

# Mentor Portal Instructions

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The Mentor Portal allows you to securely log your activity hours (including mentoring hours and group activities) from your mobile phone, iPad, or PC. You can also view your activity history and the basic information about your match(es).

**To get started, you will receive an email with a link that you can click on to get your personal Mentor Portal account set-up.**

You do not need to create or remember an additional username and password in order to access the Mentor Portal; you can simply login using your existing Google, Yahoo, Microsoft, Facebook, Twitter, or LinkedIn account.

## Table of Contents

Get Connected to the Mentor Portal.....	2
Return to the Mentor Portal.....	4
Add Activity Time.....	6
Multiple Matches in the Mentor Portal.....	9
View Messages.....	10
View Match Details.....	12
View Your Activity History (Time Log).....	14

## Get Connected to the Mentor Portal

1. You must first be invited to the Mentor Portal by your mentoring organization. When you receive the Mentor Portal invite email, click on the link.
2. You will be directed to a webpage to sign in. Choose the web account you would like to use to sign in to the Mentor Portal.

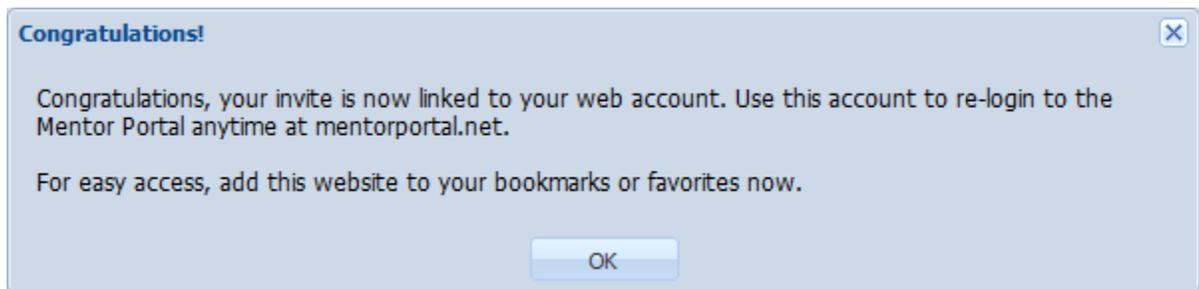
Note: If you would like to associate **more than one account**, you will need to complete these steps with the first account, and then follow them again to associate the second account, beginning with clicking on the link sent to you in the Mentor Portal invite email.



3. Follow the prompts to allow the sign in. Below you will find a sample of signing in using Google. Your personal account information is protected—you are simply using your existing web account as a secure and convenient way to connect to the Mentor Portal.



4. Once the first login is completed, you are notified with this:



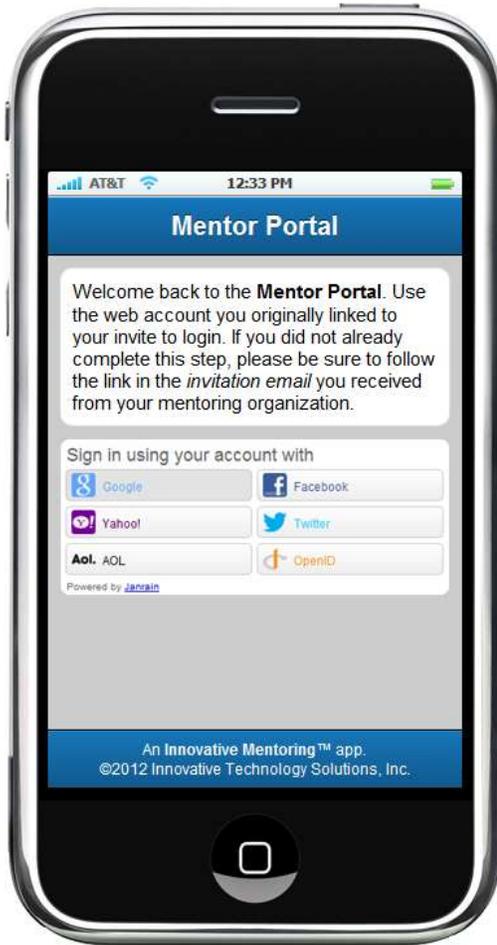
5. After your login has been established, you can return to Mentorportal.net anytime to sign in and enter your activity hours. We advise adding Mentorportal.net to your bookmarks or favorites.

