**Manchester Network Guide for Mentors**

**Manchester Gold 2017/18**

# Manchester Gold Autumn Timeline

- **Monday 9 October, 9pm:** Deadline for mentors to complete Manchester Network registration and 'Manchester Gold' sign-up

- **Thursday 19 October:** Students who have been accepted onto Manchester Gold will begin registering and requesting a mentor through the Manchester Network

- **Thursday 30 November:** Final day for students to request a mentor

- **November – April:** Mentoring commences once a partnership is confirmed

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# Manchester Gold mentor sign-up

- **Manchester Network: Log-on or Register?**

- **Log-on**
  If you are an alumnus of the University and had a Net Community account, you will be pre-registered on the Manchester Network and will need to log on using the details we have sent you. After you have successfully logged on, please go to page 11 to learn how to create your personal profile on the Manchester Network.
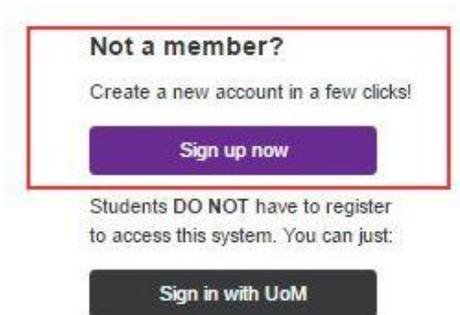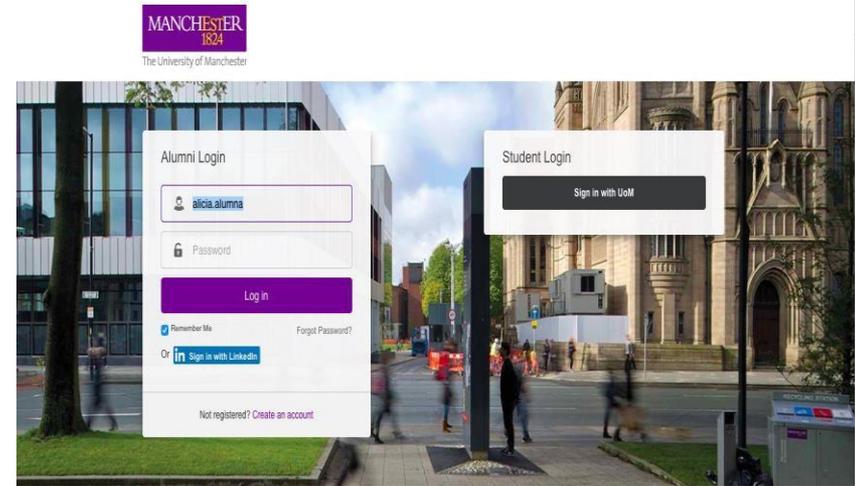
- **Register**
  If you are new to Manchester Gold mentoring, or unable to automatically register/have your account verified on the Manchester Network, you will need to register. Please see pages 4 – 10.

# Register your account

1. To get started, register with The Manchester Network: **www.network.manchester.ac.uk**

2. Under "Alumni login", click "**Create an account**" or **"Sign up now"** at the bottom

# Register your account

**Select how you want to register, you can either use**

- Your LinkedIn username/password
- Register manually

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# Creating your account using Linked![in]

**1**

Get started by clicking the 'Sign in with LinkedIn' button below.

![in Sign in with LinkedIn]

**2**

Sign in using your LinkedIn email & password and click **"Allow Access"**

Manchester Network would like to access some of your LinkedIn info:

**YOUR FULL PROFILE**
Full profile including experience, education, skills, and recommendations

**YOUR EMAIL ADDRESS**
The primary email address you use for your LinkedIn account

**Sign in to LinkedIn and allow access:**
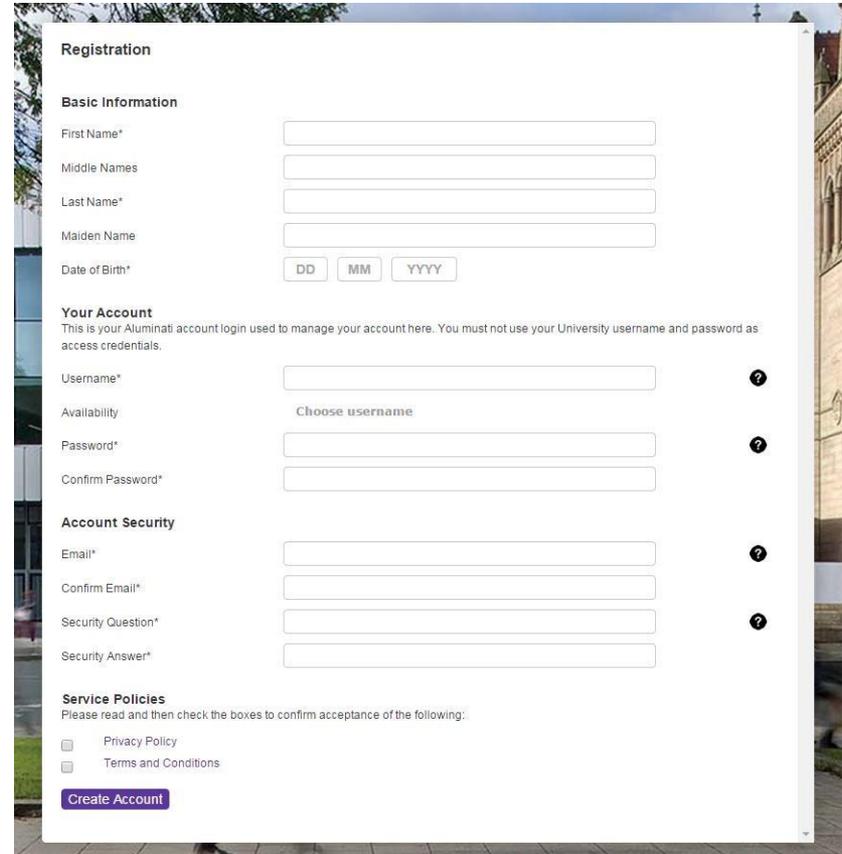
Email | Password

Join LinkedIn | Forgot your password?

