



FOR MENTOR

# MENTORING PLATFORM GUIDE

#TakeOnYourFuture  
#itsALLintheprep

## How do I sign up as a Mentor to an ALL-in mentoring platform?

- Click **Sign In as a Mentor**
- Enter your email and set your new password
- Click **Sign in**
- Input and confirm your new password
- Congratulations! Now you can sign in with your new account

## How do I sign in as a Mentor?

- Enter your email and password
- Click **Sign in**



## How do I check all my meetings?

- At Home, Click Meeting OR
  - Go to My Activities
  - Click on Meetings

There are 3 subsection of Meetings section

- Pending to see pending confirmation from your mentee
- Upcoming to see your upcoming meeting(s)
- History to see your history list

## How do I schedule a 1-on-1 call with my mentee(s)?

- At Home, Click Meeting OR
  - Go to My Activities
  - Click on Meetings
  - Click New Meeting
- Fill the details for your 1-on-1 meeting, such as:
  - Select a Mentee
  - Meeting Date
  - Start Time
  - End Time
  - Meeting Link
  - Password
  - Subject
- Click Set a Meeting
- Then, wait for the response from your mentee

## How do I cancel a 1-on-1 call with my mentee(s)?

- At Home, Click Meeting OR
  - Go to My Activities
  - Click on Meetings
- Click Upcoming section
- Navigate to your desired meeting to cancel
- Click Cancel
- Tell your canceling reason on the pop up window
- Click Yes, Cancel

# Group Project

## How do I check all of my group projects?

- Go to My Activities
- Click on Groups

There are 3 subsections of Meetings section

- In Progress to see your in progress group project(s)
- Completed to see your group project(s) history

## I want to create a new group project for my mentee(s), how do I do that?

- Go to My Activities
- Click on Groups section
- On New Request sub section, you can click New Group
- Fill the details for the group project, such as:
  - Project Name
  - Member
  - Description
- Click Save Changes
- Your new group will be under the In Progress sub section

## What if I want to change some details about the group project?

- Go to My Activities
- Click on Group Project section
- On In Progress sub section, click View Detail on any group project you want
- Click  on the Group Details to change info such as:
  - Group Name
  - Logo
  - Description
- Click Save Changes
- Congratulations, you just edited your group project!

## How do I add new member(s) for the group project?

- Go to **My Activities**
- Click on **Group Project** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click **+** on the **Group Members** box
- Select new Mentee(s) to add
- Click **Invite**

## How do I remove member(s) from the group project?

- Go to **My Activities**
- Click on **Group Project** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click Mentee's name you want to remove on the **Group Members** box
- Click 
- Click **Yes, Remove** on the pop up window

## How do I update the progress of the group project?

- Go to **My Activities**
- Click on **Group Project** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click on the dropdown box on the top right of the section
- Choose one of these three progress status:
  - Ahead
  - On-track
  - Behind

## How do I restart the group project?

- Go to **My Activities**
- Click on **Group Project** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click **Cancel** button on the top right of the section
- Click **Yes** on the pop up window

# Last Meeting Minutes

## How do I check the minutes of my last meetings?

- Go to My Activities
- Click on Last Meeting Minutes
- Click View Result on your desired last meeting

## How do I add the minutes of my last meetings?

- Go to My Activities
- Click on Last Meeting Minutes
- Click Add Result on your desired last meeting
- Fill the text box based on your assessment on the last meeting, such as:
  - Academic Performance
  - Exploration
  - Writing Skills
  - Personal Brand
  - Mentor Todos
  - Mentee Todos
- Click Save Changes

## How do I edit minutes of my last meetings?

- Go to My Activities
- Click on Last Meeting Minutes
- Click View Result on your desired last meeting
- Click Edit on the top right corner
- Fill the text box based on your edit about the minutes, such as:
  - Group Name
  - Logo
  - Description
- Click Save Changes

## How do I check on My Mentee(s)?

- At Home, click **Mentees Total**
- OR     • Go to **My Mentees**
- You can search your mentee name or filter by:
  - Progress
  - Tags
- There are 13 information items that you can see on this page. These are:
  - Full Name
  - Email
  - School Name
  - Current Grade
  - Phone Number
  - Application Year
  - Mentee Relationship
  - Progress Status
  - Parent Relationship
  - Last Update
  - Additional Notes
  - Tags
  - Mentee Status

## How do I add tags to my mentee(s)?

- At Home, click **Mentees Total**
- OR     • Go to **My Mentees**
- Click + button on the **Tags** section
- Select **Tag** from the dropdown menu

