

Mefitorifik User M6fiu6l



Sign Up

Individual and Professional Growth through the 'Power of 2'

1. Please go to your organization's custom link:

<https://pminz.mentorink.com>

2. Click on ' Sign up now'.



Welcome to your Mentoring Platform

Sign In

Don't have an account? [Sign Up Now](#)



Sign Up

First Name Last Name

E-Mail

Password Confirm Password

I have read and accepted the [Terms of Use](#) and [Privacy Policy](#)

I have read and accepted the [Declaration of Consent](#)

Sign Up

3. Register with your e-mail address.

- After registration, a confirmation link will be sent out to your e-mail address. Please click on the link to confirm your e-mail address.



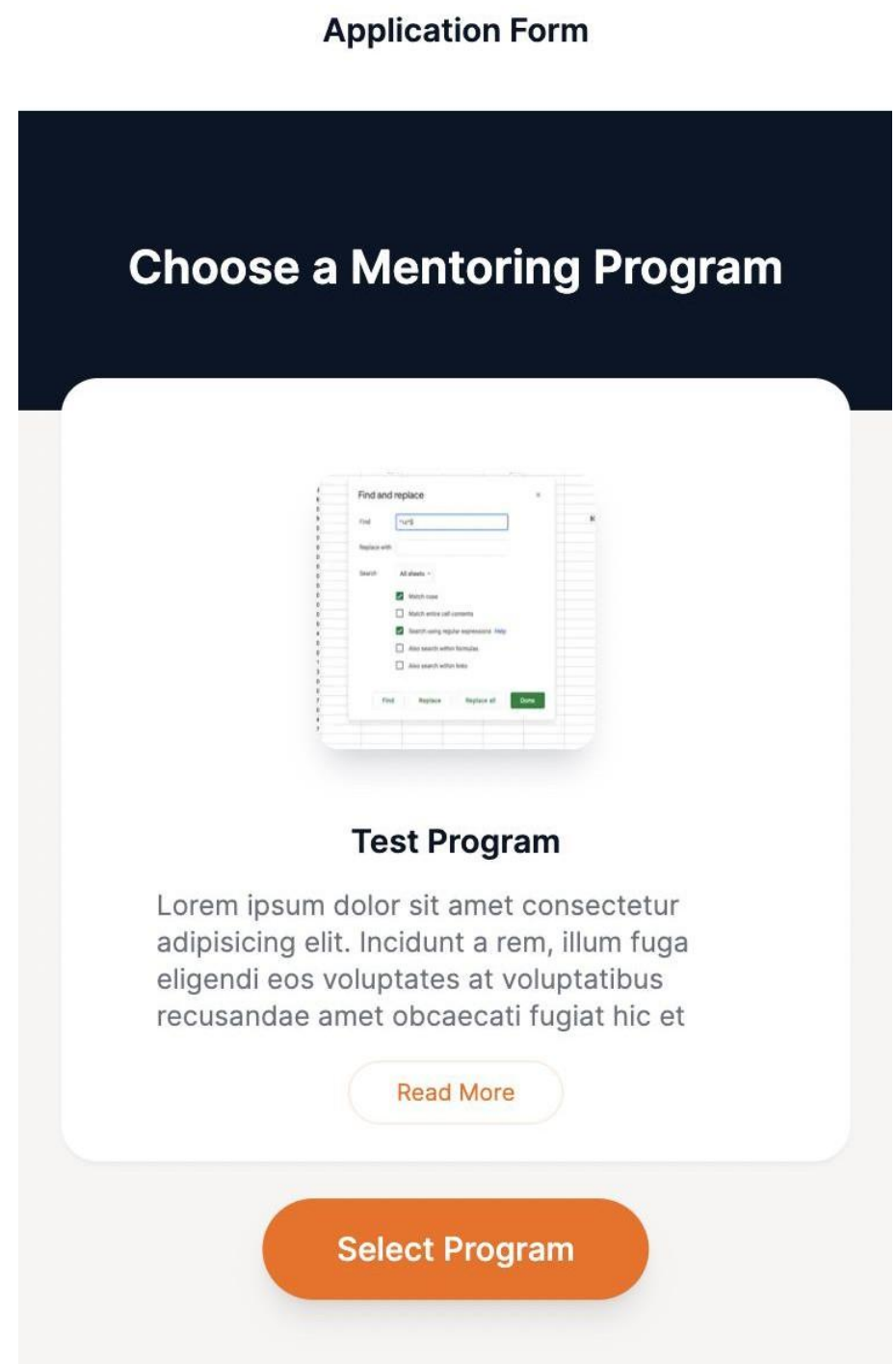
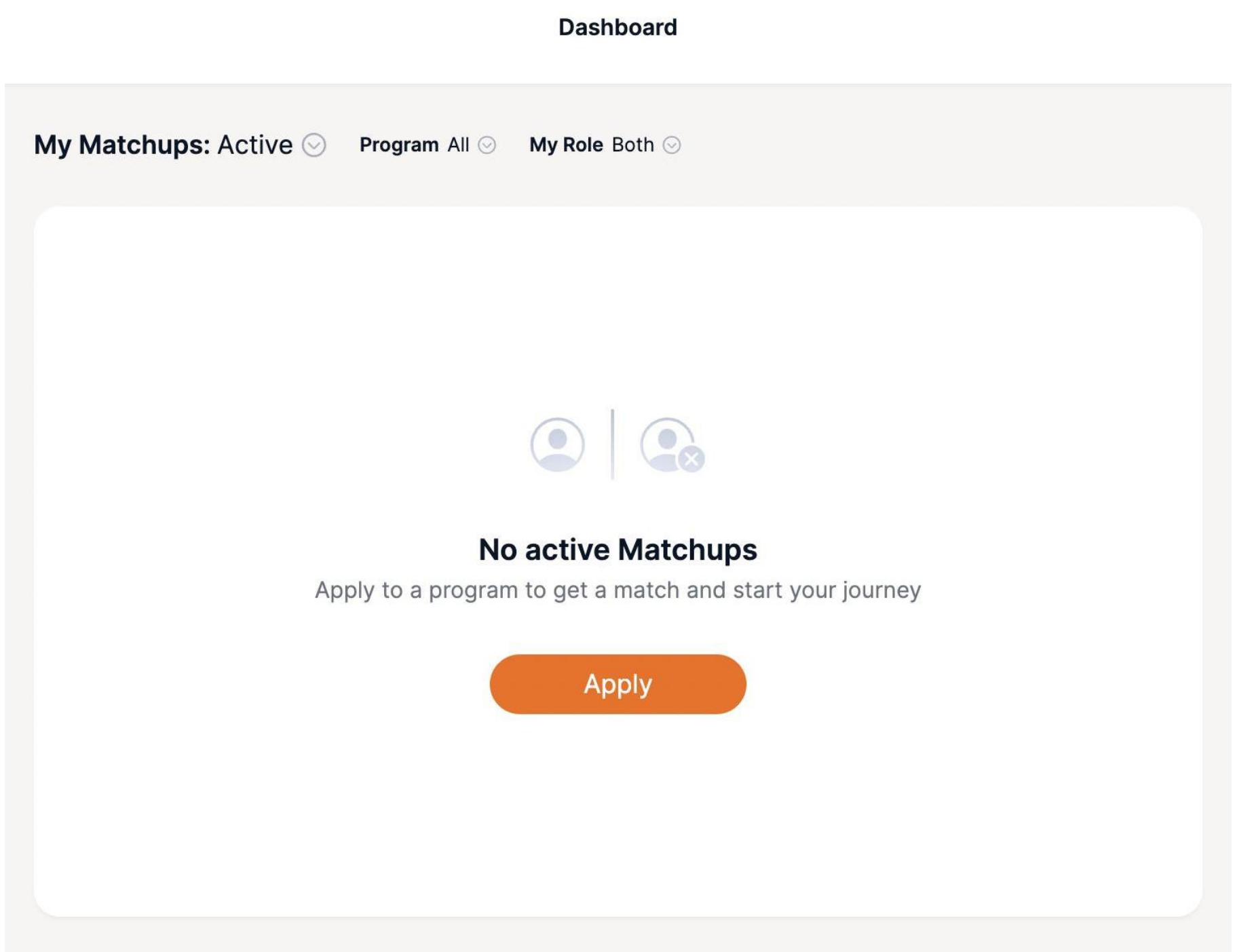
Apply

