

FOR MENTOR
MENTORING
PLATFORM
GUIDE

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**

Meeting or 1-on-1 call

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 subsection 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**

My Mentees

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

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

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

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

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

Mentee

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

Task

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** **OR** • Go to My Mentees
- 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

How do I check the task for 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
- Click  on the left of the desired task

How do I delete the task for 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
- 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** **OR** • Go to **My Mentees**
- 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** **OR** • Go to **My Mentees**
- 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** **OR** • Go to My Mentees
- 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** **OR** • Go to My Mentees
- 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** **OR** • Go to **My Mentees**
- Click the name of the mentee you want to see the details
- Click the Webinar section


How do I check 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

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

- 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
- 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** **OR** • Go to **My Mentees**
- 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 **OR** • Go to My Mentees
- **Mentees Total**
- 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 download my university's application information file for a 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
- Click  to download the file



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