

# Seedling Mentor Portal Instructions

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

**To get started, you will receive an email from your Mentor Director with a link where you can 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, or Facebook account.

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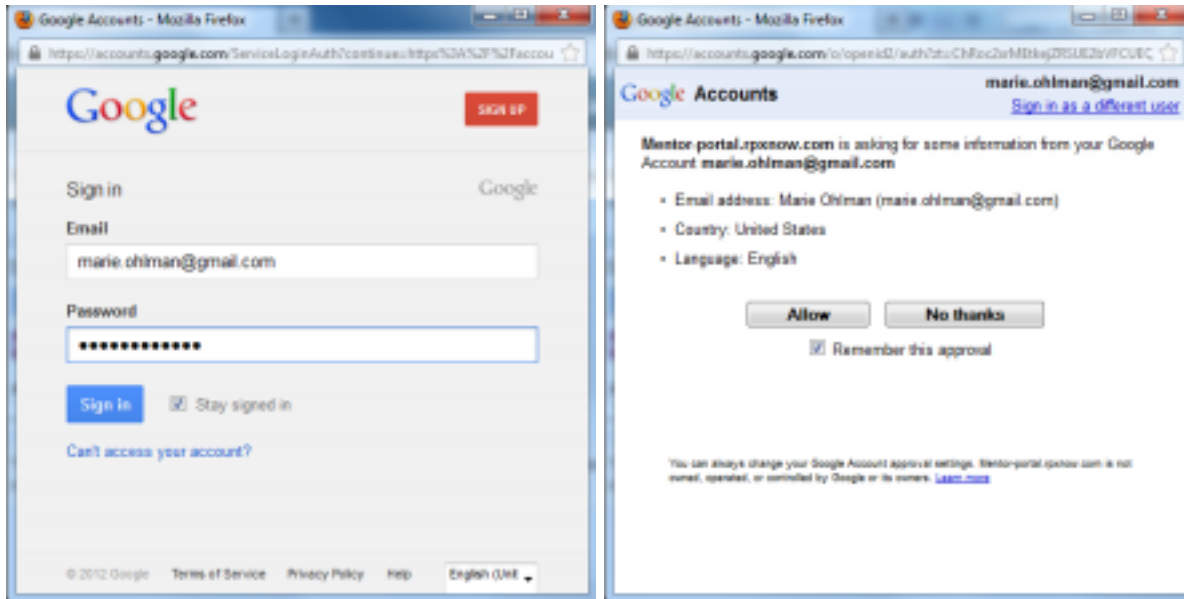
## Mentor Portal Instructions 1

### *Get Connected to the Mentor Portal*

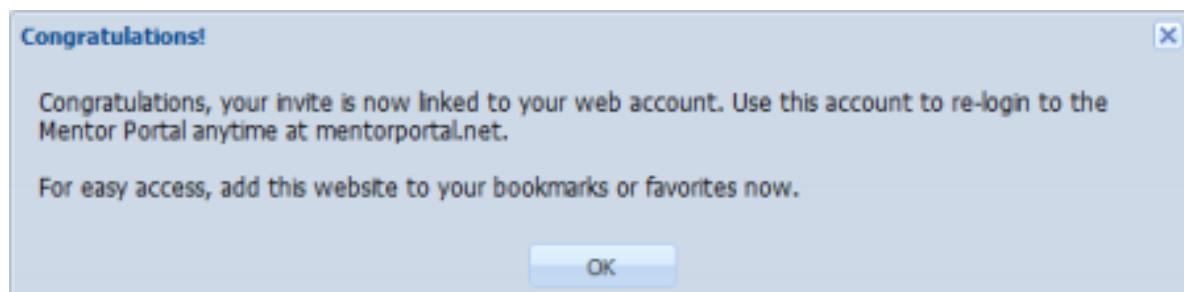
1. You must first be invited to the Mentor Portal by your mentoring organization. When you receive the Mentor Portal invite email, click on the link.
2. You will be directed to a webpage to sign in. Choose the web account you would like to use to sign in to the Mentor Portal.

