

Mentorly User Manual

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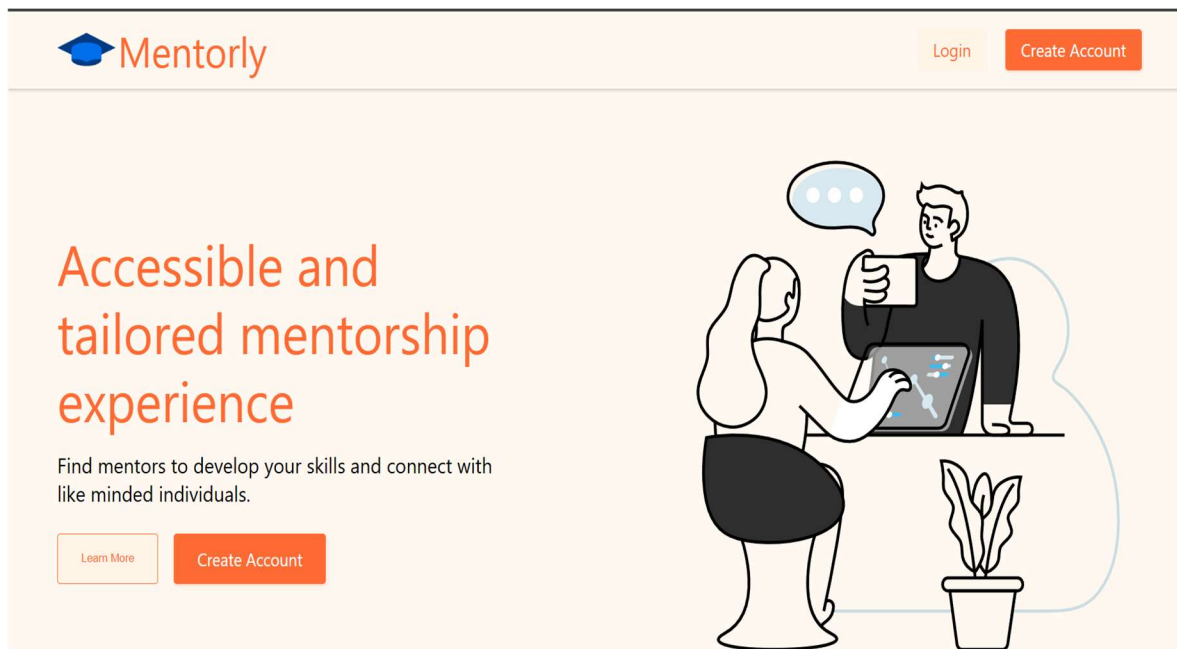
Getting Started

What is Mentorly?

Mentorly is your personal connection platform, designed to help students and professionals find and connect with experienced mentors in their desired fields. Whether you're looking for guidance to start your career or want to share your expertise with the next generation, Mentorly provides the tools to build meaningful professional relationships.

Key Features for Students:

- Dual Roles: Sign up as a Mentor to share your knowledge or as a Mentee to receive guidance.
- Detailed Profiles: Create and view comprehensive profiles that showcase skills, experience, and goals.
- Event System: Mentors can create events, and mentees can browse and register for sessions, workshops, and webinars.
- Seamless Navigation: A clean, responsive, and easy-to-use interface for a smooth user experience.
- Profile Editing: Easily update your information to keep your profile current.