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4. After login your platform, click on the **'Apply'** button.

5. Choose the program. →

6. Select your role.



7. Complete the application form and click on **'Submit'** button.

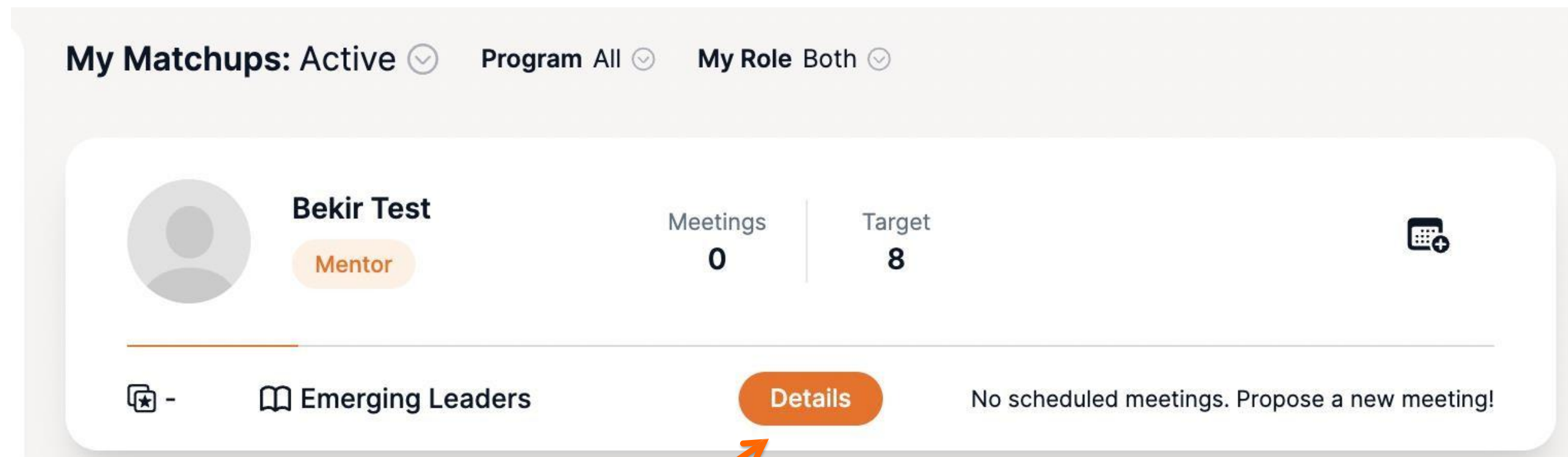
Matching

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8. As soon as there is a successful match, you are going to receive a notification e-mail. At this point, please login to the platform and start your journey.