## Mentor Portal Instructions 2

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:

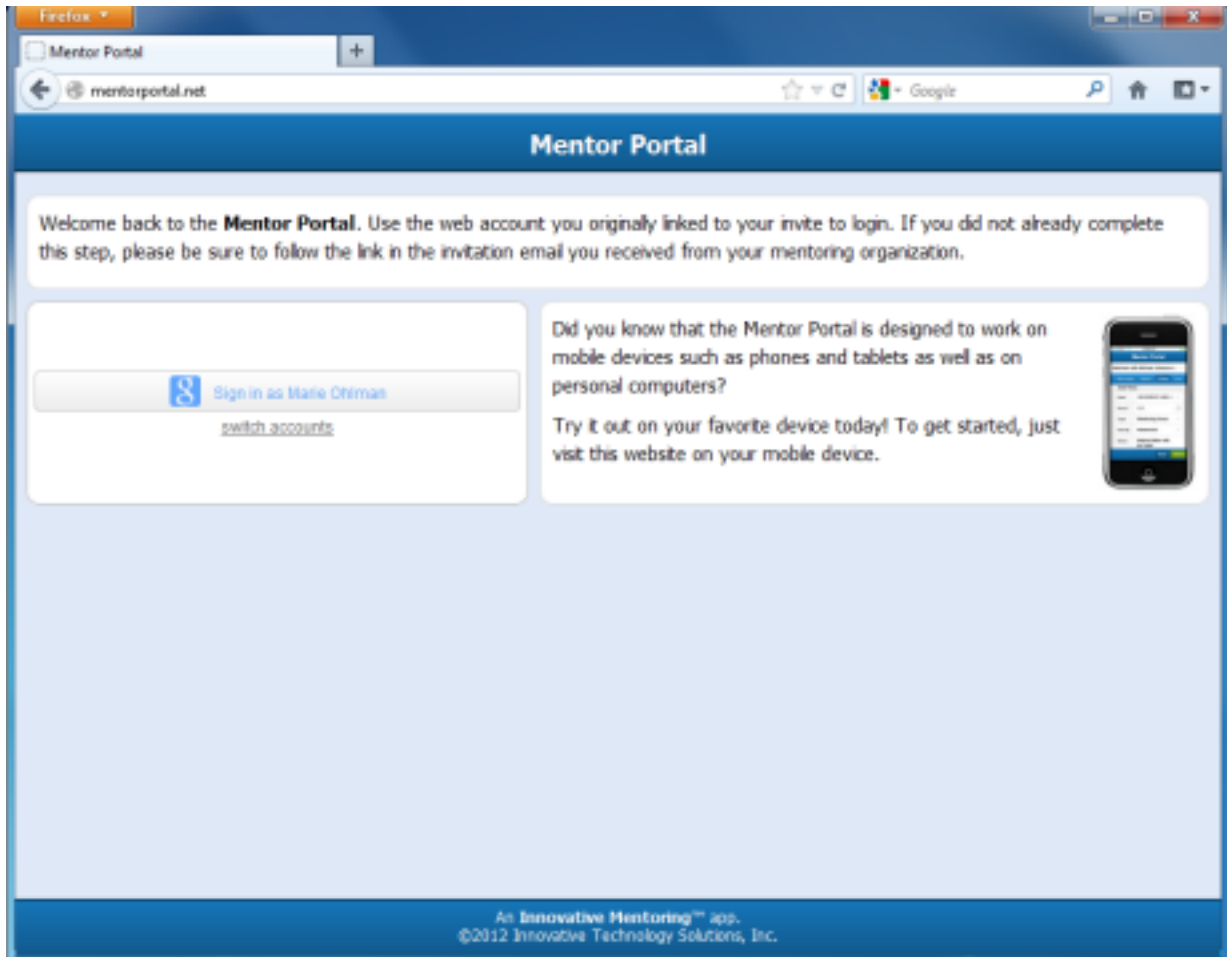


5. After your login has been established, you can return to Mentorportal.net anytime to sign in and enter your activity hours. *We strongly advise adding Mentorportal.net to your bookmarks or favorites for ease of access.*

