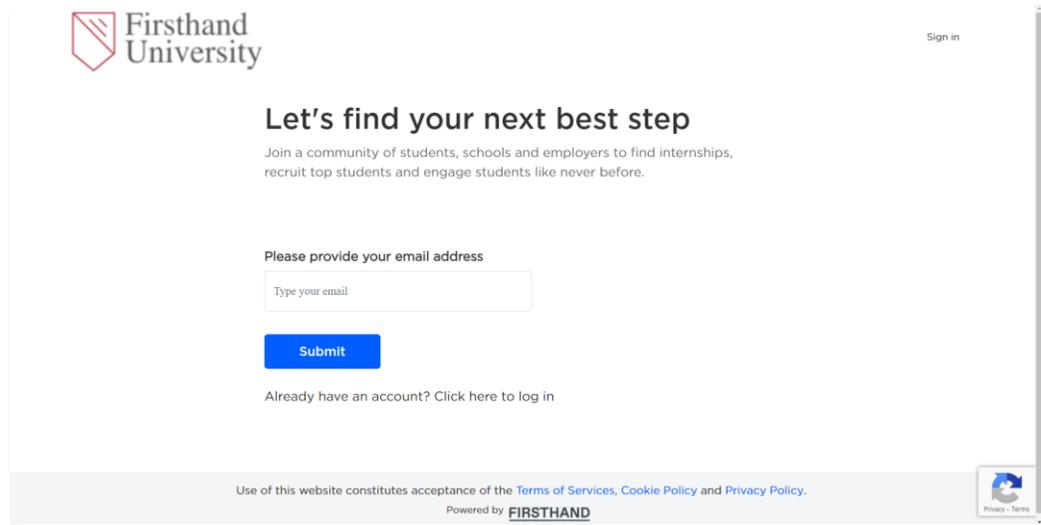


# FIRSTHAND

## Advisor Registration Process

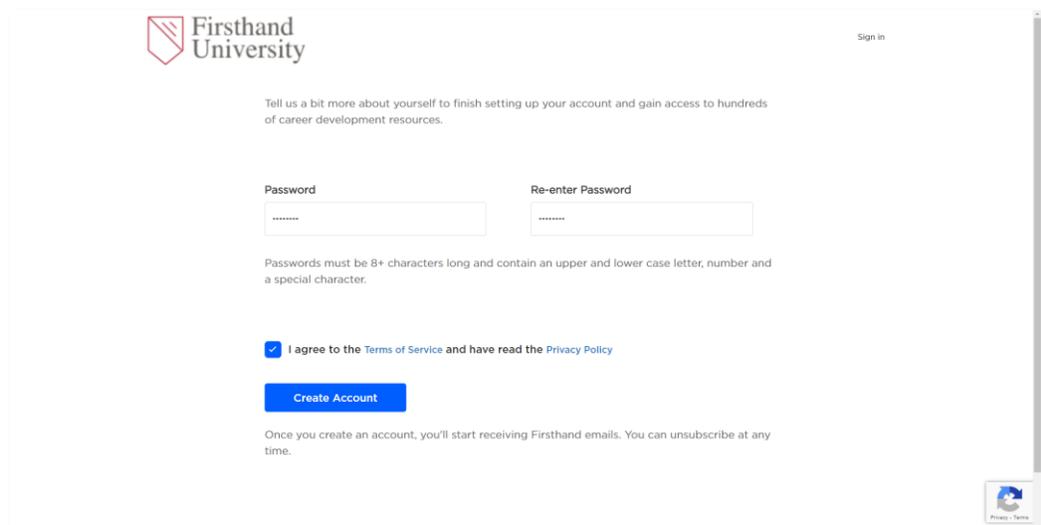
In this document, we will walk through the registration process for an advisor. There will be areas of the registration process that you can skip, but we highly encourage you to fill out all areas with as much information as possible, as to provide you with great matches for advisees.

1. Enter email address:



The screenshot shows the Firsthand University registration page. At the top left is the Firsthand University logo. At the top right is a "Sign in" link. The main heading is "Let's find your next best step" with a subtext: "Join a community of students, schools and employers to find internships, recruit top students and engage students like never before." Below this is a form titled "Please provide your email address" with a text input field containing the placeholder "Type your email" and a blue "Submit" button. Below the button is a link: "Already have an account? Click here to log in". At the bottom, there is a footer with the text: "Use of this website constitutes acceptance of the [Terms of Services](#), [Cookie Policy](#) and [Privacy Policy](#). Powered by **FIRSTHAND**". There is also a "Privacy - Terms" link in the bottom right corner.