Always use this link to login to your platform:

<https://pminz.mentorink.com>



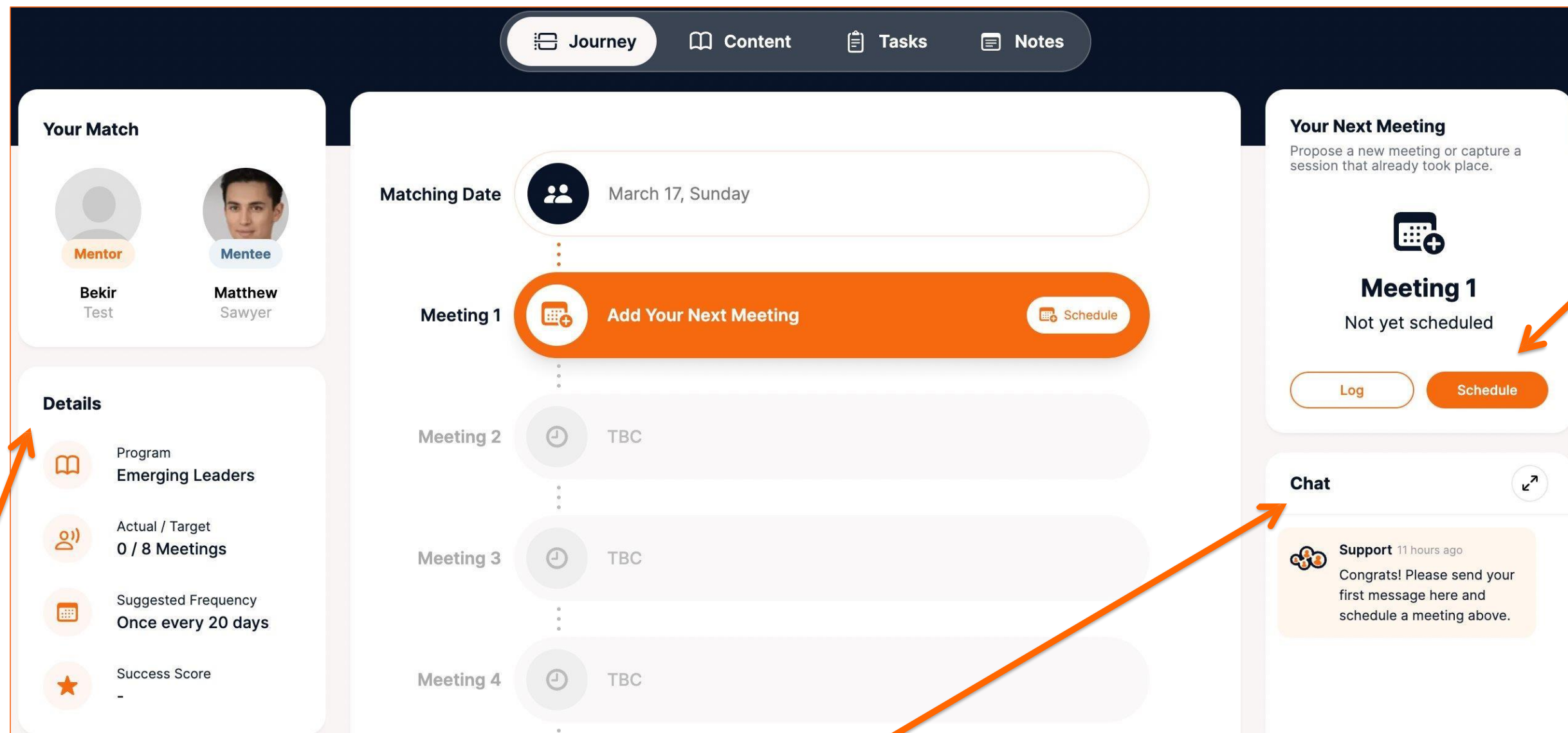
9. Click on the 'Details' button to see more information about your match and take action.

Meetings

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10. You can find to the tools to start your meeting on Mentorink page:

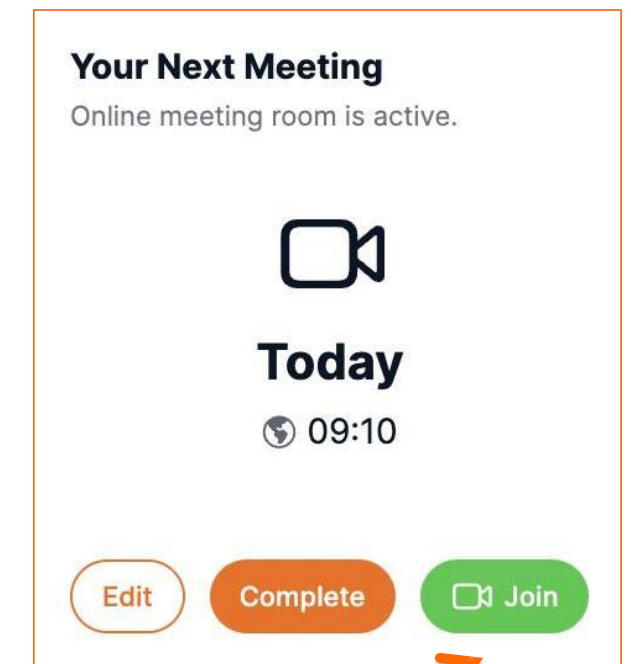
13. Propose a suitable time for your meeting.



