

FOR STUDENTS  
**MENTORING  
PLATFORM  
GUIDE**

#TakeOnYourFuture  
#itsALLinthepprep

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

- Click sign in as **Mentee**
- 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?

- Click sign in as **Mentee**
- Enter your email and password
- Click **Sign in**



## What if I forgot my password?

- Click sign in as **Mentee**
- Click **Forgot Password**
- Enter your email at the pop up window
- Click **Reset Password**
- Check your email for further instructions



## I want to change my profile picture, how do I do that?

- Go to **Dashboard**
- Click on your profile picture
- Choose your new fresh profile picture
- Click **Save Changes**
- And your set!

## I want to keep my profile up to date, how do I do that?

- Go to **Dashboard**
- Click **My Profile**
- Click + or  on the top right of your desired sub section box to edit your profile
  - **Personal Information**
    - Fill/edit the personal information
  - **Social Media**
    - Input your social media username
    - Copy the link of your social media account
  - **Competition**
    - Select your interest(s)
  - **Academic**
    - Enter competition name, participation level, achievement, month and year
  - **Change Password**
    - Input your old password
    - Enter your new password
    - Confirm your new password
- Click **Save Changes**

# Meetings

## How do I check all my meetings?

- Go to **My Activities**
- Click on **Meetings**
- There are 3 subsection of **Meetings** section
  - **New Request** to see meeting request from your mentor(s)
  - **Upcoming** to see your upcoming meeting(s)
  - **History** to see your history list

## How do I accept the meeting invitation?

- Go to **My Activities**
- Click on **Meetings** section
- On **New Request** sub section, you can click on **Accept** button
- Then, your new meeting will be on the **Upcoming** sub section

## If I am not available, how do I decline the meeting invitation?

- Go to **My Activities**
- Click on **Meetings** section
- On **New Request** sub section, you can click on **Reject** button
- Write your reason of rejection on the provided form
- Click **Yes, Reject**
- You have successfully refuse to attend the meeting



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

- Go to **My Activities**
- Click on **Groups**
- There are 3 subsection of **Meetings** section
  - **New Request** to see group project request from your mentor(s) or friend(s)
  - **In Progress** to see your in progress group project(s)
  - **History** to see your group project(s) history

## I want to create a new group project, 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

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

- Only admin with  besides their name can edit group project
- Go to **My Activities**
- Click on **Groups** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click **+** on the **Group Members** box
- Select new members(s) to add
- Click **Invite**

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

- Only admin with  besides their name can edit group project
- Go to My Activities
- Click on Groups section
- On In Progress sub section, click View Detail on any group project you want
- Click 
- Click Yes, Remove on the pop up window

## How do I accept group project invitation(s) from my mentor/friend(s)?

- Go to My Activities
- Click on Groups section
- On New Request sub section, you can click Accept on the group project request
- Then, your new meeting will be on the In Progress sub section
- Congratulation, you just join a group project

## What if I am not interested?

## How do I decline the invitation?

- Go to My Activities
- Click on Groups section
- On New Request sub section, you can click Decline on the group project request
- A window will pop up asking you to confirm declining a group project
- Click Yes
- You have successfully decline to join a group project

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

- Only admin with  besides their name can edit group project
- Go to **My Activities**
- Click on **Groups** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click  on the **Group Details** box
- Edit the detail of the group project
  - Group Name
  - Logo
  - Description
- Click **Save Changes**
- Congratulations, you just edited your group project!

## I want to create a group meeting, how do I do that?

- Only admin with  besides their name can add group meeting
- Go to **My Activities**
- Click on **Groups** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click **+** on the top right of **Group Meeting** box
- Fill the details for your group meeting, such as:
  - Meeting Subject
  - Meeting Date
  - Start Time
  - End Time
  - Meeting Link
- Click **Save**
- Congratulations, you just created a group meeting!

## I am not available, how do I cancel the group meeting?

- Only admin with  besides their name can add group meeting
- Go to **My Activities**
- Click on **Groups** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click  on the right of meeting subject on **Group Meeting** box
- Click **Cancel** button that appears on your screen
- A window will pop up asking you to confirm canceling a group meeting
- Click **Yes, Cancel**
- Congratulations, you just canceled a group meeting!

## I know this great student(s) to help with the group project, how do I invite them?

- Only admin with  besides their name can add group meeting
- Go to **My Activities**
- Click on **Groups** section
- On **In Progress** sub section, click **View Detail** on any group project you want
- Click  on the top right of **Group Member** box
- A window will pop up for you to input the email of the invitee
- Click **Invite**
- Congratulations, you have successfully invited someone to a group project!

## How do I check the available webinar(s) to attend?

- Go to My Activities
- Click on Webinars
- You can choose what type of webinar you want to watch and your watch history

## I want to get my feet on the door, how do I explore the available internship(s)?

- Go to My Activities
- Click on Internships
- Click Explore Now to find the perfect internship for you!

# Career Modules

# Universities

## I want to learn about my future career, how do I explore that?

- Go to My Activities
- Click on Career Modules
- Click Explore Now to find the perfect career for you!

## How do I check and fill the requirements for a university application?

- Go to Universities
- Click on Requirements section
- Click + or  on the top right of your desired sub section box to fill the requirements
- The list of the subsection that you can fill/edit:
  - Essays
    - Enter File Name
    - Select University
    - Choose your file
  - SAT
    - Add SAT Scores
  - Letter of Recommendation
    - Enter File Name
    - Choose your file
  - Transcript
    - Enter File Name
    - Choose your file
- Click Submit / Save Changes

## What if I want to edit the file(s) on the university application?

- Go to Universities
- Click on Requirements section
- Point at the file that you want to edit
- Click  to download your file
- Click  to edit details of your file such as the Name and University
- Click  to delete the file





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