2. Enter Password and Agree to Terms of Service, Click on "Create Account"



The screenshot shows the next step of the Firsthand University registration process. At the top left is the Firsthand University logo. At the top right is a "Sign in" link. The main heading is "Tell us a bit more about yourself to finish setting up your account and gain access to hundreds of career development resources." Below this are two text input fields: "Password" and "Re-enter Password", both with masked characters. Below the fields is a note: "Passwords must be 8+ characters long and contain an upper and lower case letter, number and a special character." Below the note is a checkbox that is checked, with the text: "I agree to the [Terms of Service](#) and have read the [Privacy Policy](#)". Below the checkbox is a blue "Create Account" button. At the bottom, there is a note: "Once you create an account, you'll start receiving Firsthand emails. You can unsubscribe at any time." At the bottom right, there is a "Privacy - Terms" link.

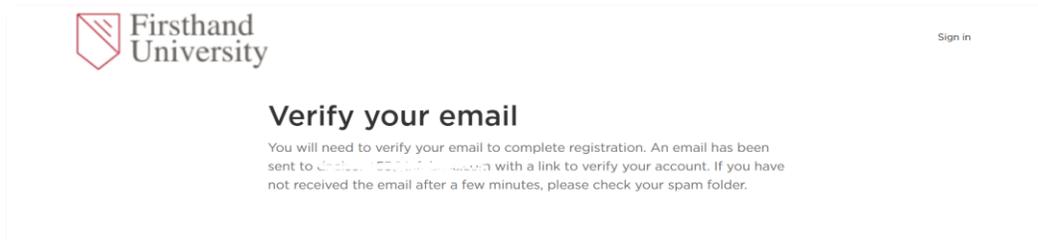
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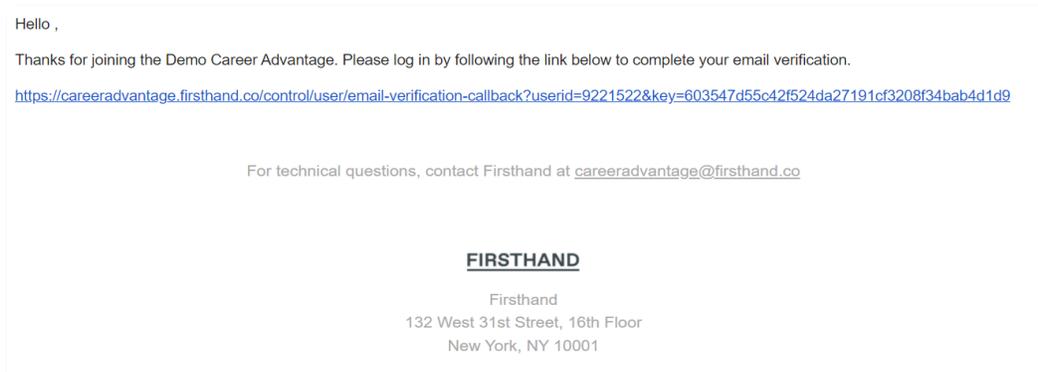
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- An email will be sent to you.



- Open up the email and click on the link to verify your account.



- Click on what role you would like to be: Advisor, Advisee, or Both!