### Mentor Portal Instructions 3

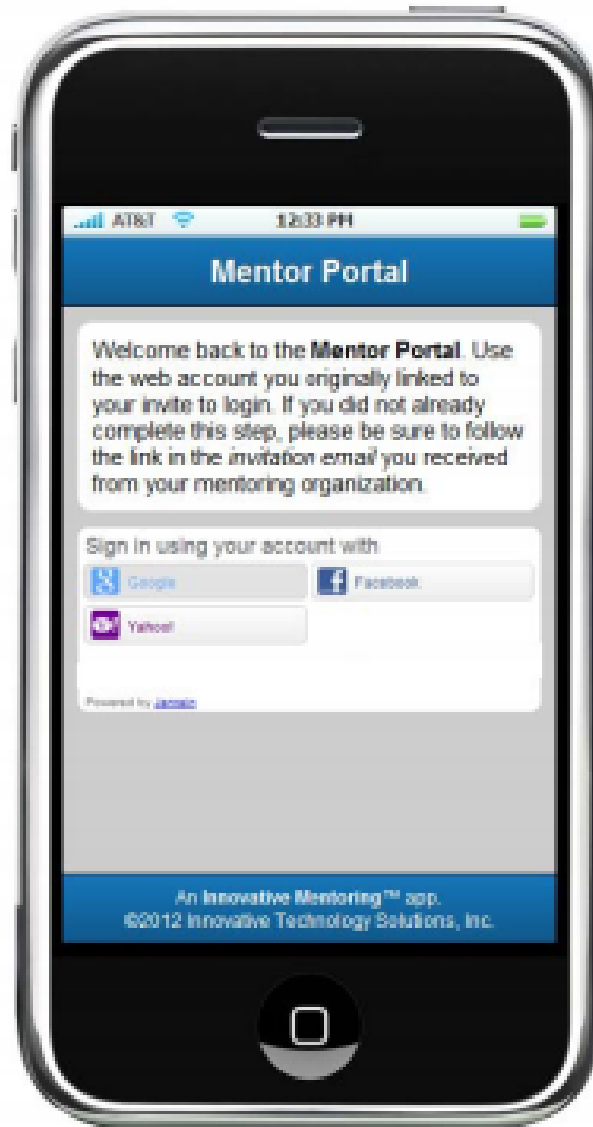
#### *Return to the Mentor Portal*

1. If you are already logged in to your Google, Yahoo, or Facebook account when you return to mentorportal.net, you can simply click once to sign in.



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

**Mentor Portal Instructions 4**  
(Phone/mobile view)

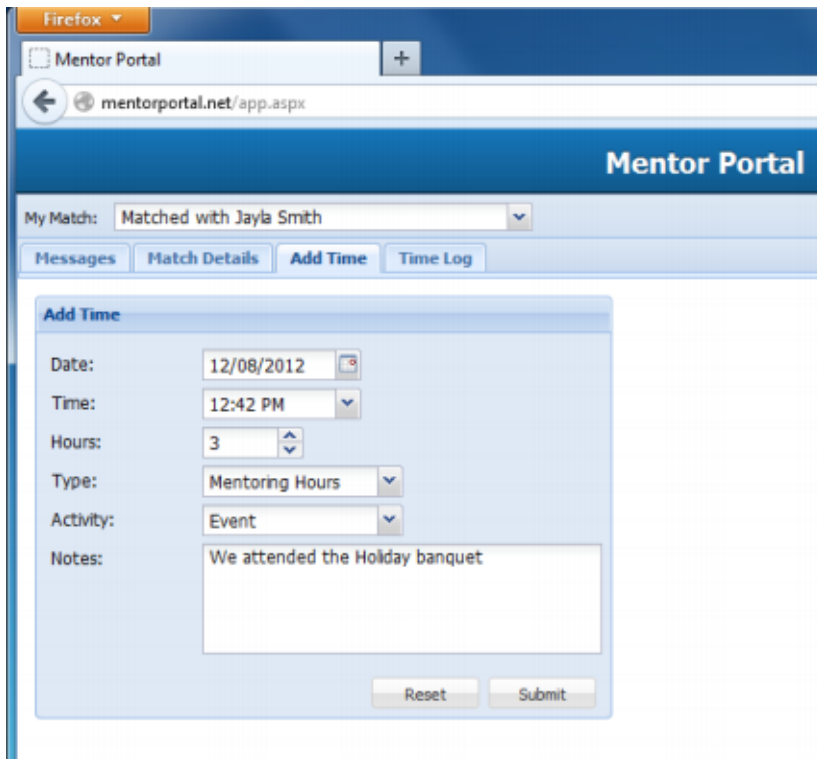


## **Mentor Portal Instructions 5**

### *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. Enter the date of the activity in the format mm/dd/yyyy or select the date by clicking on the calendar icon at the end of the field.
4. Enter the time the activity began (an approximate time is fine).
5. Enter the total number of hours. You can also enter partial hours like 0.5.
6. Select the type from the list (Mentoring Hours).
7. Select the appropriate activity category (Weekly Visit).
8. Enter any notes you would like to share about the activity (optional).
9. Click "Submit." The hours will now show in your "Time Log."