11. See the program details and your progress.

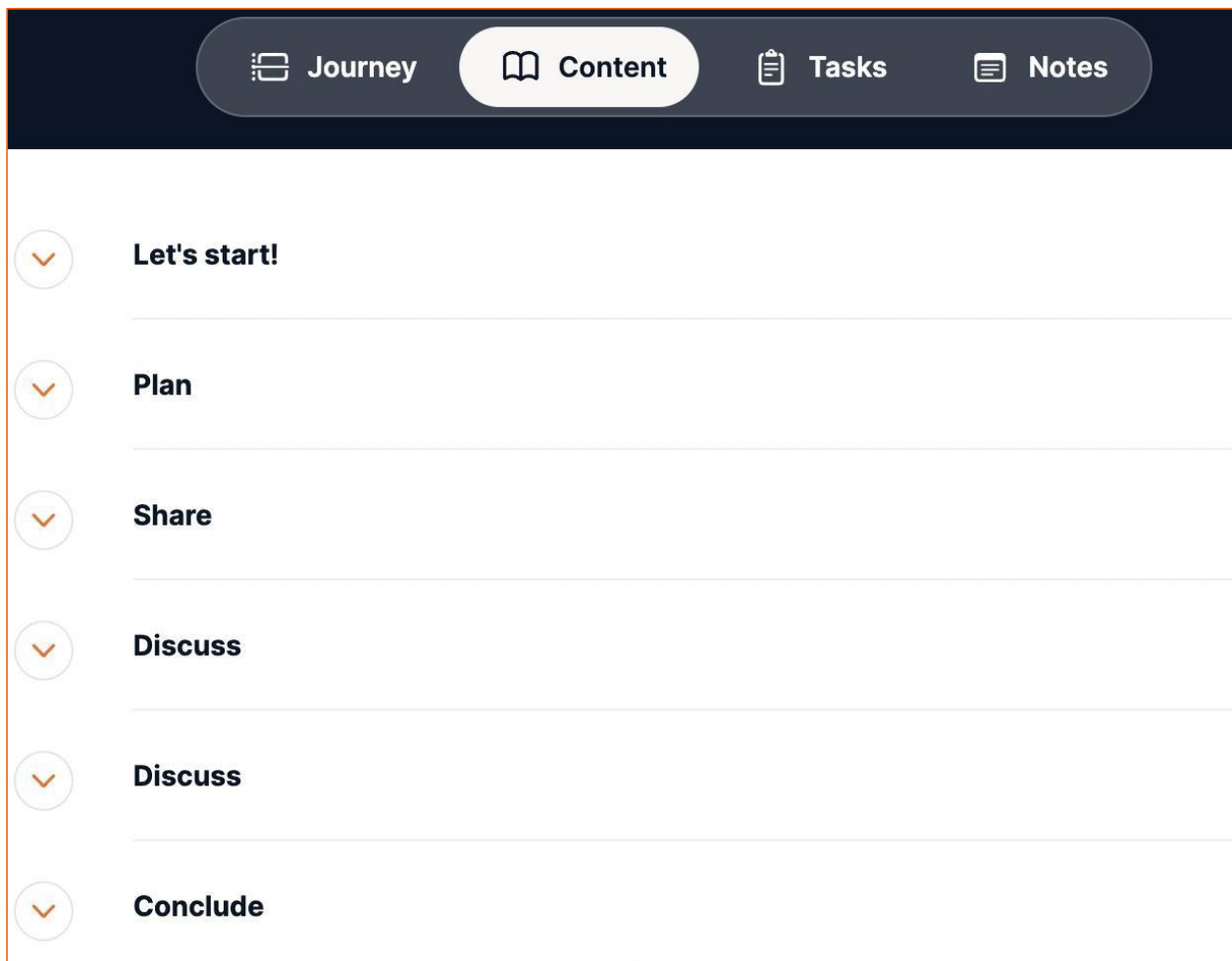
12. Send a message to your Mentor/ Mentee to introduce yourself.