## ***Return to the Mentor Portal***

1. If you are already logged in to your Google, Yahoo, Microsoft, Facebook, Twitter, or LinkedIn account when you return to mentorportal.net, you will see that the Mentor Portal recognizes you, and you can simply click once to sign in.



2. If you aren't logged in to your Google, Yahoo, Microsoft, Facebook, Twitter, or LinkedIn account when you return to mentorportal.net, be sure to choose the web account you originally used to sign in.



## ***Add Activity Time***

The Mentor Portal allows you to log the time you spend with your mentee.

1. Sign-in to your Mentor Portal account.
2. Click on the “Add Time” tab.
3. If you have more than one match, select the appropriate match from the “My Match:” drop down box located above the “Add Time” tab. See “Multiple Matches in the Mentor Portal” in this document for more information.
4. Enter the date of the activity in the format mm/dd/yyyy or select the date by click on the calendar icon at the end of the field.
5. Enter the time the activity began (an approximate time is fine).
6. Enter the total number of hours. You can also enter partial hours like 2.5.
7. Select the type from the list (Mentoring Hours or Group Activity).
8. Select the appropriate activity category (optional).
9. Enter any notes you would like to share about the activity (optional).
10. Click “Submit.” The hours will now show in your “Time Log.”

## Add Activity Time (Computer View)

The screenshot shows a Firefox browser window with the address bar displaying 'mentorportal.net/app.aspx'. The page title is 'Mentor Portal'. Below the title bar, there is a dropdown menu for 'My Match' set to 'Matched with Jayla Smith'. A navigation bar contains four buttons: 'Messages', 'Match Details', 'Add Time', and 'Time Log'. The 'Add Time' button is active, opening a modal form. The form fields are: 'Date' (12/08/2012), 'Time' (12:42 PM), 'Hours' (3), 'Type' (Mentoring Hours), and 'Activity' (Event). A text area for 'Notes' contains the text 'We attended the Holiday banquet'. At the bottom of the form are 'Reset' and 'Submit' buttons.

Firefox

Mentor Portal

mentorportal.net/app.aspx

**Mentor Portal**

My Match: Matched with Jayla Smith

Messages Match Details **Add Time** Time Log

**Add Time**

Date: 12/08/2012

Time: 12:42 PM

Hours: 3

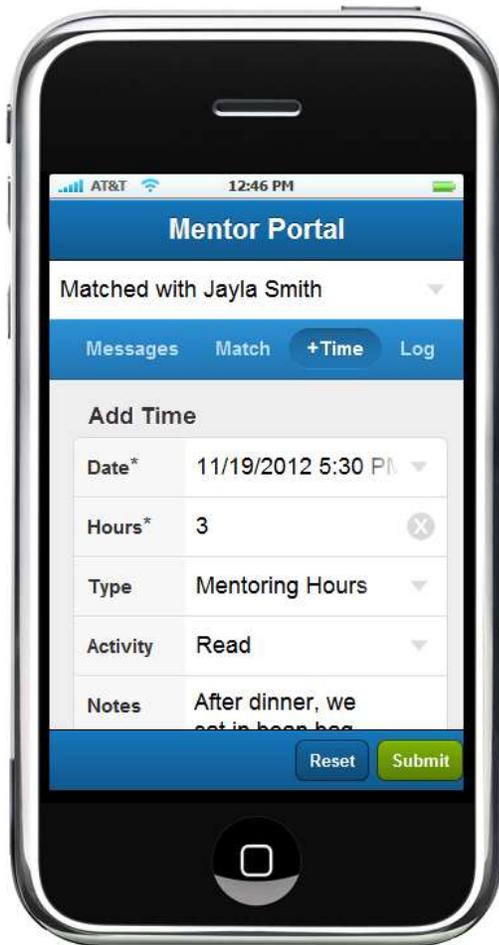
Type: Mentoring Hours

Activity: Event

Notes: We attended the Holiday banquet

Reset Submit

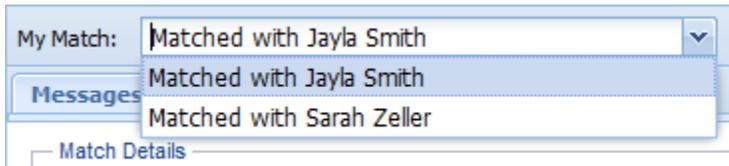
## Add Activity Time (Phone View)