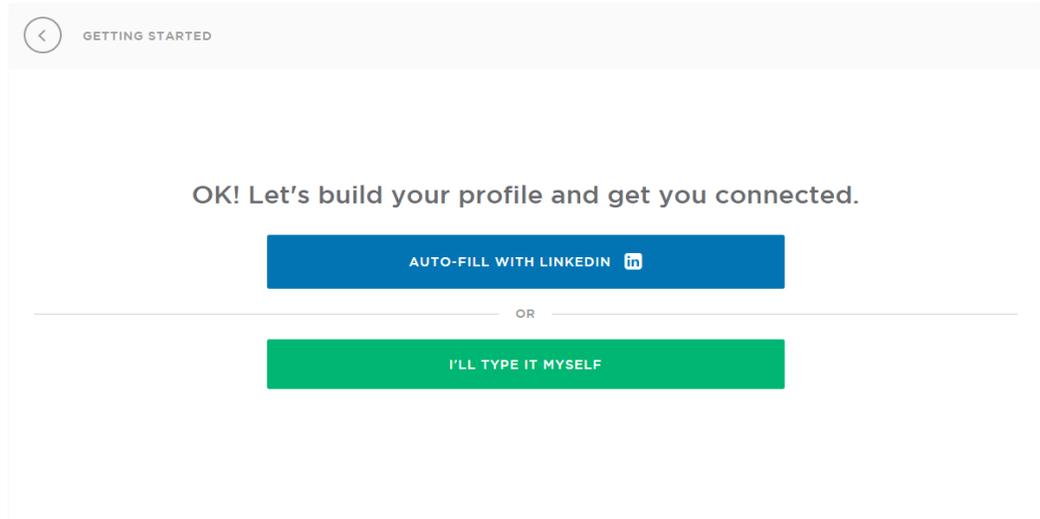
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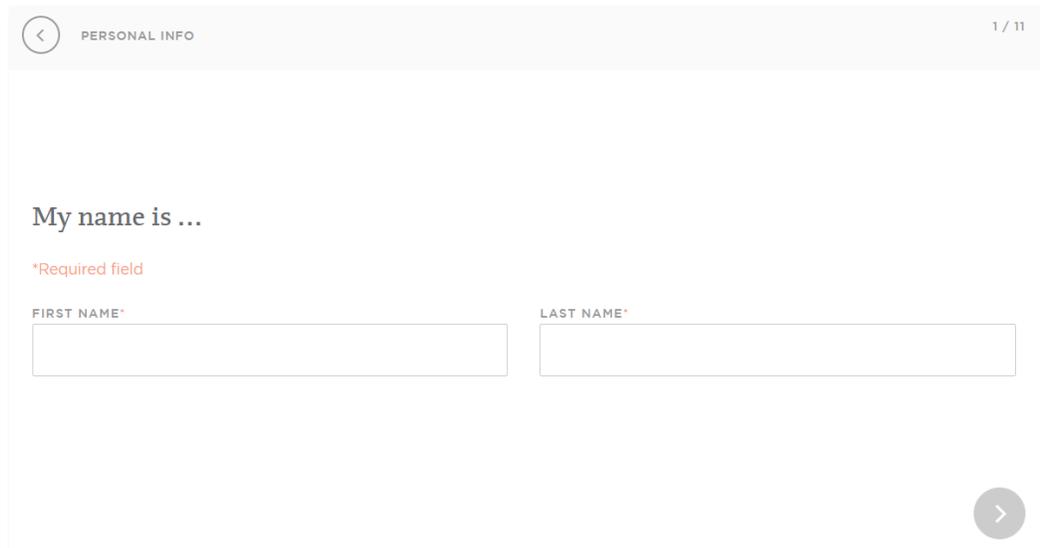
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6. Build your profile! Use the Auto-Fill feature with LinkedIn or type it manually yourself.



## Manually entering your profile...

7. Enter First Name and Last Name



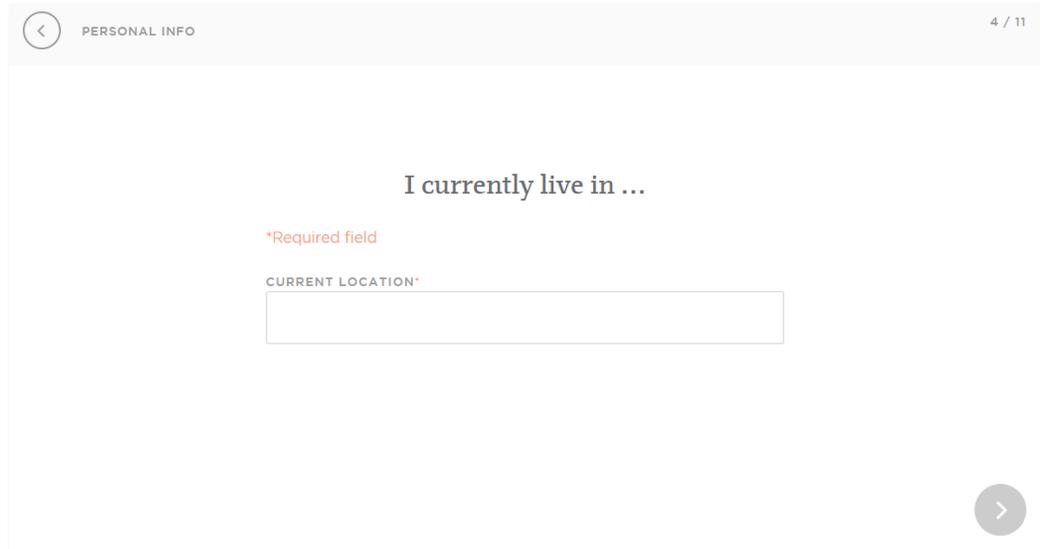
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## 8. Enter your current location



