

Registration User Guide for Mentee:

1. Enter your email address or sign up through SSO with your network ID or sync with Linkedin



2. Enter in first name, last name and password and agree to Terms & Services

Please note passwords must be 8+ character long and contain an upper- and lowercase number, and a special character.

Vault FIRS	THAND		
Let's Get S	tarted		
First things first. Let's co	over the basics with the setup of ye	our account so you may access career exp	loration and development resources.
First Name*		I	Last Name*
Bethany	•		Gaich 😶
Password*			Confirm Password*
I agree to the Term	s of Service and have read the Pri	er and lower case letter, number and a sp vacy Policy Is about Firsthand and related services.	ecial character.
I also agree to abic	e by the Community Code of Con	duct.	
Once you create an acco	ount, you will start receiving Firsth	and emails. You may unsubscribe at any ti	ime.

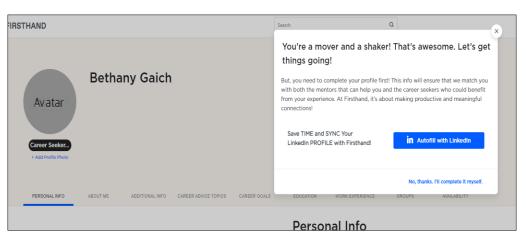




3. How Can We Help – Complete Information on what role your signing up for (mentor, mentee or both). Select Industries of interest from the drop-down menu:

Vault FIRSTHAND
How Can We Help?
Firsthand helps students, professionals, and job-seekers find the right career path through career exploration and connections with mentors and employers.
What brings you to Firsthand? Select one."
 I want to connect with mentors to get advice.
 I want to mentor others and give advice.
O I want to both give advice and get advice.
Select Industries to Customize Your Experience*
Select one or more
Solomi

- 4. Verify Your Email
- 5. Fill in Your Profile Once in the platform, you will see the below pop up. You can choose to how you'd like to complete your profile. Depending on the Platform settings, the options may look different.





Complete your Profile Information – Complete the attributes in each Profile section. These options may change depending on your Platform Settings. (**Fields required for Complete Registration)

*Personal Info - In addition to the basics, provide details to optimize your experience:

In addition to the basics, pr	ovide details to optimize your e	vporionco
in addition to the basics, pr	ovide details to optimize your e	experience.
First Name*	Last Name*	
Bethany	Gaich	••••]
eMail*		
Current Location*	Languages*	
Select your location	Select your languages	~
Select your location Mobile Phone Number*	Select your languages	~

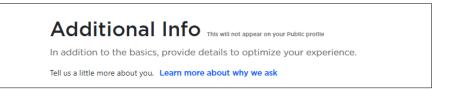
About Me – Tell others a little about your background, how you'd like to get help as a Mentee:

About Me	
Tell others a little about your background, how you'd like to help as a Mentor and/or get help as a Mentee.	
Headline	
Type a short statement about you	
Show example	
Short Professional Bio	
Tell the the community about yourself	





Additional Info - This section will vary by Platform:



*Career Goals – Tell us where you'd like to go in your career. We'll match you with mentors who've been there and can lead the way:

Career Goals	
Tell us where you'd like to go in your career. We' mentors who've been there and can lead the wa	
Industries*	
Accounting &	~
Employers*	
Select up to 10	~
Roles*	
Select up to 10	~
Locations*	
Select up to 10	~

*Education – Add education information to your profile to help us match with mentees:

Add education informa mentees.	ation to your profile to help us	match you with
I do not have a de	egree, nor am I currently pursu	ing a degree
School*		
Enter a school		~
Degree*	Field of Study*	
Degree*	Field of Study*	dy 🗸





*Work Experience – Share information about your professional background to give member a snapshot of your career journey to date.:

Employer*		
Select employer or type a new one		~
Industry Why we ask		
Select an industry		~
Title		
Enter a job title		
Role Why we ask		
Select a role		~
Location		
Select a location		~
I'm currently working in the second secon	his role	
Start Date	End Date	

Groups – Add groups to your profile to connect with others who may share similar interests and career goals. (Group options will differ by Platform):

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