## ***Multiple Matches in the Mentor Portal***

If you have more than one match, you can select the appropriate match from the “My Match:” drop down box located above the “Match Details” and “Add Time” tabs.

### **Multiple Matches (Computer View)**



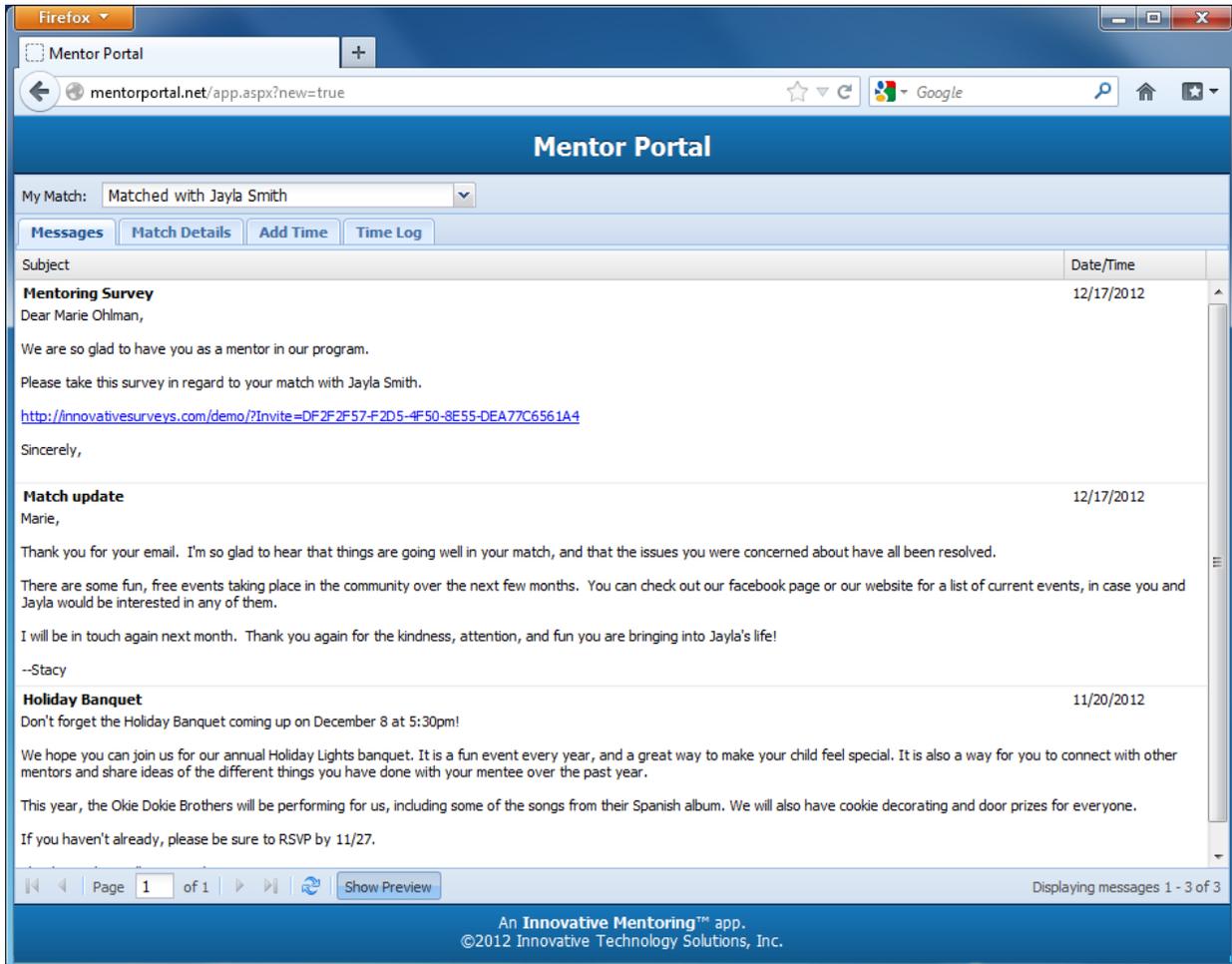
### **Multiple Matches (Phone View)**



## View Messages

When you login to the Mentor Portal, you will see any messages that have been sent to you.

### View Messages (Computer View)

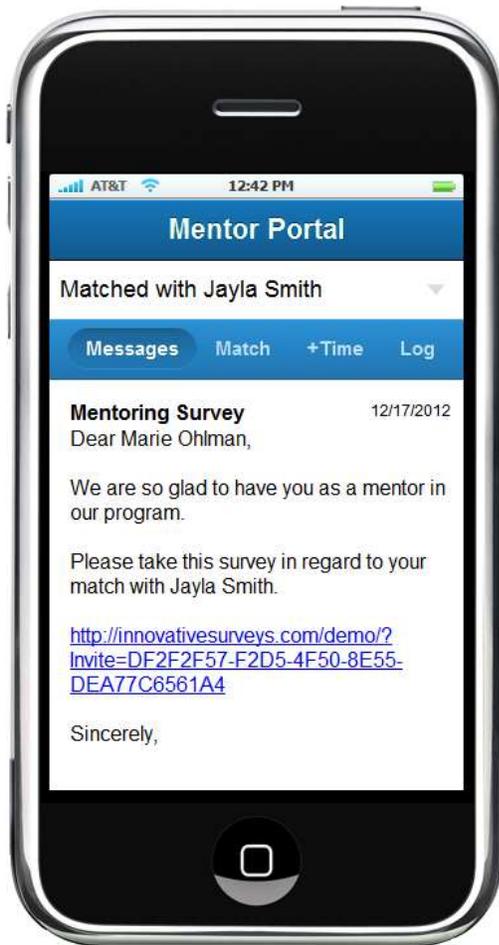


The screenshot shows a Firefox browser window displaying the Mentor Portal. The address bar shows the URL `mentorportal.net/app.aspx?new=true`. The page title is "Mentor Portal". Below the title, there is a dropdown menu for "My Match" set to "Matched with Jayla Smith". There are four tabs: "Messages" (selected), "Match Details", "Add Time", and "Time Log". The main content area displays a list of messages with columns for "Subject" and "Date/Time".

Subject	Date/Time
<b>Mentoring Survey</b> Dear Marie Ohlman,  We are so glad to have you as a mentor in our program.  Please take this survey in regard to your match with Jayla Smith. <a href="http://innovativesurveys.com/demo/?Invite=DF2F2F57-F2D5-4F50-8E55-DEA77C6561A4">http://innovativesurveys.com/demo/?Invite=DF2F2F57-F2D5-4F50-8E55-DEA77C6561A4</a>  Sincerely,	12/17/2012
<b>Match update</b> Marie,  Thank you for your email. I'm so glad to hear that things are going well in your match, and that the issues you were concerned about have all been resolved.  There are some fun, free events taking place in the community over the next few months. You can check out our facebook page or our website for a list of current events, in case you and Jayla would be interested in any of them.  I will be in touch again next month. Thank you again for the kindness, attention, and fun you are bringing into Jayla's life!  --Stacy	12/17/2012
<b>Holiday Banquet</b> Don't forget the Holiday Banquet coming up on December 8 at 5:30pm!  We hope you can join us for our annual Holiday Lights banquet. It is a fun event every year, and a great way to make your child feel special. It is also a way for you to connect with other mentors and share ideas of the different things you have done with your mentee over the past year.  This year, the Okie Dokie Brothers will be performing for us, including some of the songs from their Spanish album. We will also have cookie decorating and door prizes for everyone.  If you haven't already, please be sure to RSVP by 11/27.	11/20/2012

At the bottom of the page, there is a pagination control showing "Page 1 of 1" and a "Show Preview" button. The footer text reads: "An Innovative Mentoring™ app. ©2012 Innovative Technology Solutions, Inc." and "Displaying messages 1 - 3 of 3".