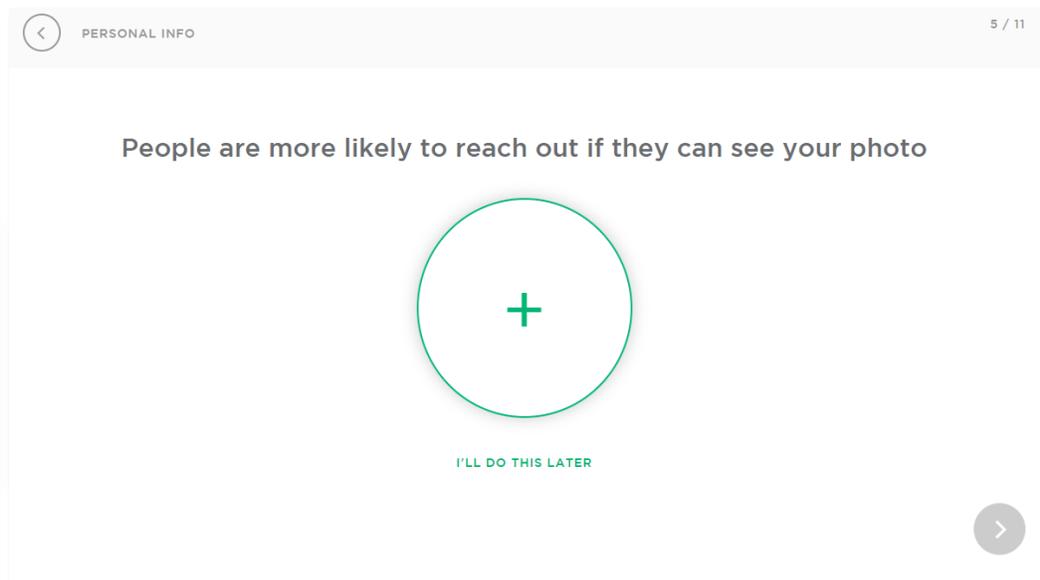
PERSONAL INFO 4 / 11

I currently live in ...