14. If you opt for an online meeting, you can initiate your video call by simply clicking on the 'Join' button.

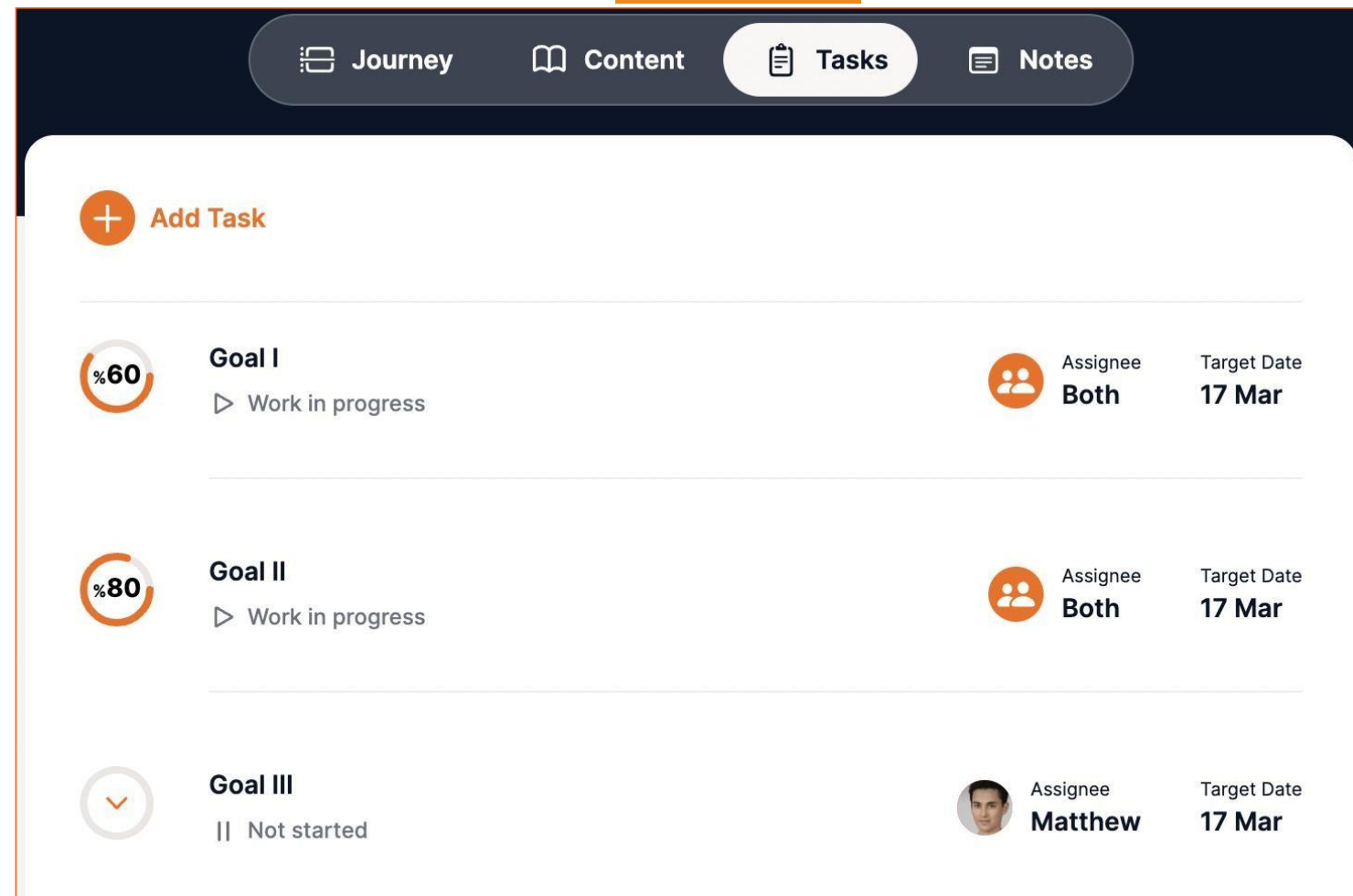


Meetings

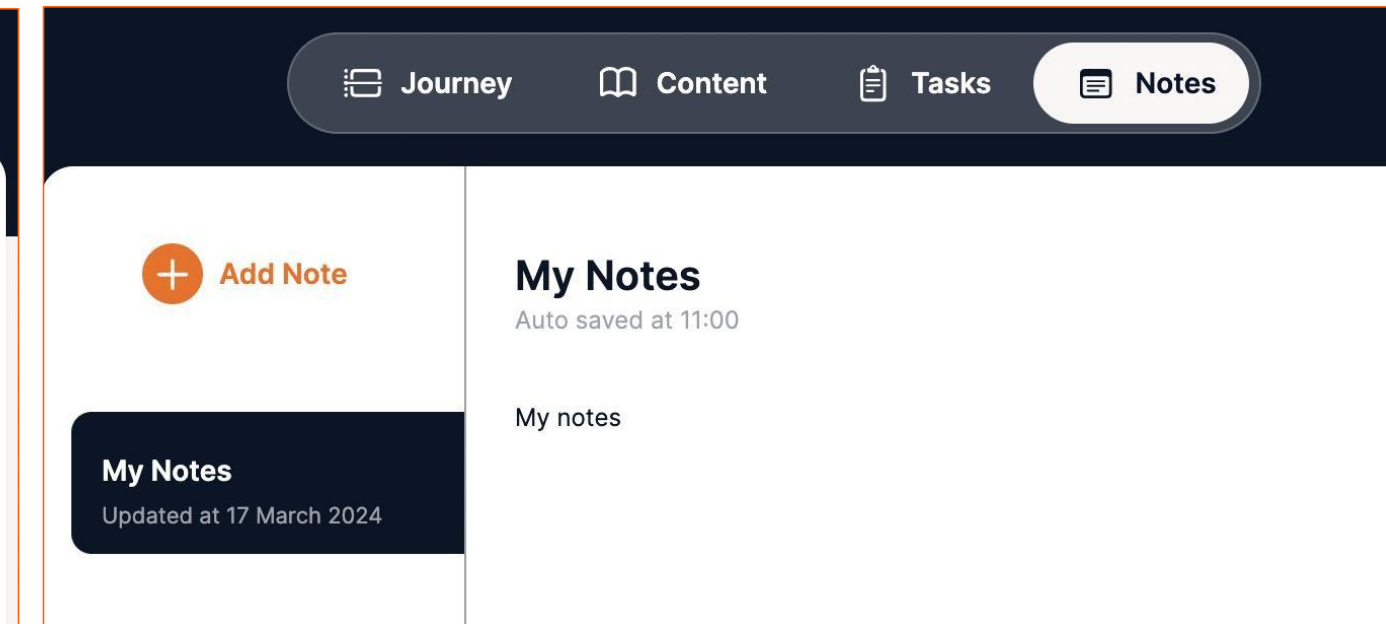
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15. Before your meeting, please review the content curated specifically for you in to prepare for the session mentally. It will maximize your benefit from the session.



