

## **Registration User Guide for Mentor:**

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.

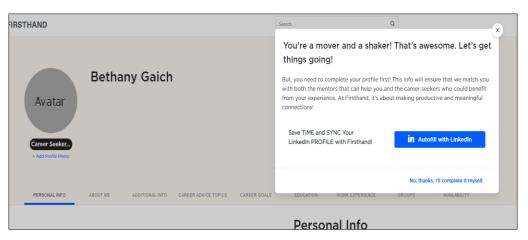




3. How Can We Help – Complete Information on what role your signing up for (mentor, mentee or both). Select Industries of interest from the drop-down menu:

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."
<ul> <li>I want to connect with mentors to get advice.</li> </ul>
<ul> <li>I want to mentor others and give advice.</li> </ul>
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:

First Name*	Last Name*	
Bethany	Gaich	
eMail*		
Current Location*	Languages*	
Current Location*	Languages*	jes 🗸
		ies 🗸

**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 abou Mentor and/or get hel	ut your background, how you'd like to help as a p as a Mentee.
Headline	
Type a short statement abo	out you
Show example	
Short Professional Bio	)
Tell the the community abo	out yourself





Additional Info - This section will vary by Platform:



\*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	~

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

Add education inform mentees.	ation to your profile to help us	s match you with
I do not have a d	egree, nor am I currently purs	suing a degree
School*		
Enter a school		~
Degree*	Field of Study	*
		hudu 💊
Enter a degree	<ul> <li>Enter a field of st</li> </ul>	uuy 🗸





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

Share information about your p		und to give members
a snapshot of your career journ	ey 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	is role	
Start Date	End Date	
02/2023	Month/Year	





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

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:

referred 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	>		