\*Required field

CURRENT LOCATION\*

## 9. Add a photo if you choose to



PERSONAL INFO 5 / 11

People are more likely to reach out if they can see your photo



I'LL DO THIS LATER

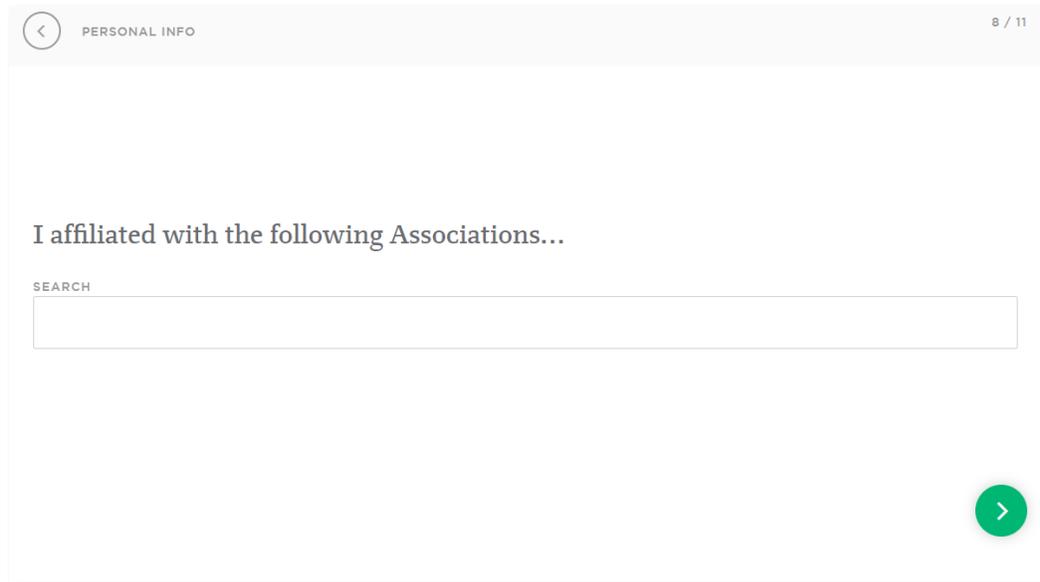
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10. Enter any associations that you are affiliated with.



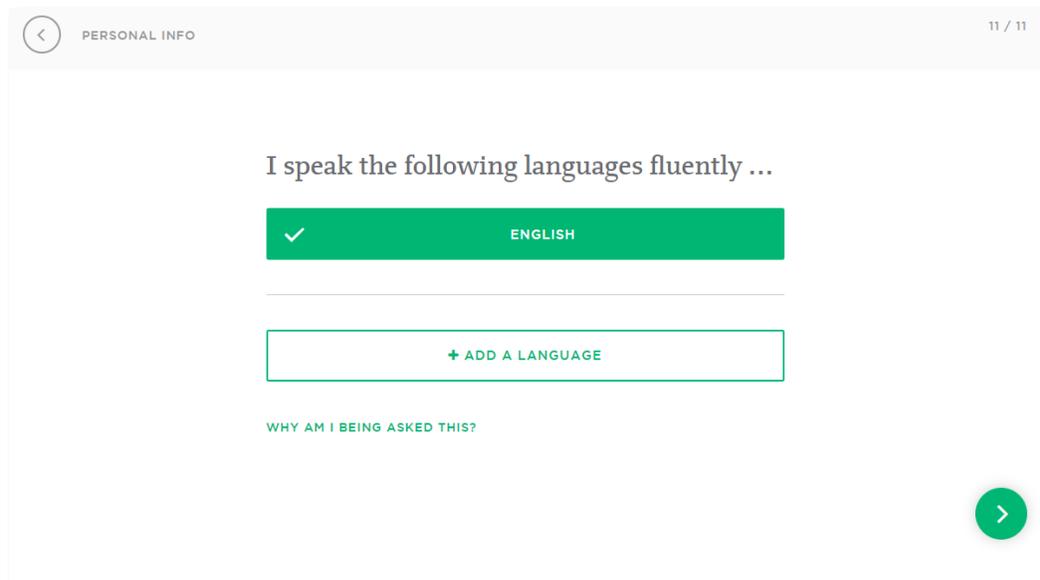
PERSONAL INFO 8 / 11

I affiliated with the following Associations...

SEARCH

>

11. Add any languages that you are fluent in.



PERSONAL INFO 11 / 11

I speak the following languages fluently ...

✓ ENGLISH

+ ADD A LANGUAGE

WHY AM I BEING ASKED THIS?

