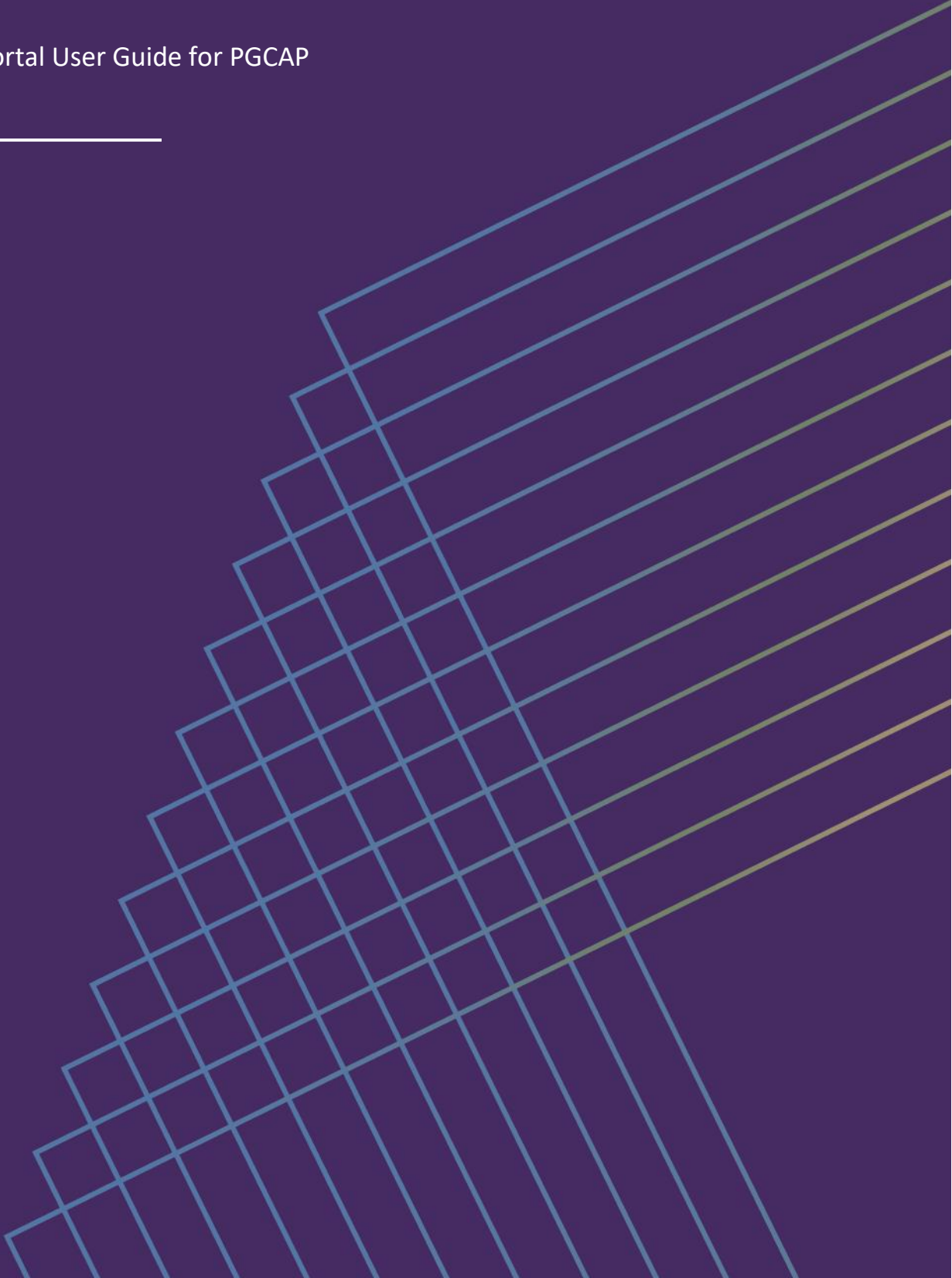


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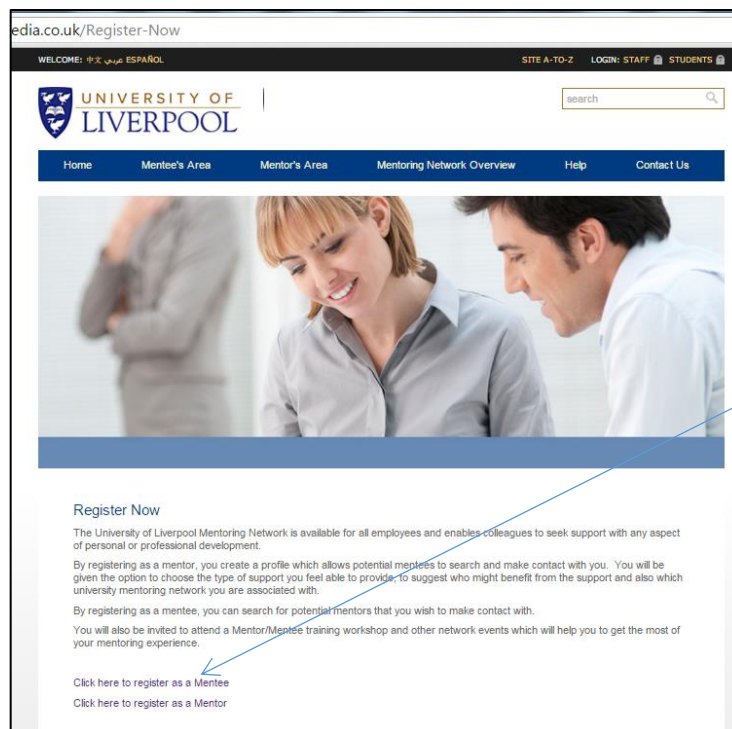
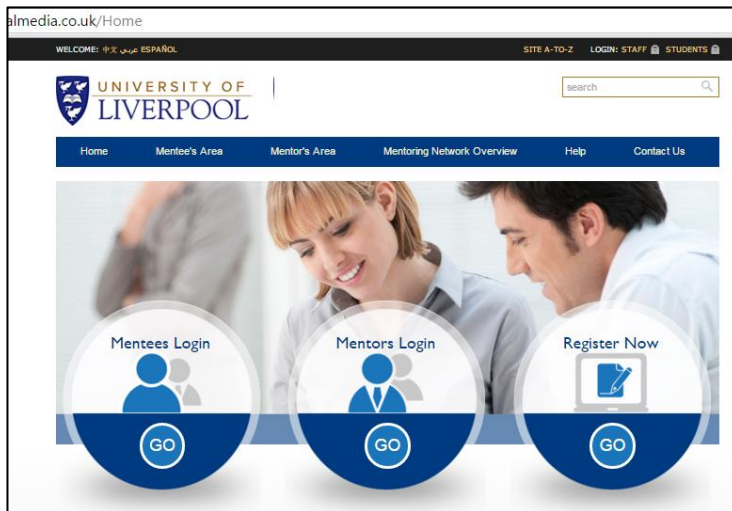
Online Mentor Portal User Guide for PGCAP
and ULTRA



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Registering to become a mentor / mentee



Click on the "Click here to register as a mentor/mentee" link

Complete the form displayed on the screen and click the “Create my account” button at the bottom of the screen.

The mentor registration form is shown on the right.

From the Mentor Network List please select:

- ULTRA Senior Fellow (if you have SF or PF)
- ULTRA Fellow (if you have F, S, or PF)
- PGCAP (if you have F, SF or PF)

The screenshot shows the University of Liverpool Mentoring Network dashboard. At the top, there is a navigation bar with links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, a welcome message reads: "Hello Sophie, welcome back to your personal dashboard (you are currently logged on as a Mentee)". A "Log Out" button is visible in the top right. The main content area is titled "Your Current Profile Brief:" and includes buttons for "Update My Profile", "My Mentors", "Search Mentors", and "Saved Mentors". Below this is a section titled "Your Current Connections" which contains a table with columns for Category, Mentor, and Status. One connection is listed: Career Development, Glyn Atherton, with a status of "Request Accepted" and a "View" button. A note below the table states: "Your profile details can be modified at any time. Once amended, please click the 'Update my Profile' button at the bottom of this page." The bottom section is titled "Update Your Profile" and contains a form with the following fields: Title (dropdown menu with "Miss" selected), Firstname (text input with "Sophie"), Surname (text input with "Stansfield"), Staff No (text input with "482384"), Current Role (dropdown menu with "Apprentice" selected), and Telephone No (text input).