## View Messages (Phone View)

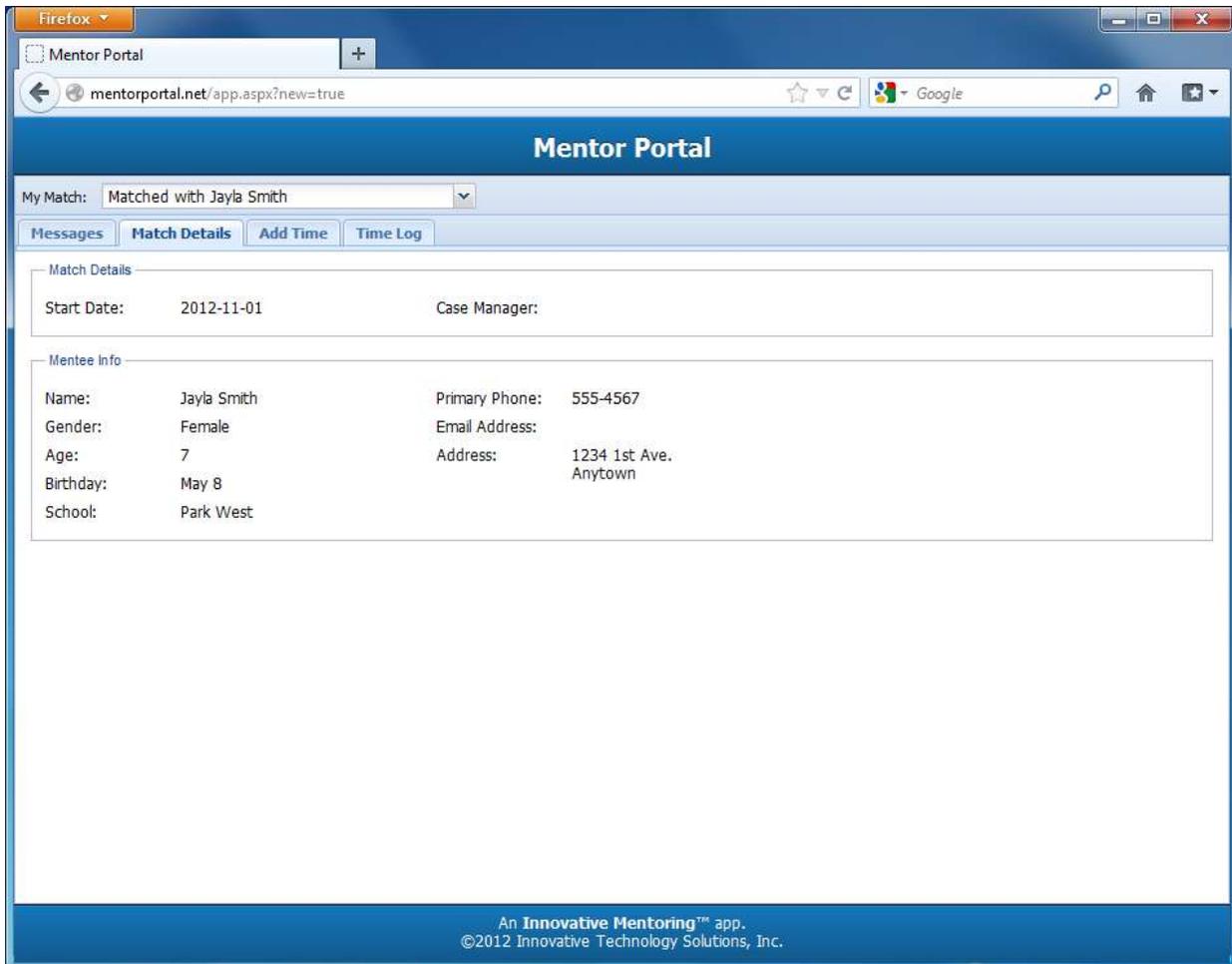


## View Match Details

Click on the “Match Details” tab to view basic information about your match(es) and mentee(s).