Mentorly Landing Page

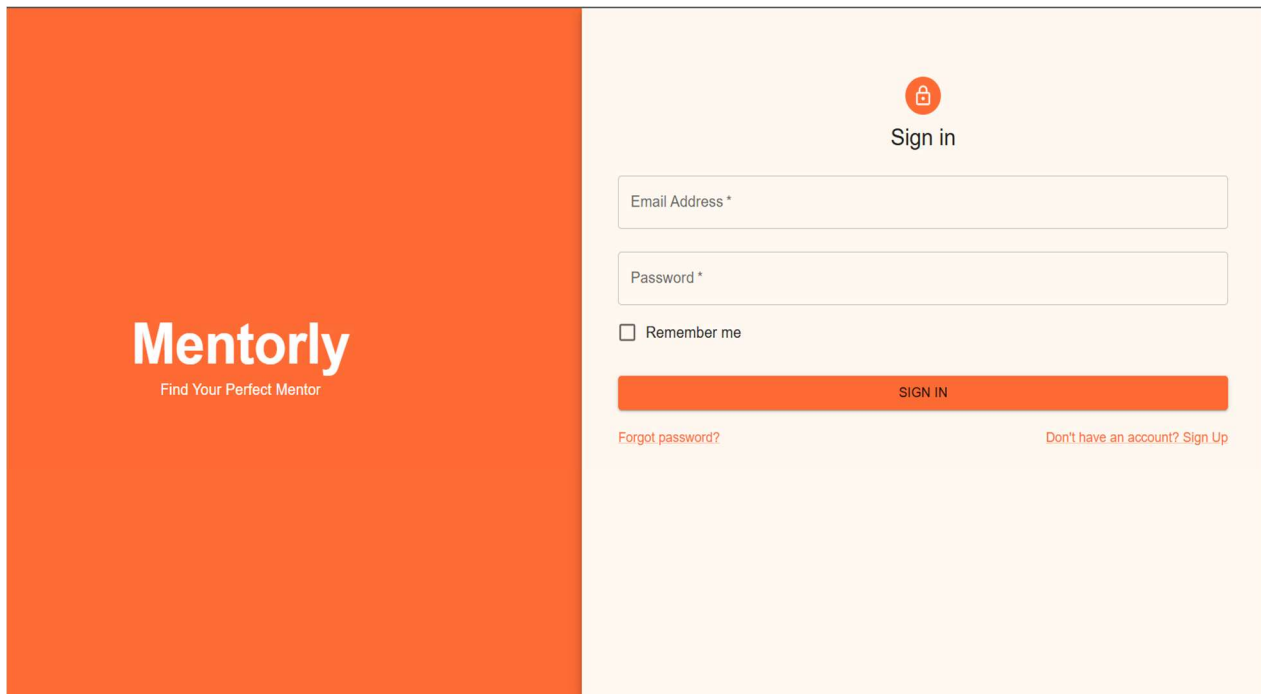
Before You Begin

- Ensure you have a stable internet connection.
 - Have a valid email address ready for account creation.
 - Think about your career goals or the advice you wish to offer to make your profile as effective as possible.
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Creating Your Account

Step 1: Access the Sign-In Page

Step 1: Access the Signup Page Navigate to the Mentorly homepage and click the "Create Account" button.



Sign In Page

Step 2: Choose Your Role

You will be asked to choose your primary role on the platform. Select either "Mentee" or "Mentor" and click "Continue".

Step 3: Complete the Multi-Step Form

Follow the on-screen instructions to complete the multi-step registration form. You will be asked for:

- Your first and last name.
- Your email address and a secure password.
- Information relevant to your role (e.g., education level, professional experience).

Step 4: Sign In

- Once you've completed the form, you will be directed to the Home page. For future visits, you can use the "**Login**" button on the homepage to sign in with your credentials.

Navigating Your Dashboard

The Main Navigation Bar

The primary navigation bar is your main tool for getting around Mentorly. It appears on most pages after you log in.

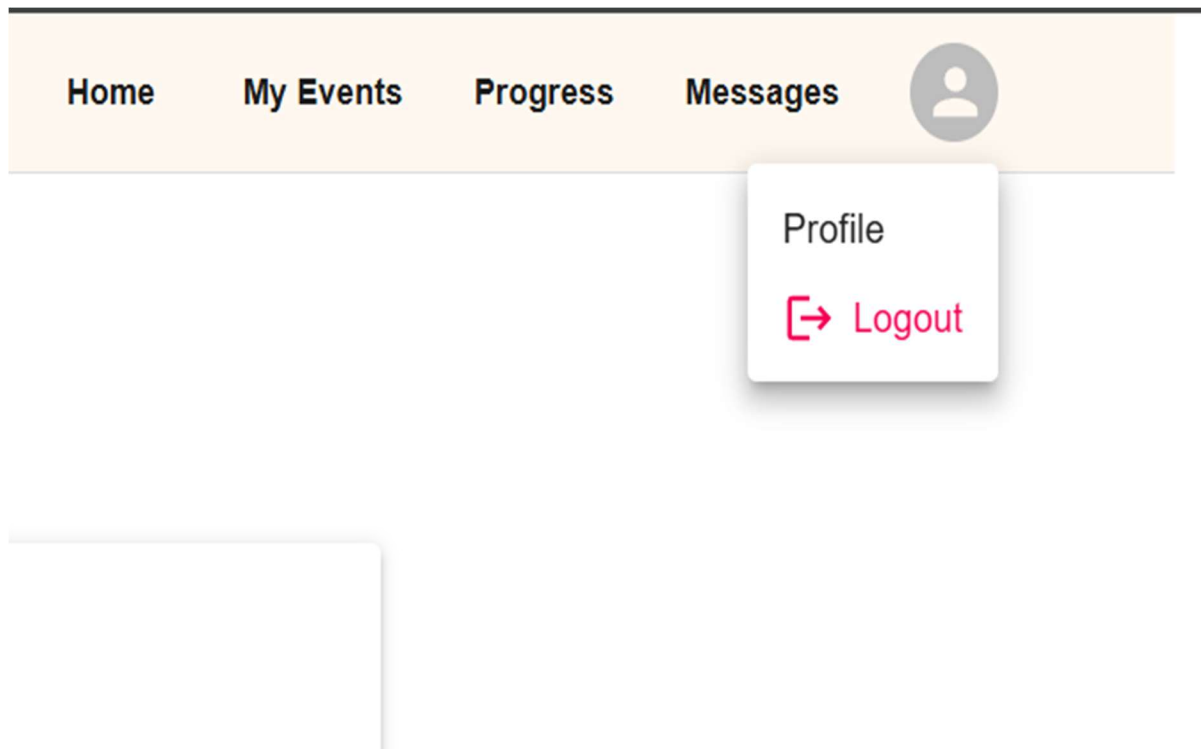
- Home: Takes you to your main dashboard.
- My Events: Shows you the list of all available events.
- Progress: (Future Feature) Will track your mentorship journey and milestones.
- Messages: (Future Feature) Will house your private conversations with mentors or mentees.