The mentee registration form is shown to the right.

From the Areas of Interest please select:

- Learning and Teaching

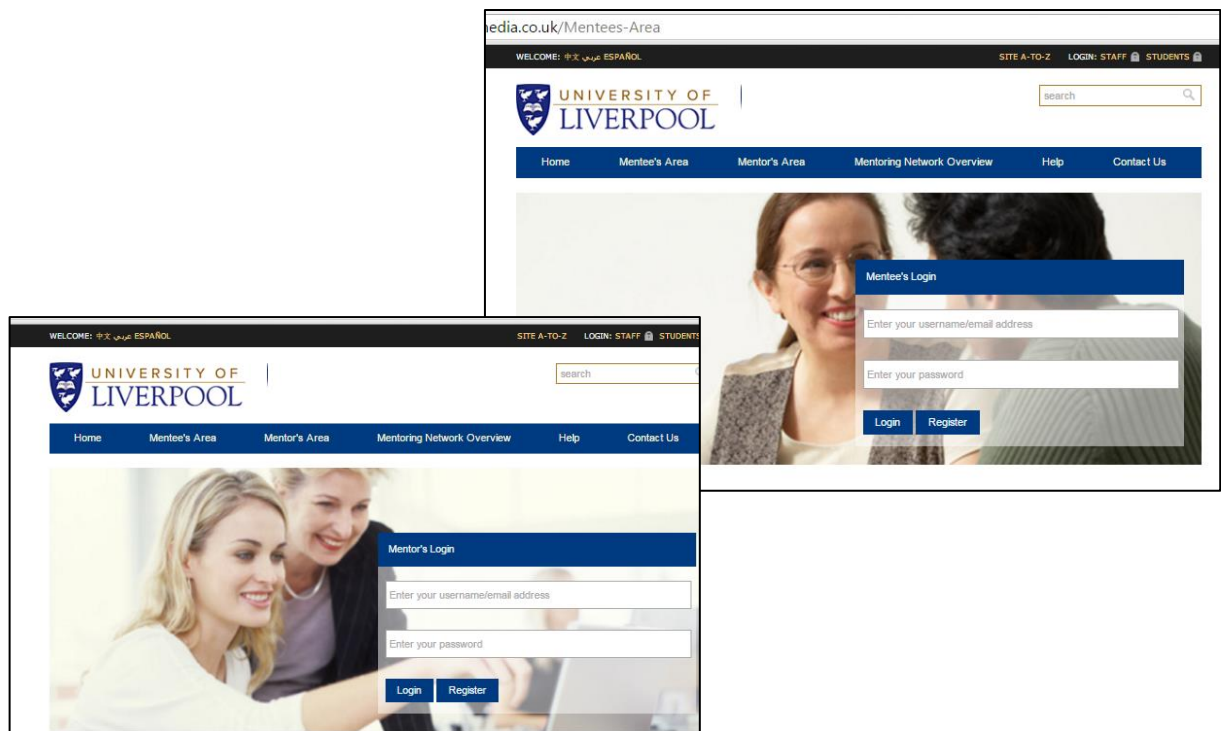
The screenshot shows the "Register to become a Mentee" form. At the top, there is a navigation bar with links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. The main heading is "Register to become a Mentee". Below the heading, a note reads: "Complete the form below to register to become a mentee. Once submitted, you will receive an email from the Organisational Development Team to confirm that you are registered with the University of Liverpool Mentoring Network." The form is titled "Registration" and contains a section titled "Your Details" with the following fields: Title (dropdown menu with "Please Select..." selected), Firstname (text input), Surname (text input), Staff No (text input), Current Role (dropdown menu with "Please Select..." selected), Telephone No (text input), and Email Address (text input).

