After you have completed your demographics, click on “View Your Mentor Profile” at the bottom of the page to confirm everything is entered correctly (you can also access your profile by selecting “My Mentor Profile” from the dropdown menu on your main Connect profile page, as shown below): <http://connect.ncacpa.org/directory/members/profile/mentorinfo>



The screenshot shows the top navigation bar with the following items: My Profile (dropdown), My Connections (dropdown), My Contributions (dropdown), My Account (dropdown), and Admin. The 'My Profile' dropdown menu is open, showing the following options: My Main Profile, My Speaker Profile, My Mentor Profile (highlighted in blue with a red arrow pointing to it), My Mentee Profile, and My Volunteer Profile. Below the dropdown menu, there is a table with the following information:

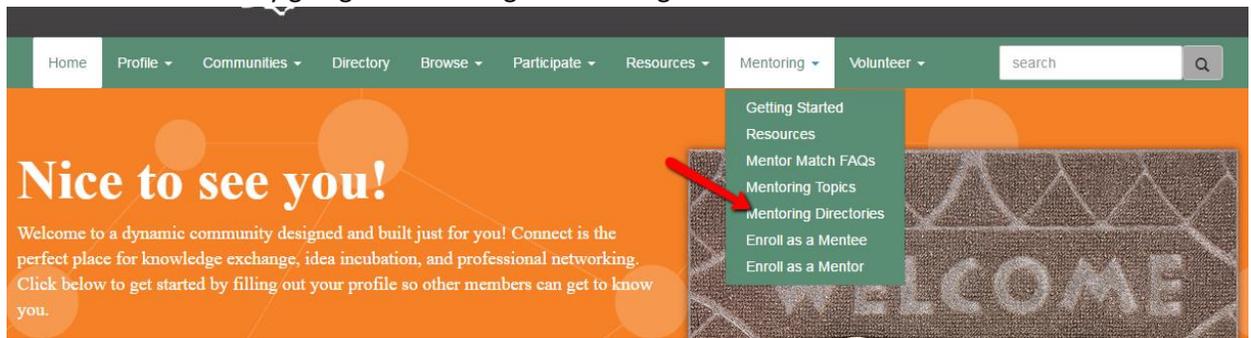
Active	0
Maximum number of mentees:	1
Start of Mentor Availability:	10/26/2015
End of Mentor Availability:	Mentor has not set an end date.

At the bottom of the dropdown menu, there are two buttons: 'Edit Mentor Status' (blue) and 'Search Mentee' (grey).

**Bio**

Share information about yourself - your work life and personal interests

- 6) Search for a mentee by going to Mentoring > Mentoring Directories:



- 7) Select "Find a Mentee" to search by as many or as few demographics of your choice:

A screenshot of the "Mentee Directory" search form on the Connect website. The navigation bar is visible at the top. The form has two tabs: "Find a Mentor" and "Find a Mentee" (selected, with a red arrow pointing to it). The form is divided into three sections: "Name", "Location", and "Years of Professional Experience". The "Name" section includes input fields for First/Middle Name, Last Name, Company Name, and Email Address. The "Location" section includes a City input field and a State/Province dropdown menu. The "Years of Professional Experience" section is currently empty.

- 8) Other mentees and mentors can reach out to you too, so keep an eye out for emails from potential matches contacting you! You will receive an email to your registered email address's inbox and your Connections inbox on your main Connect profile page if you have a mentoring relationship request.
- 9) From this request email, you can take a look at the mentee's profile as well as accept the request by visiting your Mentor Profile Page. See the example screenshot below:

# Inbox

Inbox

Sent Items

Contact Requests

Community Invitations

Search

← Back To Inbox

Reply To Message

From: [Redacted]

To: [Redacted]

Sent: Fri, 13 May 2016 09:26 AM

Subject: [Redacted] has requested you to be their mentor in Western Veterinary Conference

Mentor Request

[Redacted] has requested you to be their mentor. To view their profile, please visit

<http://connections.wvc.org/network/members/profile/?UserKey=7674669b-1ac7-42b6-927b-a7097262234f>

To accept or decline this request please view the My Mentoring Relationships page at the link below:

<https://connections.wvc.org/mentoringrelationships>

Please add me as a Mentee

View Mentee Profile

Accept Mentee Request

Personalized message from Mentee

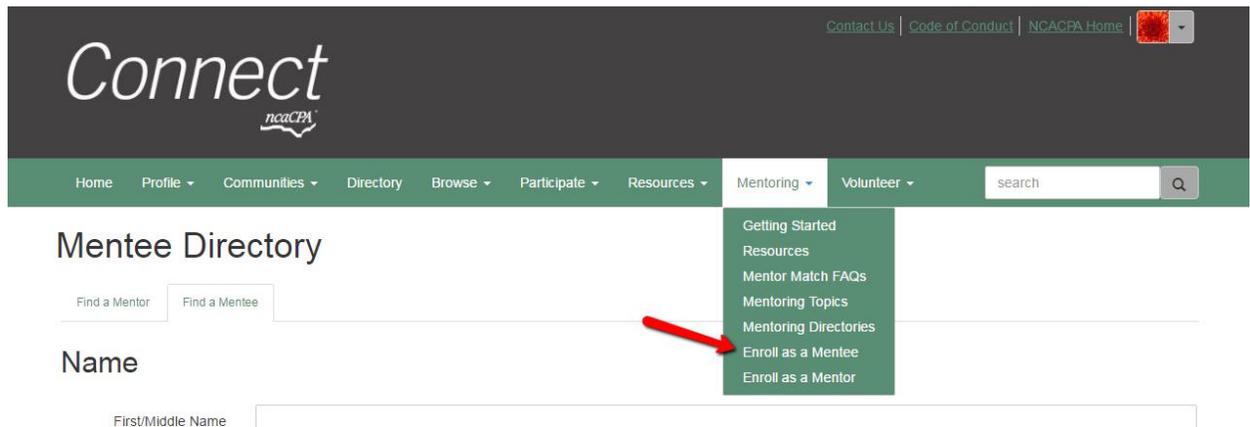
10) You can review your active mentor relationships at the bottom of your Mentor Profile page:

## Mentor Relationships

Mentee	Request Date	Acceptance Date	End Date	Declined Date	Inbox	Actions
[Redacted]	5/13/2016 9:26:27 AM				View	Accept Decline Send Message
[Redacted]	5/13/2016 9:20:19 AM			5/13/2016 9:25:31 AM	View	Send Message

## Finding a Mentor

- 1) Log in to <http://connect.ncacpa.org/> using the same credentials you use to log in to NCACPA.org
- 2) Navigate to the Mentoring > Enroll as a Mentee



- 3) The “Enroll as a Mentee” page contains multiple demographics for you to fill out according to your preferences. The more information you provide, the easier it will be to match with a mentor. The demographics include:
  - a. **Years of Professional Experience**
  - b. **Technical Skills**
  - c. **Industry Specializations**
  - d. **License/Designations**
  - e. **Mentoring Topics**
    - i. Additional information about the mentoring topics can be found here: <http://connect.ncacpa.org/sbinstalltest/mentoring/mentoringtopics>
  - f. **Ethnicity – Optional Field**
  - g. **Mentee Status** – Here you can set when you are willing to begin accepting mentors and participate in the mentor program

# Mentee Status

Edit \*

Start of Mentee Availability:

06/01/2016



The date you are willing to begin accepting mentors.

End of Mentee Availability:

02/28/2017

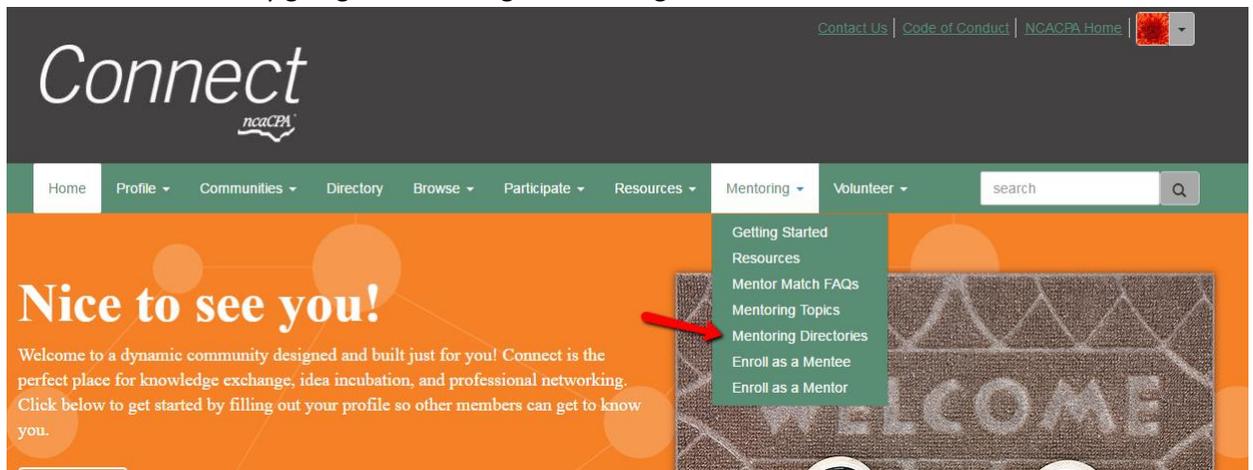


The date you will no longer accept mentors. Leave blank if you do not have an end date.

- 4) After you have completed your demographics, click on “View Your Mentee Profile” to confirm everything is entered correctly (you can also access your profile by selecting “My Mentee Profile” from the dropdown menu on your main Connect profile page):

<http://connect.ncacpa.org/directory/members/profile/menteeinfo>

- 5) Search for a mentor by going to Mentoring > Mentoring Directories



- 6) Select “Find a Mentor”: Pick the desired demographics you would like your mentor to have (years of professional experience, technical skills, etc.)

## Mentor Directory

Additional information about the mentoring topics can be found [here](#).

### Name

First/Middle Name

Last Name

Company Name

Email Address

### Location

City

State/Province

### Years of Professional Experience

A) None  B) 5 or Less  C) 5 to 10 years  D) 10 or More

### Technical Skills

Accounting  Cost/Plant  Business Development  Professor/Academic

- 7) Once you have narrowed down the search results, we encourage you to visit the profiles of the mentors listed. Write down 2-3 mentors that you think would be the best fit. Send a message to your top choice by clicking “Send Mentor Request” on their profile:



Mr. System

6 new messages

My Profile ▾ My Connections ▾ My Contributions ▾ My Account ▾ Admin

### Bio

Share information about yourself - your work life and personal interests

Contact Details

- 8) Complete the email request to your desired mentor and hit "Send."
- 9) Once you have been accepted by your mentor, you will receive a confirmation email.
- 10) Come up with a few topics you would like to discuss with your mentor and schedule your first mentoring meeting!