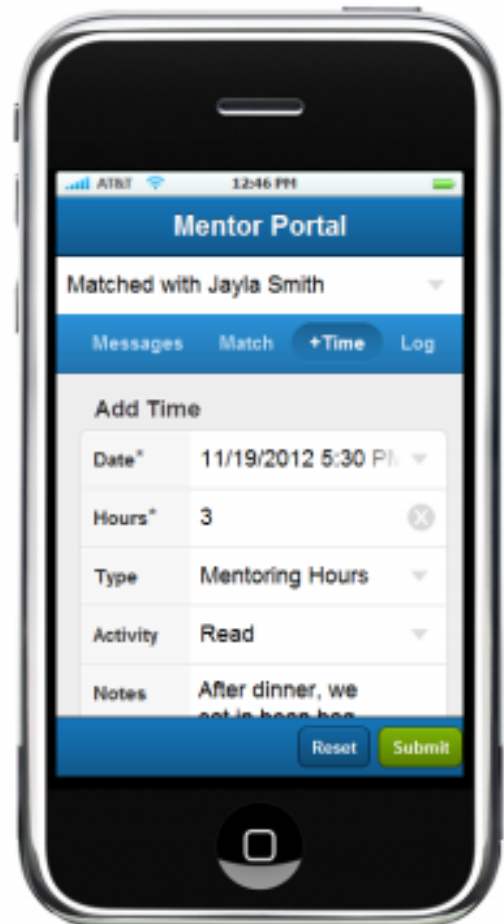


### Mentor Portal Instructions 6

Add Activity Time (Computer view)

### Mentor Portal Instructions 7

Add Activity Time (Phone/mobile View)