Logging in to the System

Choose Mentees Login or Mentors Login from the Home Page



Type your Username (email address that you used to register) and password (the temporary password that you were sent when you registered) in the Logon dialogue box and click Logon.



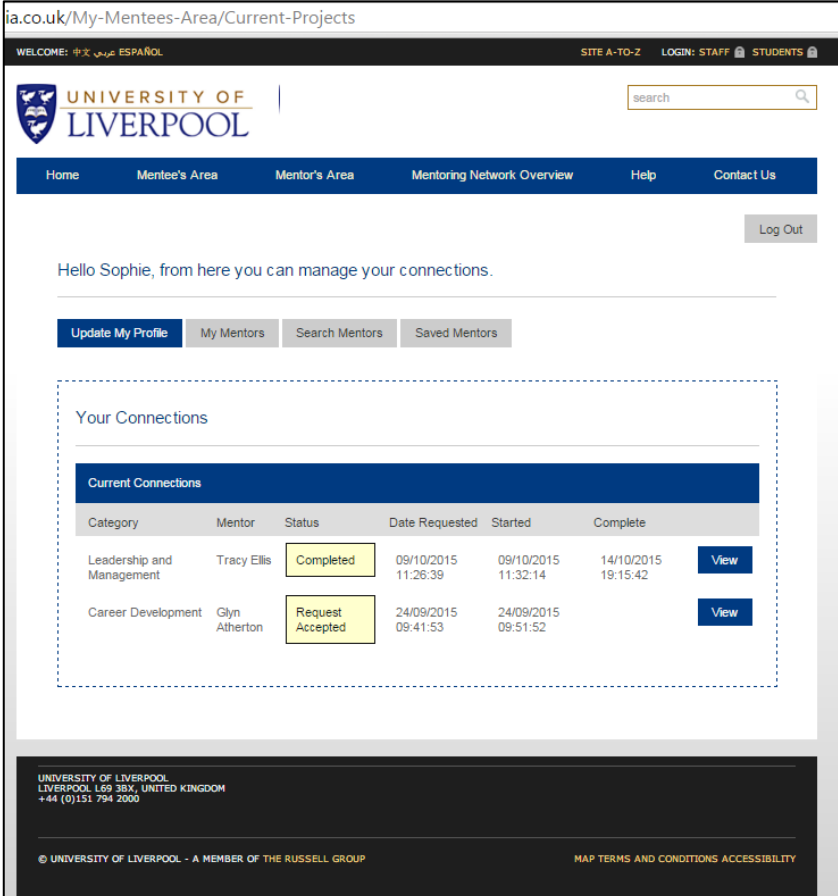
Viewing your Mentoring Connections

If you are logged in as a mentor, you can click the “My Mentors” button at the top of the page to view the current status of your mentoring requests/relationships. The following statuses apply:

Awaiting Decision – this refers to requests that you have sent to a potential mentor.

Request Accepted – this refers to mentors that have agreed to offer you mentoring support.

Completed – this refers to mentoring relationships that have been completed and are now closed.



The screenshot shows the 'My-Mentees-Area/Current-Projects' page. It features a navigation bar with links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. A 'Log Out' button is also present. Below the navigation, a message reads 'Hello Sophie, from here you can manage your connections.' There are buttons for 'Update My Profile', 'My Mentors', 'Search Mentors', and 'Saved Mentors'. The main content area is titled 'Your Connections' and contains a table of 'Current Connections'.

Category	Mentor	Status	Date Requested	Started	Complete	
Leadership and Management	Tracy Ellis	Completed	09/10/2015 11:26:39	09/10/2015 11:32:14	14/10/2015 19:15:42	View
Career Development	Glyn Atherton	Request Accepted	24/09/2015 09:41:53	24/09/2015 09:51:52		View

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Searching for a Mentor

When logged in as a mentee, click on the “Search Mentors” button at the top of the screen.

The search page will appear. From here, tick all the criteria that you feel will help in your search for a mentor that matches the support that you are seeking.