16. In the "Tasks" section, you have the ability to set and track goals. This section is accessible to both mentors and mentees.

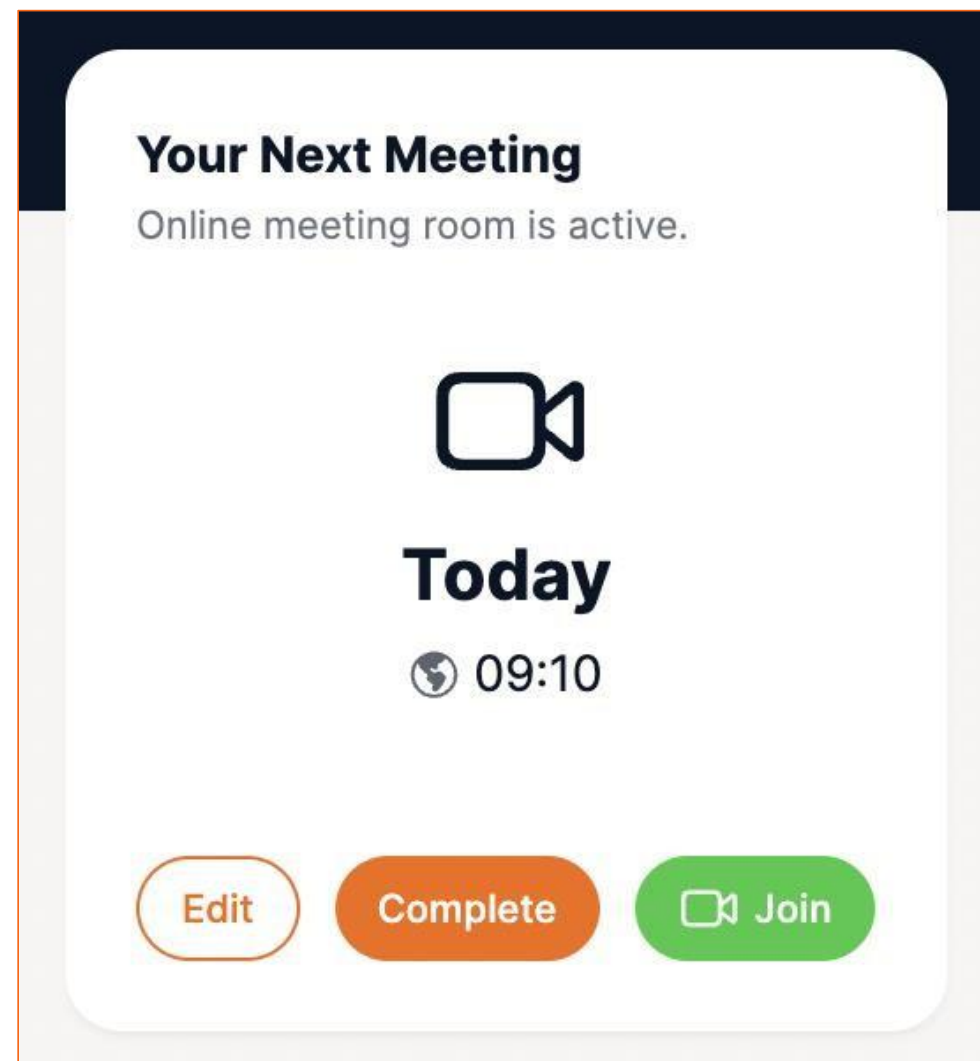


17. You can make use of the "Notes" section for personal notes. This section is exclusively visible to you and can be treated as your private notebook.