>

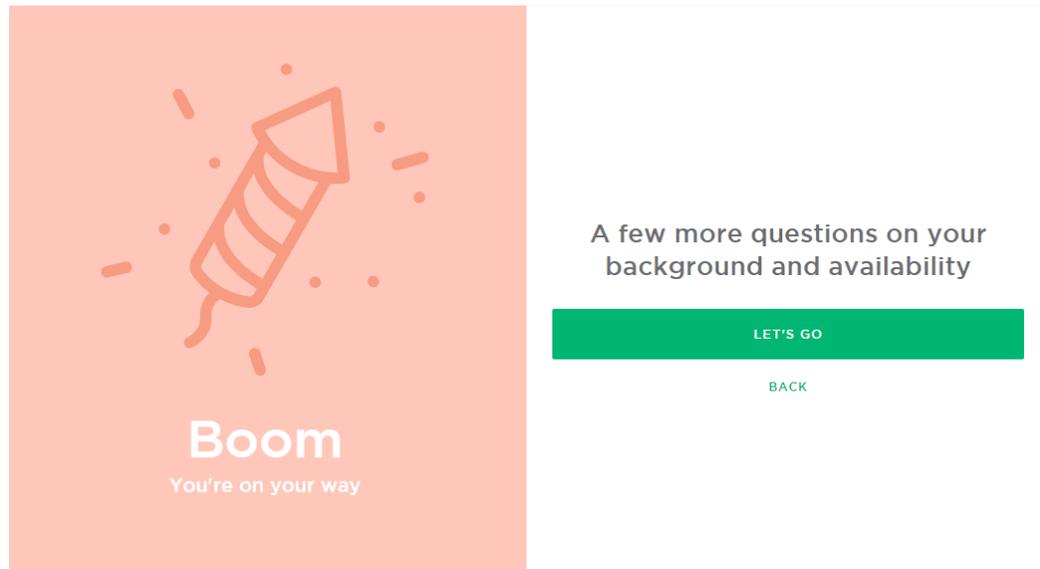
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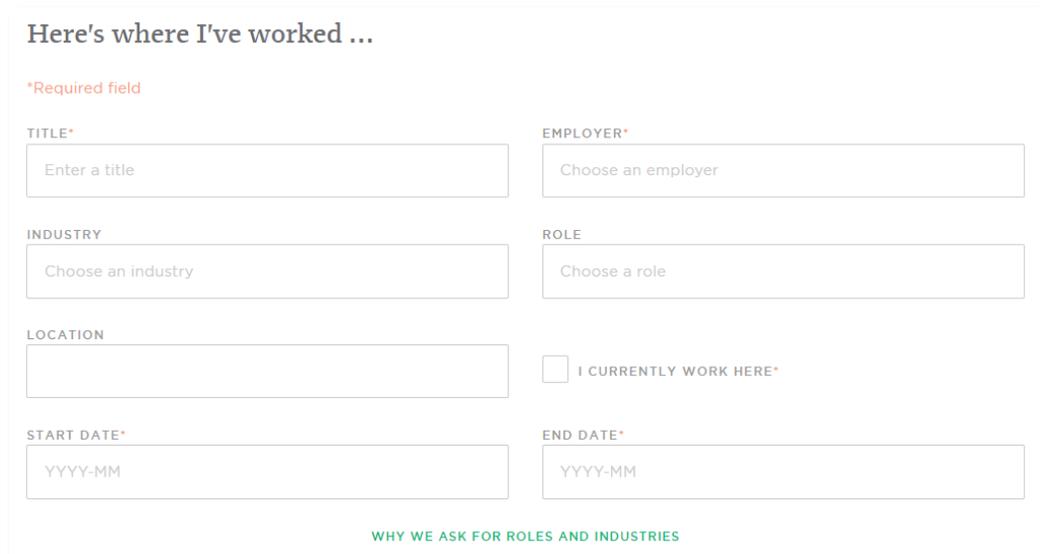
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12. Almost Done...Click "Let's Go" to continue.



A confirmation screen with a light orange background on the left and a white background on the right. On the left, there is a stylized orange rocket icon with the word "Boom" in white and "You're on your way" below it. On the right, the text "A few more questions on your background and availability" is centered. Below this text are two buttons: a green "LET'S GO" button and a smaller "BACK" button.

13. Enter in the information for where you've worked. Once you enter in the information for one position, you will see a new button for adding in more jobs/positions. Please fill out as many as you can.



A form titled "Here's where I've worked ..." with a red asterisk indicating required fields. The form is divided into two columns. The left column contains fields for "TITLE\*", "INDUSTRY", "LOCATION", and "START DATE\*" (with a YYYY-MM placeholder). The right column contains fields for "EMPLOYER\*", "ROLE", and "END DATE\*" (with a YYYY-MM placeholder). A checkbox labeled "I CURRENTLY WORK HERE\*" is located between the "LOCATION" and "END DATE\*" fields. At the bottom, there is a link "WHY WE ASK FOR ROLES AND INDUSTRIES".

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14. Enter in the information about where you've gone to school. You will be given option to add additional degrees and additional fields of study.

