



Registration User Guide for Hybrid Mentor & Mentee Role:

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

The screenshot shows the top portion of the registration page. At the top, the Vault and Firsthand logos are displayed. Below the logos is the tagline "Hard-earned career advice. Delivered on-demand." followed by the instruction "Please provide your e-mail address*". There is a text input field for the email address. Below the input field is a blue "Sign Up" button. Underneath the button is the text "OR SIGN-UP WITH" followed by two blue buttons: "Login with your Network ID" and "Continue 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 lower-case number, and a special character.

The screenshot shows the "Let's Get Started" section of the registration page. It includes the Vault and Firsthand logos and the heading "Let's Get Started". Below the heading is the subtext "First things first. Let's cover the basics with the setup of your account so you may access career exploration and development resources." There are four input fields: "First Name*" (containing "Bethany"), "Last Name*" (containing "Gleich"), "Password*" (with a red eye icon), and "Confirm Password*" (with a red eye icon). 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." There are three checkboxes with labels: "I agree to the Terms of Service and have read the Privacy Policy", "I consent to receiving updates and promotional emails about Firsthand and related services.", and "I also agree to abide by the Community Code of Conduct." At the bottom, there is a note: "Once you create an account, you will start receiving Firsthand emails. You may unsubscribe at any time." and a grey "Create Account" button.



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:

The screenshot shows a form titled "How Can We Help?" with the Vault | Firsthand logo at the top. Below the title, there is a brief description: "Firsthand helps students, professionals, and job-seekers find the right career path through career exploration and connections with mentors and employers." The form asks "What brings you to Firsthand? Select one.*" and provides three radio button options: "I want to connect with mentors to get advice.", "I want to mentor others and give advice.", and "I want to both give advice and get advice." Below this, it asks "Select Industries to Customize Your Experience*" and features a dropdown menu with the placeholder text "Select one or more". A "Submit" button is located at the bottom of the form.

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.

The screenshot displays a user profile for "Bethany Gaich" on the Firsthand platform. The profile includes a placeholder for an "Avatar" and a "Career Seeker..." status. A navigation menu at the bottom lists sections: PERSONAL INFO, ABOUT ME, ADDITIONAL INFO, CAREER ADVICE TOPICS, CAREER GOALS, EDUCATION, WORK EXPERIENCE, GROUPS, and AVAILABILITY. A pop-up notification is overlaid on the profile, stating: "You're a mover and a shaker! That's awesome. Let's get things going! But, you need to complete your profile first! This info will ensure that we match you with both the mentors that can help you and the career seekers who could benefit from your experience. At Firsthand, it's about making productive and meaningful connections!" The pop-up offers two options: "Save TIME and SYNC Your LinkedIn PROFILE with Firsthand!" with a blue "Autofill with LinkedIn" button, and "No, thanks. I'll complete it myself." at the bottom right.



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:

Personal Info

In addition to the basics, provide details to optimize your experience.

First Name* **Last Name***

eMail*

Current Location* **Languages***

Mobile Phone Number*

Receive text message reminders. Normal text and data rates apply*

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:

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

[Show example](#)

Short Professional Bio

[Show example](#)



Additional Info – This section will vary by Platform:

Additional Info

This will not appear on your Public profile

In addition to the basics, provide details to optimize your experience.

Tell us a little more about you. [Learn more about why we ask](#)

***Career Advice Topics** – Select topics of interest and we'll match you with mentors who can profile the advice you seek. (These options will differ by Platform):

Career Advice Topics

Select topics of interest and we'll match you with mentors who can provide the advice you seek.

Career*

Select all that apply

Admissions*

Select all that apply

Academic*

Select all that apply

***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'll match you with mentors who've been there and can lead the way.

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:

Education

Add education information to your profile to help us match you with mentees.

I do not have a degree, nor am I currently pursuing a degree

School*

Degree*

Field of Study*

[+ Add Field Of Study](#)

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

Work Experience

Share information about your professional background to give members a snapshot of your career journey to date.

Employer*

Industry [Why we ask](#)

Title

Role [Why we ask](#)

Location

I'm currently working in this role

Start Date

End Date

[+ Add Experience](#) [X Remove Experience](#)



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

Groups

Add groups to your profile to connect with others who may share similar interests and career goals.

Athletic Organizations

Select all that apply ▼

Clubs

Select all that apply ▼

Greek Organizations

Select all that apply ▼

***Availability** – Select the days and hours you prefer to meet. These days and times will appear on your Public Profile so Mentees may book consultation with you:

Availability

Preferred Times

Friday Select Preferred Times ▶	Tuesday Select Preferred Times ▶
Saturday Select Preferred Times ▶	Wednesday Select Preferred Times ▶
Sunday Select Preferred Times ▶	Thursday Select Preferred Times ▶
Monday Select Preferred Times ▶	

[Clear all](#) [Save](#)