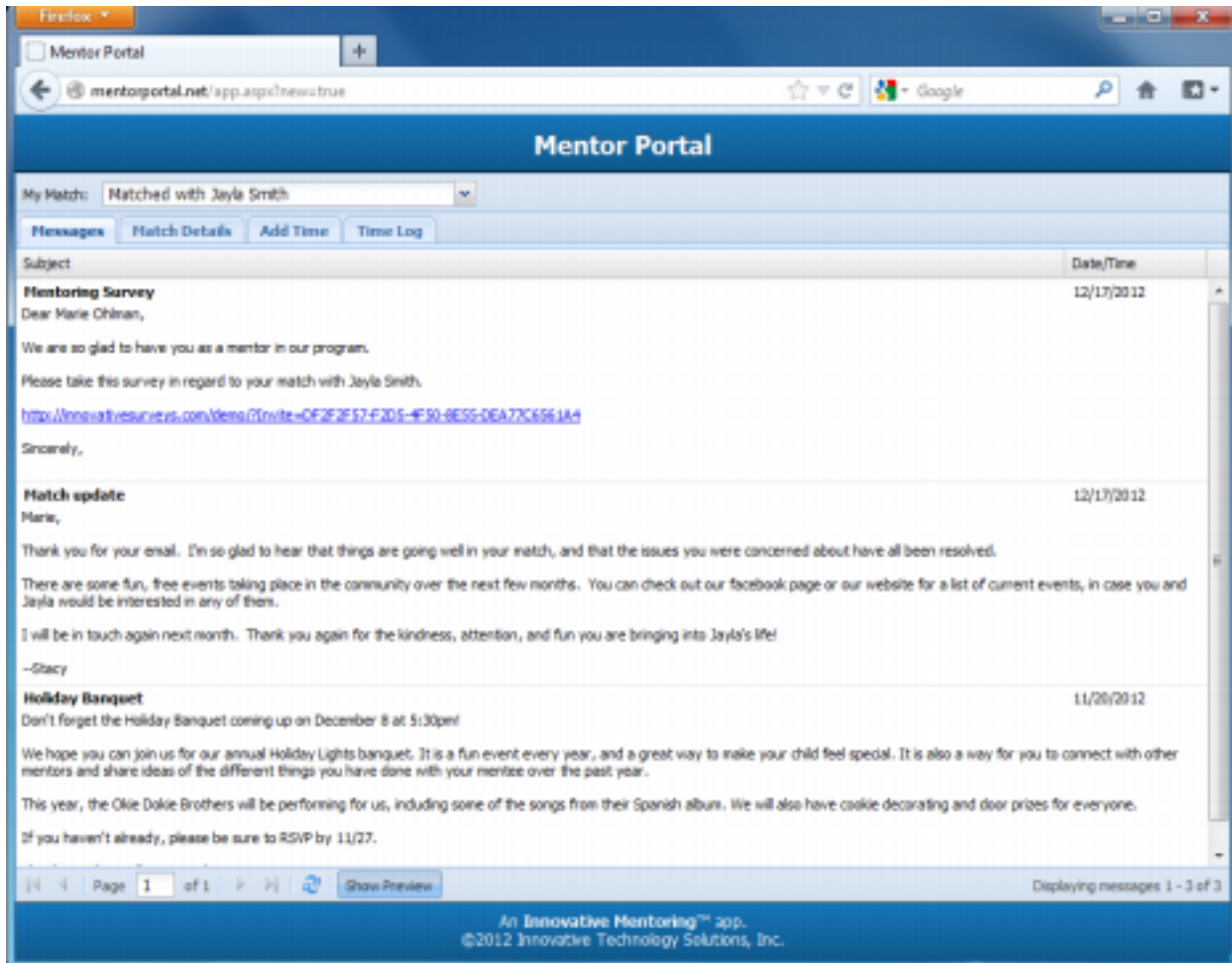


## Mentor Portal Instructions 8

### 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 web browser window displaying the Mentor Portal. The browser's address bar shows the URL `mentorportal.net/app.aspx?news=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". The "Messages" tab is active, showing a list of messages with columns for "Subject" and "Date/Time".

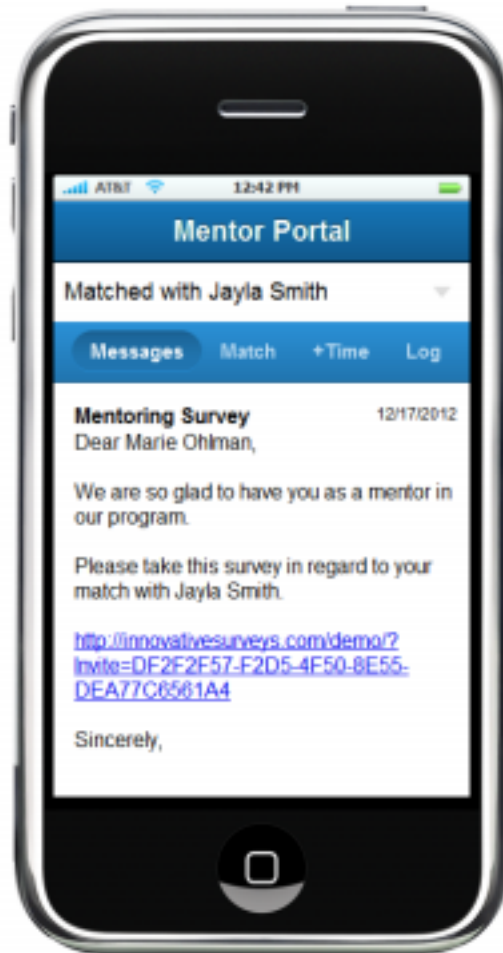
Subject	Date/Time
<b>Mentoring Survey</b> Dear Marie O'Haran,  We are so glad to have you as a mentor in our program.  Please take this survey in regard to your match with Jayla Smith. <a href="http://innovativesurveys.com/demos/?invite=0F2F2F57-F3D5-4F90-8E55-06A77C6961A4">http://innovativesurveys.com/demos/?invite=0F2F2F57-F3D5-4F90-8E55-06A77C6961A4</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 message list, there is a pagination control showing "Page 1 of 1" and a "Show Preview" button. The footer of the page reads "An Innovative Mentoring™ app. ©2012 Innovative Technology Solutions, Inc."