If you have more than one match, you can select the appropriate match from the “My Match:” drop down box located above the “Match Details” tab. See “Multiple Matches in the Mentor Portal” in this document for more information.

### View Match Details (Computer View)



The screenshot shows a web browser window with the URL `mentorportal.net/app.aspx?new=true`. The page title is "Mentor Portal". At the top, there is a dropdown menu for "My Match:" which is currently set to "Matched with Jayla Smith". Below this, there are four tabs: "Messages", "Match Details", "Add Time", and "Time Log". The "Match Details" tab is active, displaying the following information:

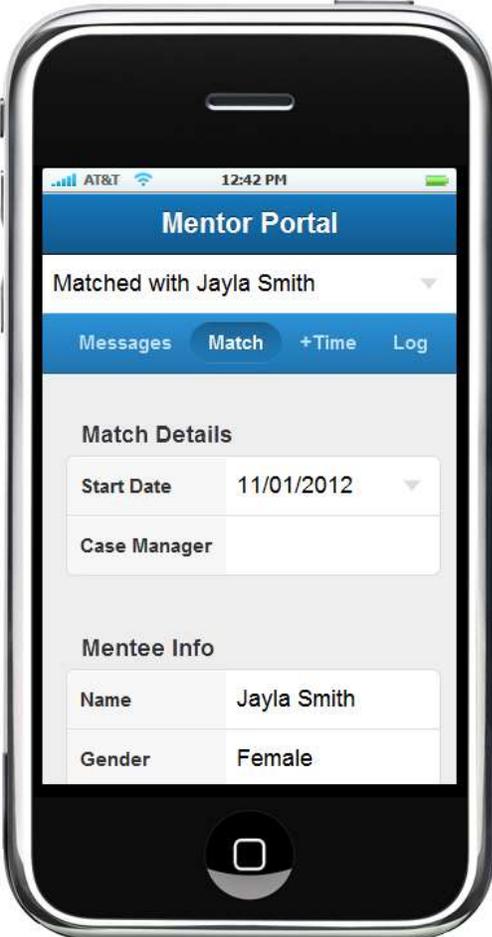
Match Details	
Start Date:	2012-11-01
Case Manager:	

Mentee Info	
Name:	Jayla Smith
Gender:	Female
Age:	7
Birthday:	May 8
School:	Park West
Primary Phone:	555-4567
Email Address:	
Address:	1234 1st Ave. Anytown

At the bottom of the page, there is a footer that reads: "An Innovative Mentoring™ app. ©2012 Innovative Technology Solutions, Inc."