1. The User Menu

Clicking the **avatar icon** in the top-right corner opens the user menu:

Profile: Takes you to your public profile page.

Logout: Securely signs you out of your account.



Managing Events:

The Events page is where you can find opportunities to learn and connect.

Viewing Events: Navigate to the "My Events" page to see a list of all events created by mentors.

Each card displays the event title, host, description, and location.

Registering for an Event: On an event card you're interested in, click the "Register" button. A confirmation will appear.

Creating an Event (For Mentors): If you are signed in as a mentor, you will see a "Create Event" button in your navigation bar. Clicking this will take you to a form to create and publish your own event.



Current Events



SWE Interview Guide

Hosted By: John Doe, SWE @Microsoft

About: Join us for an insightful Software Engineering (SWE) Technical Interview Guide event, where we delve into the intricacies of navigating technical interviews with confidence and competence. Our expert speakers, seasoned in the tech industry, will share invaluable tips on mastering algorithmic problem-solving, system design challenges, and behavioral questions. Whether you're a seasoned developer gearing up for a career move or a coding enthusiast preparing for your first technical interview, this event offers a comprehensive guide to sharpen your skills and ace those challenging SWE interviews.

Location: Toronto

[REGISTER](#)[VIEW EVENT](#)

Introduction to ML

Hosted By: Bob Johnson, Data Scientist @Google

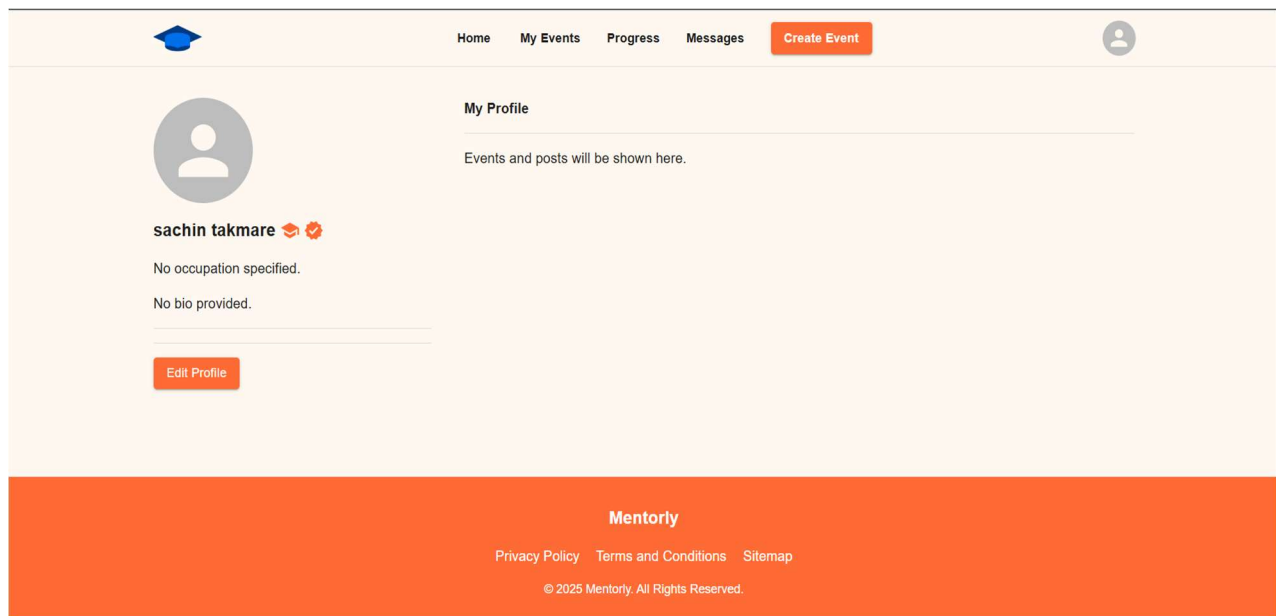
2. Progress Tracking Cards

Your profile is how others learn about you on Mentorly.

Viewing Your Profile: Access your profile by clicking the avatar icon in the navigation bar and selecting "Profile".

Key Information: Your profile displays your name, occupation, bio, and social media links.

Editing Your Profile: When viewing your own profile, you will see an "Edit Profile" button. Clicking this takes you to a page where you can update your personal and professional information. Keeping your profile updated helps others connect with you.



Tips for Success

➤ For Mentees:

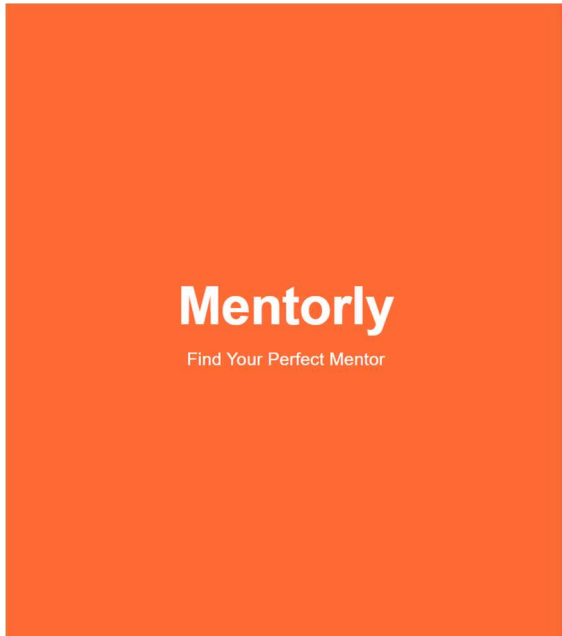
- **Be Specific:** When looking for a mentor, have a clear idea of what you want to learn.