PROFESSIONAL INFO 3 / 5

Here's where I've gone to school ...

I do not have a degree

SCHOOL\*

GRADUATION YEAR\*

GRADUATION MONTH

DEGREE

FIELD OF STUDY\*

15. Select the topics that you are available to offer advice on. Choose all that apply.

PROFESSIONAL INFO 4 / 5

I can offer advice on the following topics ...

CHOOSE ALL THAT APPLY

Select Career topic

Select Academic topic

Select Admissions topic

Select Startups & Business topic

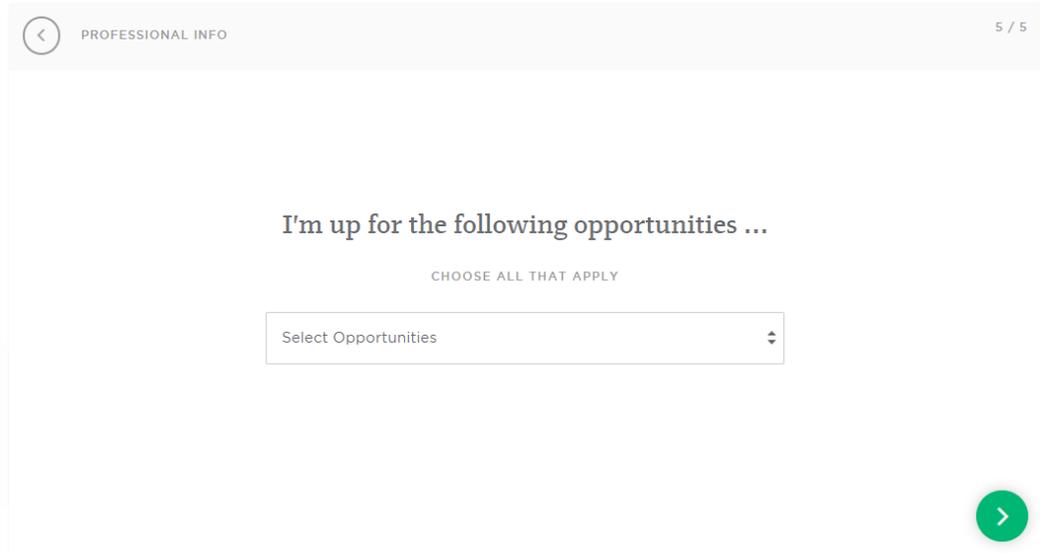
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16. Select all opportunities that you would be willing to do.