## How do I remove tags from my mentee(s)?

- At Home, click **Mentees Total**
- OR     • Go to **My Mentees**
- Click x button beside the tag you want to remove

# My Mentees

## How do I change the mentee relationship status of my mentee(s)?

- At Home, click **Mentees Total** OR • Go to My Mentees
- Click on the dropdown box on Parent Relationship section
- Choose your desired relationship status such as:
  - Friendly
  - Cordial
  - Civil
  - Non-responsive
  - Hostile

## How do I add last update dates to my mentee(s)?

- At Home, click **Mentees Total** OR • Go to My Mentees
- Select the date from **Last Update** section

## How do I input additional notes to my mentee(s)?

- At Home, click **Mentees Total** OR • Go to My Mentees
- Write in the **Additional Notes**

## How do I change the mentee status of my mentee(s)?

- At Home, click **Mentees Total** OR • Go to My Mentees
- Click on the dropdown box on Mente Status section
- Choose your desired relationship status such as:
  - Active
  - Pass

## How do I check on My Mentee(s)?

- At Home, click **Mentees Total**
- OR • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- There are 8 items you can see in the mentee window, such as:
  - Personal Details
  - Progress
  - Meeting Logs
  - Task
  - Group Project
  - Webinar
  - University List
  - University Requirements

## How do I check the 1-on-1 meeting schedule of my mentee?

- At Home, click **Mentees Total**
- OR • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- Click the **Meeting Logs** section

## How do I check the to-do list of my mentee?

- At Home, click **Mentees Total**
- OR • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- Click the **Task** section

# Task

## How do I add the to-do list for my mentee?

- At Home, click **Mentees Total**
  - Click the name of the mentee you want to see the details
  - Click the **Task** section
  - Click **New Task**
  - Fill the details, such as:
    - Subject Name
    - Deadline
    - Description
- OR**
- Go to **My Mentees**

## How do I check the task for my mentee?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **Task** section
- Click  on the left of the desired task

## How do I delete the task for my mentee?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **Task** section
- Click  on the right of the desired task

# Mentee's Group Project

## How do I check my mentee's group project?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **Group Project** section
- There are 3 subsection of the group project, such as:
  - New Requests
  - In Progress
  - History

## How do I view my mentee's group project details?

- At Home, click **Mentees Total**
  - Click the name of the mentee you want to see the details
  - Click the **Group Project** section
  - There are 3 subsection of the group project, such as:
    - New Requests
    - In Progress
    - History
- Click **Details** on the right of your desired group project



# Mentee's Group Project

## How do I remove member(s) from my mentee's group project?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **Group Project** section
- There are 3 subsection of the group project, such as:
  - New Requests
  - In Progress
  - History
- Click **Details** on the right of your desired group project
- Click Mentee's name you want to remove on the **Group Members** box
- Click 
- Click **Yes, Remove** on the pop up window

## How do I add member(s) to my mentee's group project?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **Group Project** section
- There are 3 subsection of the group project, such as:
  - New Requests
  - In Progress
  - History
- Click **Details** on the right of your desired group project
- Click **+** on the **Group Members** box
- Select new Mentee(s) to add
- Click **Invite**

### How do I check my mentee's group project?

- At Home, click **Mentees Total**
  - Click the name of the mentee you want to see the details
  - Click the Webinar section
- OR**
- Go to **My Mentees**

### How do I check my mentee's university progress?

- At Home, click **Mentees Total**
  - Click the name of the mentee you want to see the details
  - Click the **University List** section
- OR**
- Go to **My Mentees**

### How do I add university to my mentee's list?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **University List** section
- Click **Add New University**
- Fill the details such as:
  - University Name
  - Major

### How do I delete university from my mentee's list?

- At Home, click **Mentees Total**
- Click the name of the mentee you want to see the details
- Click the **University List** section
- Click  on the top right corner of university box

# University Shortlist

## How do I change the status of my mentee's university progress?

- At Home, click **Mentees Total**      OR      • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- Click the **University List** section
- Drag and drop the university name and major to one of these statuses:
  - Shortlisted
  - Applied
  - Accepted
  - Rejected
  - Waitlisted

# University Requirements

## How do I check the university application file from my mentee(s)?

- At Home, click **Mentees Total**      OR      • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- Click the **University Requirements** section

## How do I download my mentee's university application file?

- At Home, click **Mentees Total**      OR      • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- Click the **University Requirements** section
- Click  to download the file



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