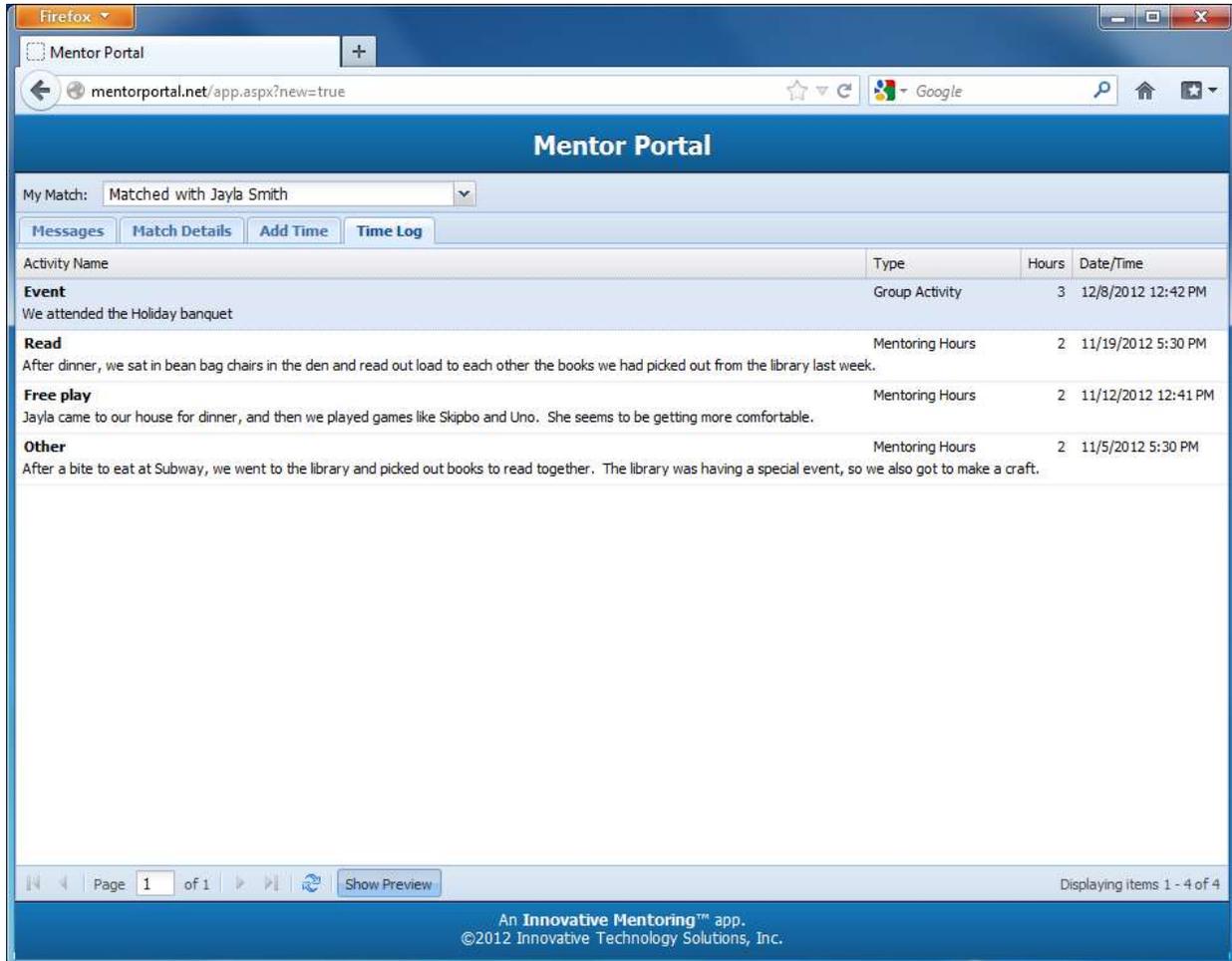
**View Match Details (Phone View)**



## View Your Activity History (Time Log)

Click on the “Time Log” tab to see the hours you have entered to-date.

## View Your Activity History (Computer View)



The screenshot shows a Firefox browser window displaying the Mentor Portal. The address bar shows the URL `mentorportal.net/app.aspx?new=true`. The page title is "Mentor Portal". Below the title, there is a dropdown menu for "My Match" set to "Matched with Jayla Smith". There are four tabs: "Messages", "Match Details", "Add Time", and "Time Log", with "Time Log" being the active tab. The main content area displays a table of activity logs.

Activity Name	Type	Hours	Date/Time
<b>Event</b> We attended the Holiday banquet	Group Activity	3	12/8/2012 12:42 PM
<b>Read</b> After dinner, we sat in bean bag chairs in the den and read out loud to each other the books we had picked out from the library last week.	Mentoring Hours	2	11/19/2012 5:30 PM
<b>Free play</b> Jayla came to our house for dinner, and then we played games like Skipbo and Uno. She seems to be getting more comfortable.	Mentoring Hours	2	11/12/2012 12:41 PM
<b>Other</b> After a bite to eat at Subway, we went to the library and picked out books to read together. The library was having a special event, so we also got to make a craft.	Mentoring Hours	2	11/5/2012 5:30 PM

At the bottom of the page, there is a footer with the text: "An Innovative Mentoring™ app. ©2012 Innovative Technology Solutions, Inc." and a status bar indicating "Page 1 of 1" and "Displaying items 1 - 4 of 4".

## View Your Activity History (Phone View)