## Mentor Portal Instructions 9

View Messages (Phone/Mobile View)



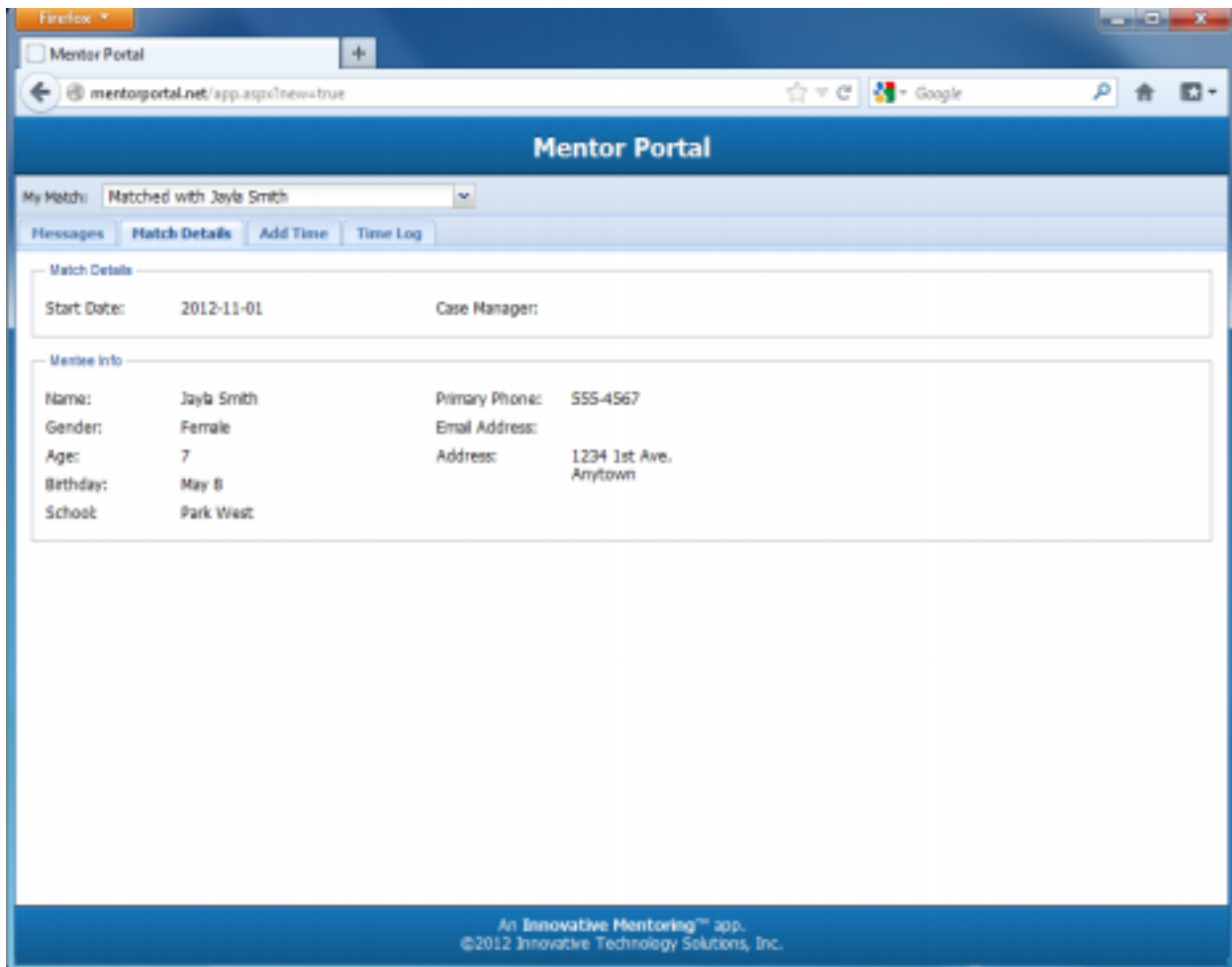
## Mentor Portal Instructions 10

### *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". Below the header, there is a dropdown menu for "My Match:" set to "Matched with Jaya Smith". There are four tabs: "Messages", "Match Details" (which is selected), "Add Time", and "Time Log".