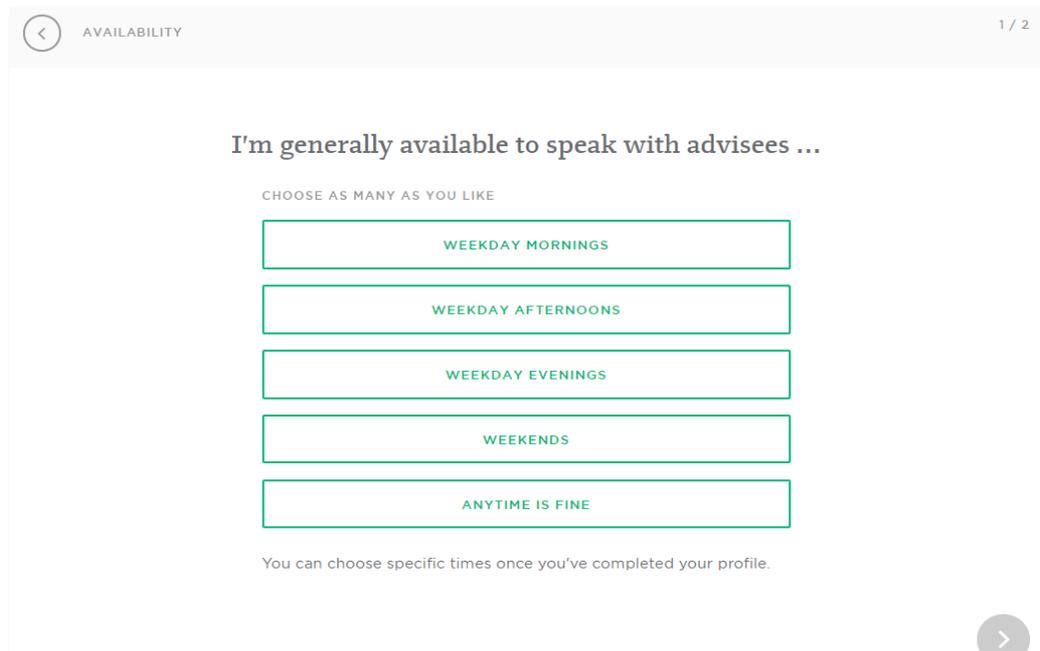
PROFESSIONAL INFO 5 / 5

I'm up for the following opportunities ...

CHOOSE ALL THAT APPLY

Select Opportunities

17. Select the times that you are generally available to speak with advisees.



AVAILABILITY 1 / 2

I'm generally available to speak with advisees ...

CHOOSE AS MANY AS YOU LIKE

WEEKDAY MORNINGS

WEEKDAY AFTERNOONS

WEEKDAY EVENINGS

WEEKENDS

ANYTIME IS FINE

You can choose specific times once you've completed your profile.

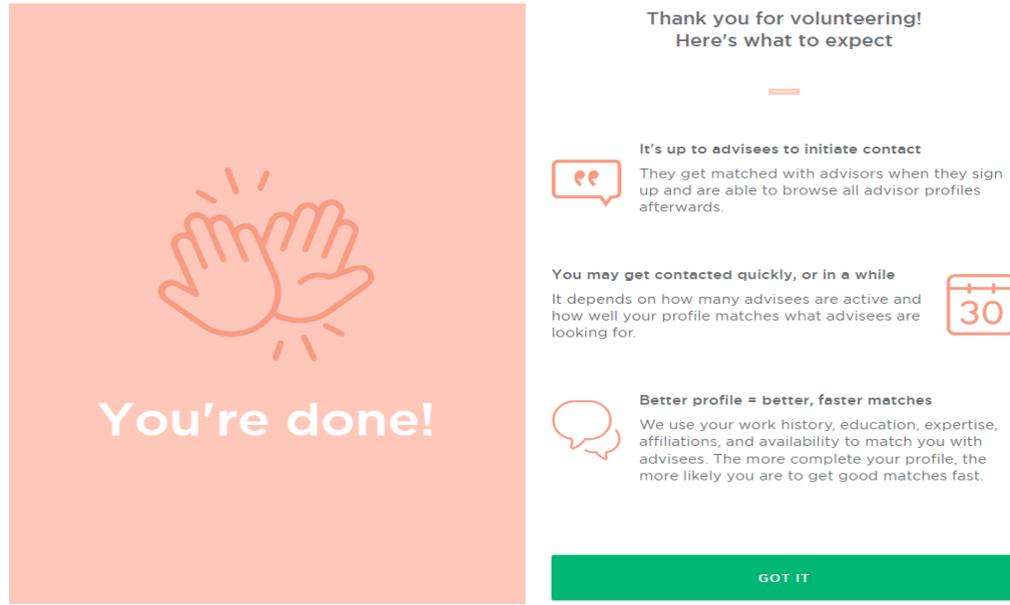
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18. You're Done! Once you've clicked "Got It", you will be taken to your Firsthand welcome page where you can start exploring all the great content and start received messages from advisees.



**You're done!**

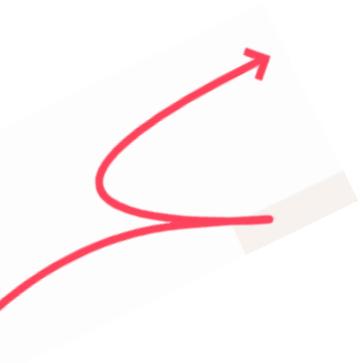
Thank you for volunteering!  
Here's what to expect

It's up to advisees to initiate contact  
They get matched with advisors when they sign up and are able to browse all advisor profiles afterwards.

You may get contacted quickly, or in a while  
It depends on how many advisees are active and how well your profile matches what advisees are looking for.

**Better profile = better, faster matches**  
We use your work history, education, expertise, affiliations, and availability to match you with advisees. The more complete your profile, the more likely you are to get good matches fast.

**GOT IT**



**FIRSTHAND**



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