From the Networks Associated with Mentor List please select:

- ULTRA Senior Fellow (if you seeking to be recognised at SF through ULTRA)
- ULTRA Fellow (if you seeking to be recognised at AF or F through ULTRA)
- PGCAP (if you re registered on the PGCAP)

WELCOME: العربية ESPAÑOL SITE A-10-Z LOG IN: STAFF STUDENTS

UNIVERSITY OF LIVERPOOL

Home Mentor's Area Mentor's Area Mentoring Network Overview Help Contact Us

Log Out

Hi Sophie, Search for a mentor.

Update My Profile My Mentors **Search Mentors** Saved Mentors

Select your search criteria here.

Please tick the attribute boxes that you would like your mentor to have.

Select All

Mentor Roles:

- Select All
- Academic Not Teaching and Research
- Academic Teaching and Research
- Academic Teaching and Scholarship
- Academic Research Only
- Clinical Academic Teaching and Research
- Clinical Academic Teaching and Scholarship
- Clinical Academic Research Only
- Professional Management Specialist Admin
- Clerical
- Technical
- Nurse
- Manual
- Honorary
- Apprentice

Networks Associated with Mentor:

- Select All
- University of Liverpool Network
- Aurora Programme
- Athena Swan
- University Management Programme Participant
- Library Network

Where the Mentor is interested with working this particular group(s) of people:

- Select All
- Lesbian/Gay/Bisexual/Transgender

Mentor Characteristics:

Gender

- Select All
- Not Disclosed
- Female
- Male

Ethnicity

- Select All
- Not Disclosed
- Asian
- Black
- Mixed
- White British
- White Other
- Other

Disability

- Select All
- Not Applicable
- Not Disclosed
- Specific learning disability
- General learning disability
- Cognitive impairment
- Long-standing illness or health condition
- Physical impairment or mobility issues
- Deaf or serious hearing impairment
- Blind or serious visual impairment
- Mental health condition
- Other type of disability

Nationality

- Select All
- Not Disclosed
- UK

Once you have selected your search criteria by ticking the boxes on this screen, click the “Search for Mentors” button. This will display those mentors that match your search criteria.

Click on the ‘View Profile’ button to display the Mentor’s full profile on the screen.

WELCOME: العربية ESPAÑOL SITE A-10-Z LOG IN: STAFF STUDENTS

UNIVERSITY OF LIVERPOOL

Home Mentor's Area Mentor's Area Mentoring Network Overview Help Contact Us

Log Out

Hi Sophie, Search for a mentor.

Update My Profile My Mentors **Search Mentors** Saved Mentors

New Search

Total of 5 Mentor's visible in your results.

Joey Taylor
Based: Unknown
This is the profile area where you can add information to describe yourself to your prospective mentees. [View Profile](#)

Glyn Atherton
Based: Unknown
I am a legendary guitarist even though I can only play 3 chords. I was good enough for Status Quo!! [View Profile](#)

Chris Oliver
Based: London
[View Profile](#)

Kyle Doherty
Based: Unknown
I enjoy long walks, ice cream and sunsets. Oh, and cats! [View Profile](#)

Once the profile appears on the screen, you have the option to:

Connect to that mentor (this will open up an email dialogue box on the screen and you will then be able to amend the content of the email before sending to a prospective mentor.

Save the mentor to view their details later

The screenshot shows a user profile for Mrs Hayley Brown. At the top, there is a navigation bar with links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, there is a 'Log Out' button. The profile itself features a 'Back to Results' button, a profile picture of a brown bear, and a 'Connect' button. Below the profile picture, there are two buttons: 'Connect' and 'Save'. The profile text includes a 'Pre Work' section and a 'General Details' section with the following information:

General Details	
Role	Professional Management Specialist Admin
Faculty/Department/Institute	Human Resources
Based (Location)	London
Based (Location)	London
Telephone Number	01517946852
Email Address	vbarwise@liv.ac.uk

Below the general details, there are sections for 'Preferred Timescales' (3 Months) and 'Mentoring Methods' (Face to Face). The 'My Characteristics' section includes:

Gender	Female
Ethnicity	White British
Reg Disabled?	No
Disability Details	Not Applicable
Nationality	UK
Sexual Orientation	Straight/Heterosexual

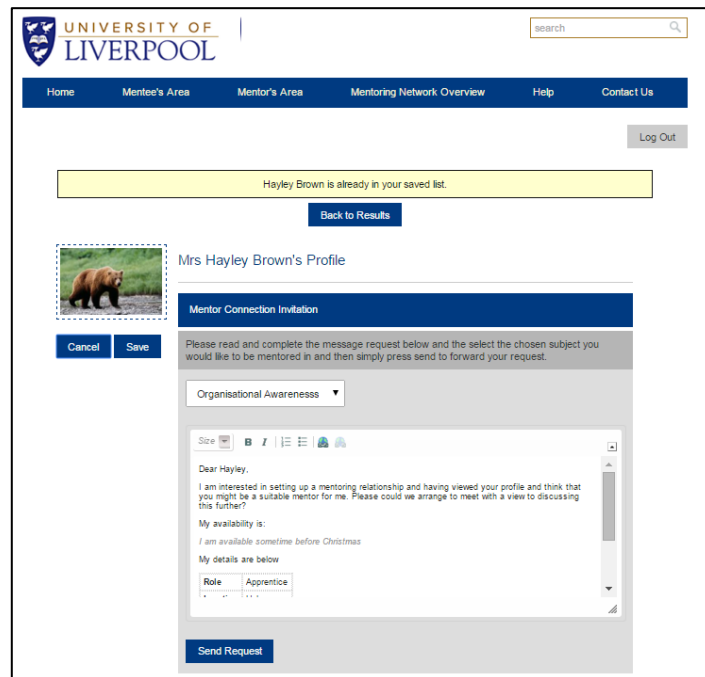
Saving Mentors that you want to view later

Click on the "Save" button. This will save the mentor in a list to enable you to view their details later.

The screenshot shows the 'Saved Mentors' list. At the top, there is a navigation bar with links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, there is a 'Log Out' button. The main content area displays a message: 'Hi Sophie, This is saved Mentors List.' Below this message, there are four buttons: 'Update My Profile', 'My Mentors', 'Search Mentors', and 'Saved Mentors'. A blue banner indicates 'Total of 1 Mentor's visible in your results.' Below this banner, there is a list of saved mentors. The first entry is for Tracy Ellis, an HR and OD professional based in Unknown. The entry includes a profile picture of Tracy Ellis and two buttons: 'View' and 'Remove From List'.

Requesting to commence a mentoring relationship

Click on the “Connect” button while the mentor’s profile is displayed on the screen. This will generate an email for you to send to your potential mentor. Choose the subject area that you would like support with from the drop down menu displayed then change any of the wording in the email and then click the “Send Request” button.



The screenshot shows the University of Liverpool mentoring portal. At the top, there is a search bar and a navigation menu with links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. A "Log Out" button is also visible. A yellow notification box states "Hayley Brown is already in your saved list." with a "Back to Results" button. Below this is a profile for "Mrs Hayley Brown's Profile" with a photo of a bear and "Cancel" and "Save" buttons. The main section is titled "Mentor Connection Invitation" and contains a message template. The subject area is set to "Organisational Awareness". The message body reads: "Dear Hayley, I am interested in setting up a mentoring relationship and having viewed your profile and think that you might be a suitable mentor for me. Please could we arrange to meet with a view to discussing this further? My availability is: I am available sometime before Christmas My details are below". There are input fields for "Role" (with "Apprentice" selected) and "..." (with "..." selected). A "Send Request" button is at the bottom.


This will send the email to the mentor. The next stage will be for the mentor to accept your request and arrange to meet with you.

If you decide to enter into a mentoring relationship, you will need to log back into the mentoring portal to confirm that the mentoring relationship has started.