The "Match Details" section contains the following information:

Start Date:	2012-11-01	Case Manager:	
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The "Mentee Info" section contains the following information:

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

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

## Mentor Portal Instructions 11

View Match Details (Phone/Mobile View)

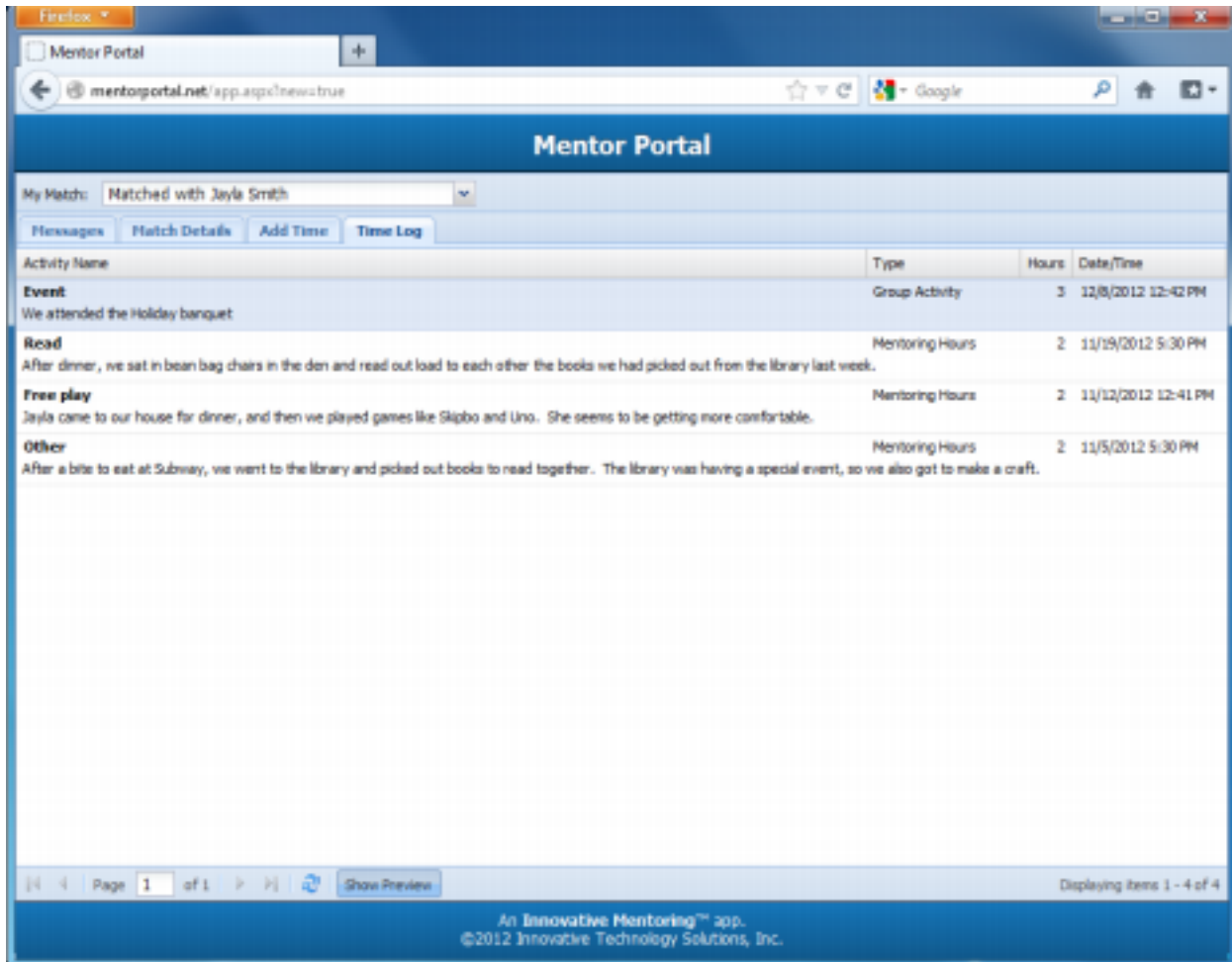


## Mentor Portal Instructions 12

### *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 web browser window with the URL `mentorportal.net/app.aspx?news=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 with the following data:

Activity Name	Type	Hours	Date/Time
<b>Event</b> We attended the Holiday banquet	Group Activity	3	11/8/2012 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 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 items 1 - 4 of 4".

## Mentor Portal Instructions 13

View Your Activity History (Phone/Mobile View)