- **Keep Your Profile Updated:** A well-maintained profile attracts better mentor matches.
- **Prepare for Sessions:** Before an event or meeting, prepare a few questions to ask.

➤ For Mentors:

- **Create a Detailed Profile:** Showcase your experience and specify the areas in which you're willing to provide guidance.
- **Host Engaging Events:** Share your knowledge on topics you are passionate about.
- **Set Clear Expectations:** Be clear about your availability and how you can best help your mentees.

Troubleshooting

Assessment Types Available



Create Account

Creating an account as a mentor or mentee?

MENTEE	MENTOR
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CONTINUE

- **Can't Sign In?**
 - Double-check that your email and password are correct.
 - Ensure Caps Lock is not on.
 - Use the "Forgot Password?" feature if needed.
- **Navigation Links Not Working?**
 - Try refreshing the page first.
 - If the issue persists, clear your browser's cache and restart the browser.
- **Profile Changes Not Saving?**
 - Make sure all required fields on the "Edit Profile" page are filled out.
 - Check your internet connection before clicking "Save Changes".

Frequently Asked Questions:

➤ **Q: Can I be both a mentor and a mentee?**

A: Currently, each account is designated as either a mentor or a mentee upon creation.

➤ **Q: Is my information private?**

A: Your profile information is visible to other logged-in users to facilitate connections. Please review our Privacy Policy for more details.

➤ **Q: How do I report an issue or provide feedback?**

A: A feedback feature is planned for a future update. For now, please contact our support team.

Conclusion

Mentorly is designed to be your companion in your professional growth and networking journey. Remember that building a career is a journey, not a destination. Use the connections you make and the events you attend as starting points for deeper exploration and relationship-building.

Don't hesitate to seek additional guidance from your new mentors, as well as from teachers and colleagues. Your career path will evolve as you grow and gain new experiences, and the relationships you build here can support you through every stage.

Stay curious, keep connecting, and use **Mentorly** as a powerful tool to help you make informed decisions about your future.

Good luck with your professional journey!