Editing your Mentor Profile

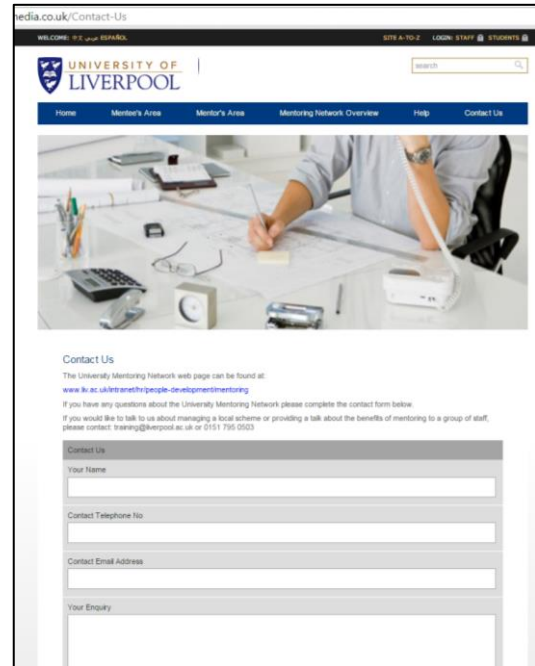
Once you are logged into the mentoring portal as a mentor, in the Profile Overview screen click on the Edit button in the area you wish to edit/update. Make the necessary amendments and then click the “Update” button for the changes to be published.

The screenshot shows the University of Liverpool mentoring portal. At the top, there is a navigation bar with the university logo, a search bar, and links for Home, Mentee's Area, Mentor's Area, Mentoring Network Overview, Help, and Contact Us. A 'Log Out' button is also present. Below the navigation bar, a welcome message reads: 'Hello Hannah, welcome back to your personal dashboard (you are currently logged on as a Mentor)'. A section titled 'NEW Mentoring Requests' contains a table with columns for Category, Mentee, and Status. One request is listed for 'Professional Administration' by 'Tracy Ellis' with a 'New Request' button and a 'View' button. Below this, there are tabs for 'Profile Overview', 'My Connections', and 'Reset Password'. The 'Profile Overview' tab is active, showing a 'Complete the profile below' message. The profile details are enclosed in a dashed box and include an 'Edit' button. The details are as follows:

Primary Details		Edit
Please keep the details below as up-to-date as possible so that you are readily contactable for your mentees and by the Organisational Development Team.		
	Title	Miss
	Firstname	Hannah
	Surname	Montanna
	Role	Nurse
	Faculty/Institute/Department	Faculty of HLS – Inst of Ageing and Chronic Disease
	Telephone No	45857
	Email	sophies@liverpool.ac.uk
	Work Location	London

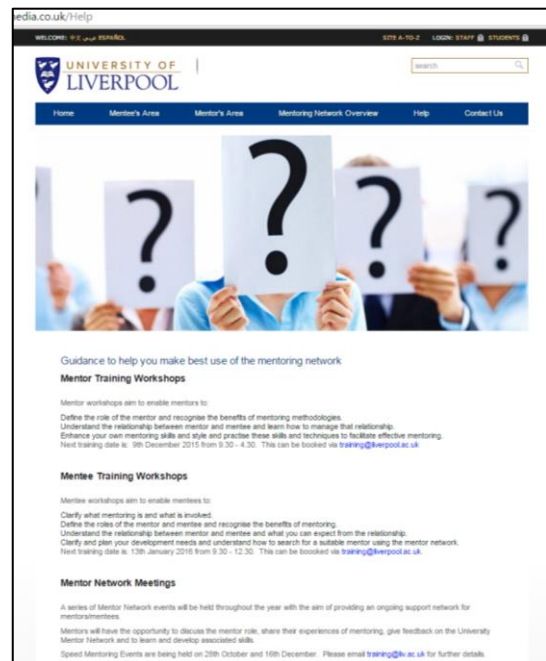
Contact us Page

The contact us page can be used to send a specific or general enquiry to the Organisational Development Team on any aspect of mentoring



Help Page

Here, you will find details of training events and network meetings for mentors and mentees. There is also a number of resources that will help you get the most out of your mentoring relationships.



Contacts

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ULTRA

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