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.

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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:

![Notification Screen]

**Congratulations!**

Congratulations, your invite is now linked to your web account. Use this account to re-login to the Mentor Portal anytime at mentorportal.net.

For easy access, add this website to your bookmarks or favorites now.

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.
Welcome back to the Mentor Portal. Use the web account you originally linked to your invite to login. If you did not already complete this step, please be sure to follow the link in the invitation email you received from your mentoring organization.

Sign in using your account with:

- Google
- Facebook
- Yahoo!
- Twitter
- AOL
- OpenID

An Innovative Mentoring™ app. ©2012 Innovative Technology Solutions, Inc.
**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)

Date: 12/08/2012
Time: 12:42 PM
Hours: 3
Type: Mentoring Hours
Activity: Event
Notes: We attended the Holiday banquet
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)
View Messages (Phone View)

Mentor Portal

Matched with Jayla Smith

Messages  Match  +Time  Log

Mentoring Survey  12/17/2012

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.

http://innovativesurveys.com/demo/?
Invite=DFE2F2E7-F2D5-4F50-8E55-DEA77C0501A4

Sincerely,
**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)**

![Mentor Portal](image-url)
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)**

![Mentor Portal View](image)
View Your Activity History (Phone View)

Mentor Portal

Matched with Jayla Smith

Event
3 hours on 12/9/2012 12:42 PM
We attended the Holiday banquet
GROUP ACTIVITY

Read
2 hours on 11/18/2012 5:30 PM
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

Free play
2 hours on 11/12/2012 12:41 PM
Jayla came to our house for dinner, and then we played games like Skipbo and...