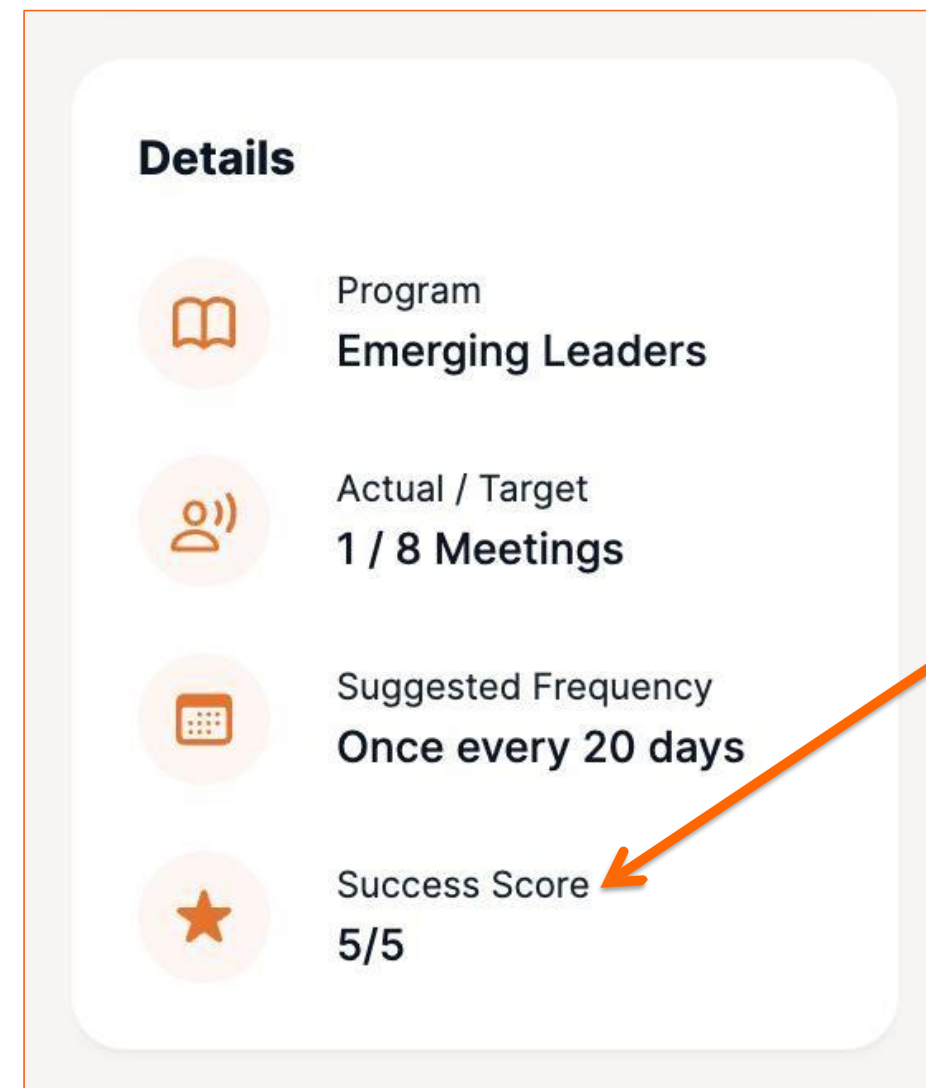


Completing Meetings & Feedback

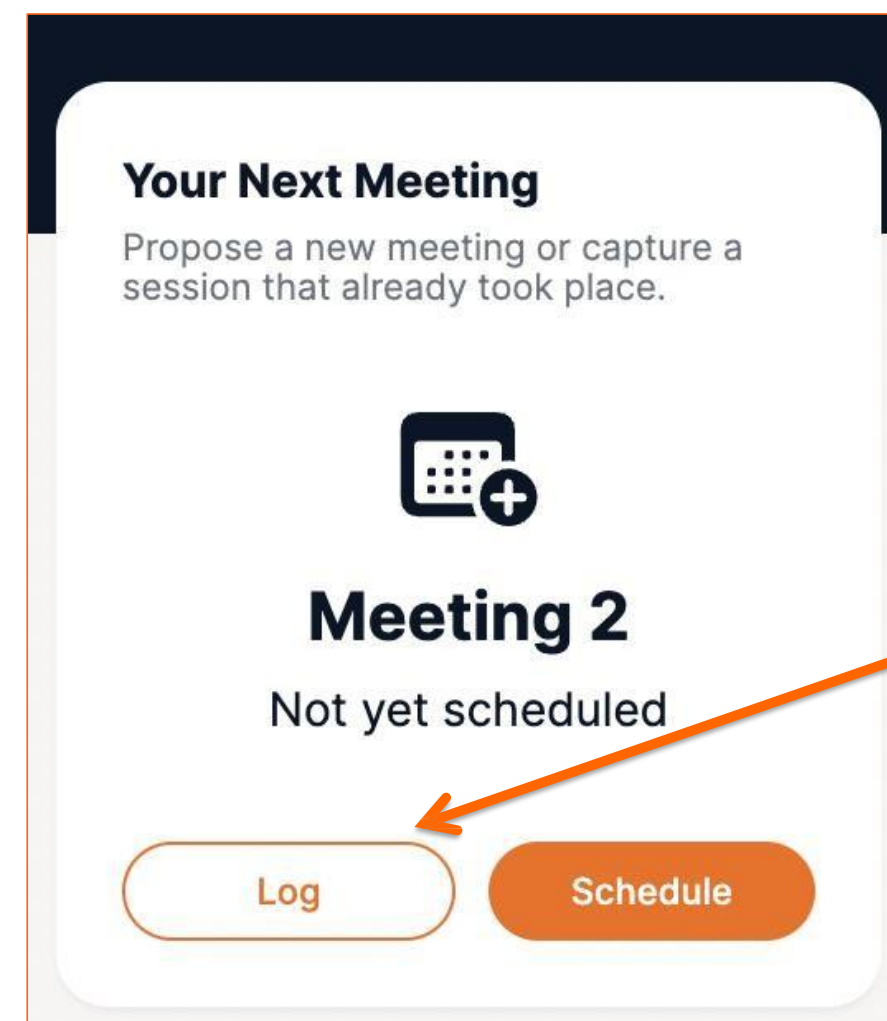
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18. After your meeting, please don't forget to click on the 'Complete' button. This will enable you to give feedback and request/schedule a new meeting.



19. See your feedback results in the 'Details' section as 'Success Score'. If needed, take actions to improve your performance.



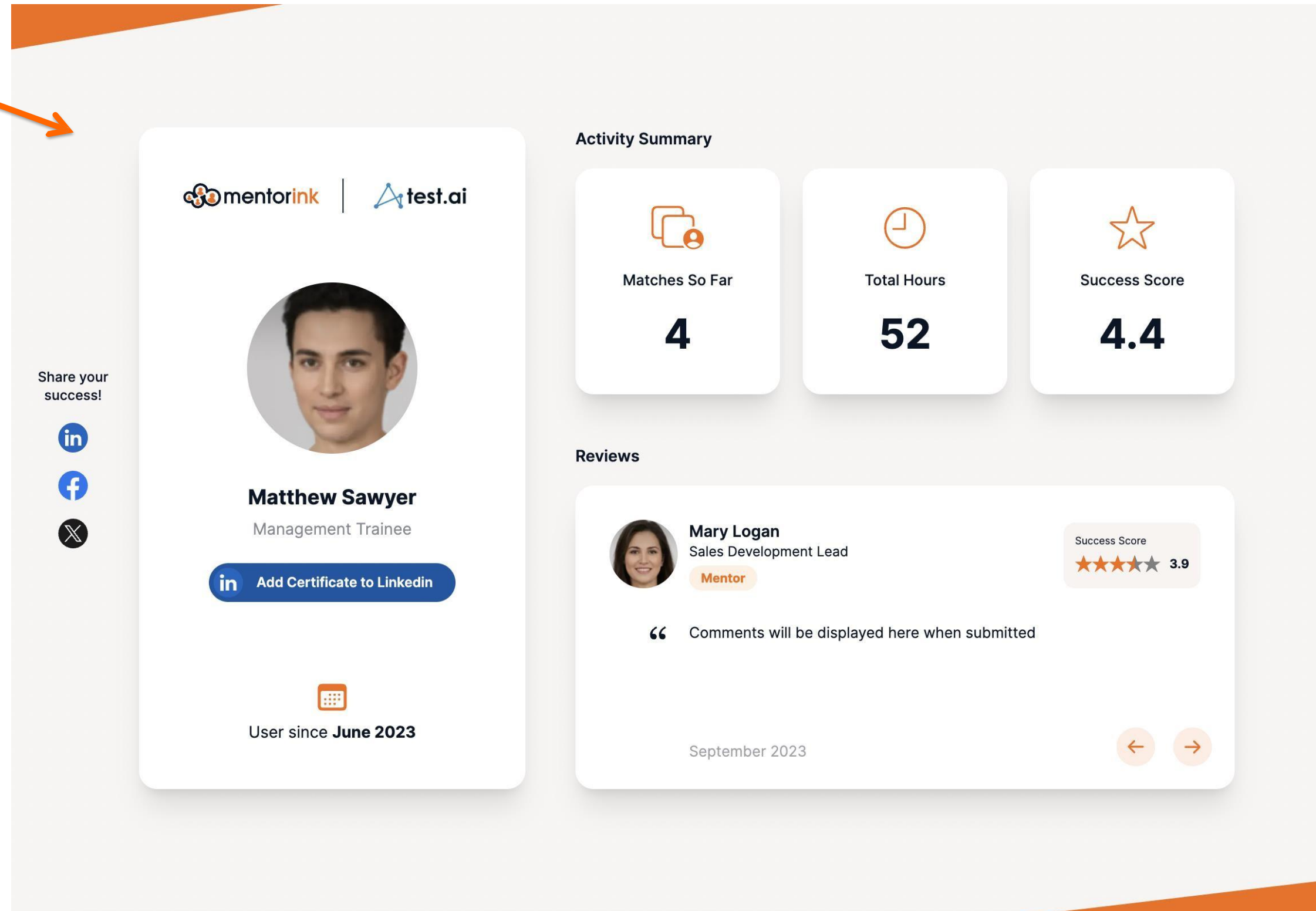


20. If you've had a meeting that wasn't scheduled, you can still record it by using the 'Log' button.



Activity Summary

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Activity Summary
Share your success with others



The dashboard displays the following information:

- Activity Summary:**
 - Matches So Far: 4
 - Total Hours: 52
 - Success Score: 4.4
- Profile:** Matthew Sawyer, Management Trainee. Includes a button to "Add Certificate to LinkedIn" and a note "User since June 2023".
- Reviews:** A review from Mary Logan, Sales Development Lead (Mentor), with a success score of 3.9. The review text area is currently empty, with a note "Comments will be displayed here when submitted".
- Share options:** LinkedIn, Facebook, and X icons.

21. On your 'Dashboard' you can see your activity summary. You can easily share it on platforms such as; LinkedIn.

4 Golden Steps

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1. Keep an eye on the **e-mails sent by Mentorink**. Please add Mentorink as a contact on your e-mail account. Otherwise, some important e-mails may go into your junk or spam folder.
2. Please make sure your **meeting invite is accepted** by your mentee/ mentor in the Mentorink platform. If not, you can message them via the Chat section and confirm.
3. Please **review the content and recommendations** provided to you before your meeting, which will enable you to have a more fruitful session.
4. Once you have completed your meeting, please click on the '**Complete**' button, which will let you submit feedback and progress to the next session. Please don't forget to schedule your next meeting.

Support

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If you have any difficulties or problems regarding the platform, you can always contact us through the "**Support**" section.

Thank You

www.mentorink.com