**Allow access** | **Cancel** | Linked **in**®

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# Completing your basic information

1. Complete your **Basic Information**

2. Read our **Privacy Policy** and **Terms and Conditions**, and then check to confirm readership and acceptance

3. Click **"Create Account"**
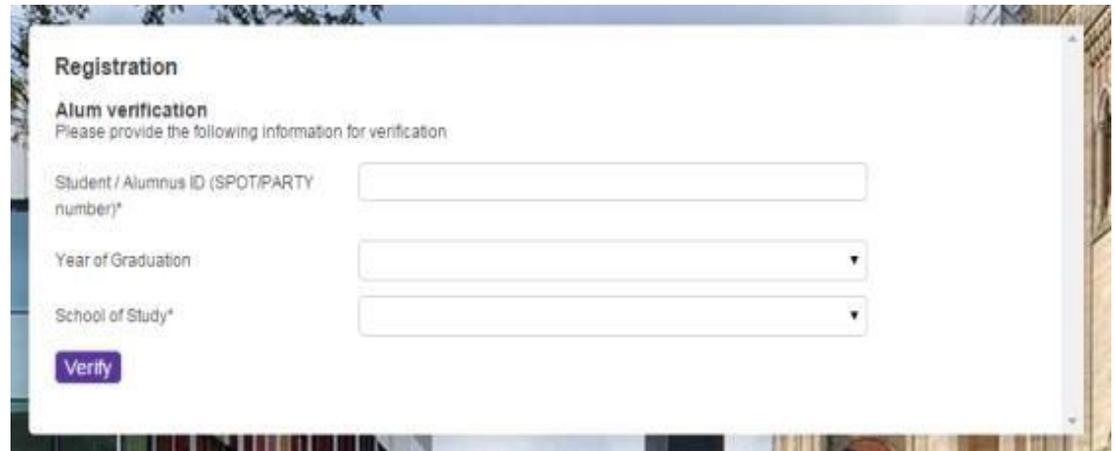
# Registration verification

- Choose one option and click **"Select"**

- If you're an alumnus, please provide further information and click **"Verify"**

# Account verification

**Once registration is complete, you will receive two emails:**

1. To say your account has been created

2. To say your account has been verified

3. Follow the link in the 2nd email to **log in to the Manchester Network**, using your LinkedIn details or the manual username and password

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# Creating your personal profile

1. Log in to the Manchester Network

2. Create a personal profile (information you choose to share with other users)

3. Complete your personal profile, click 'get my data from LinkedIn', or

4. Click 'next' to complete your profile manually later on

5. **When you click 'next', you'll be asked to activate your mentoring profile…**

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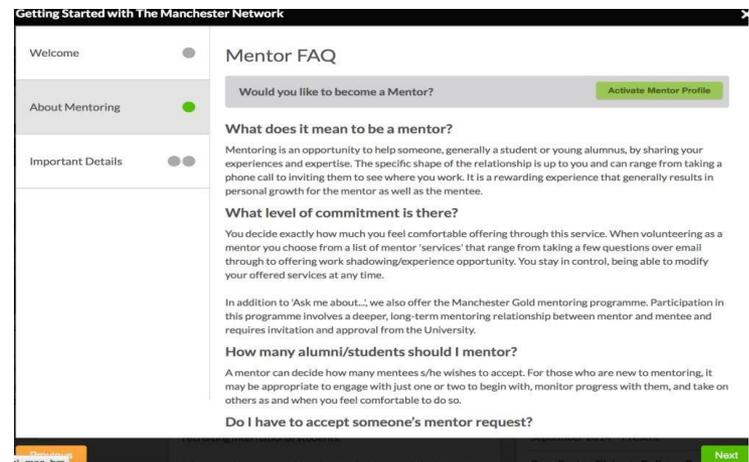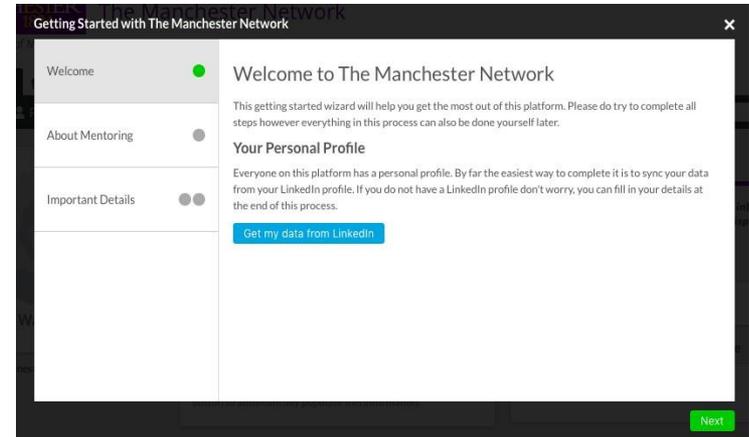
# Manchester Network – mentoring

**Two mentoring programmes exist on the Manchester Network:**

1. **Manchester Gold**

   An advanced mentoring programme, where you commit to developing a long-term, 1-to-1 partnership with a current University of Manchester student

2. **'Ask Me About'**

   For one-off career-related enquiries from students or from other users of the portal (i.e. alumni/mentors).

   You can also seek advice as a mentee through 'Ask Me About'. You can limit the number of mentees who may approach you for advice and pause your participation at any time.

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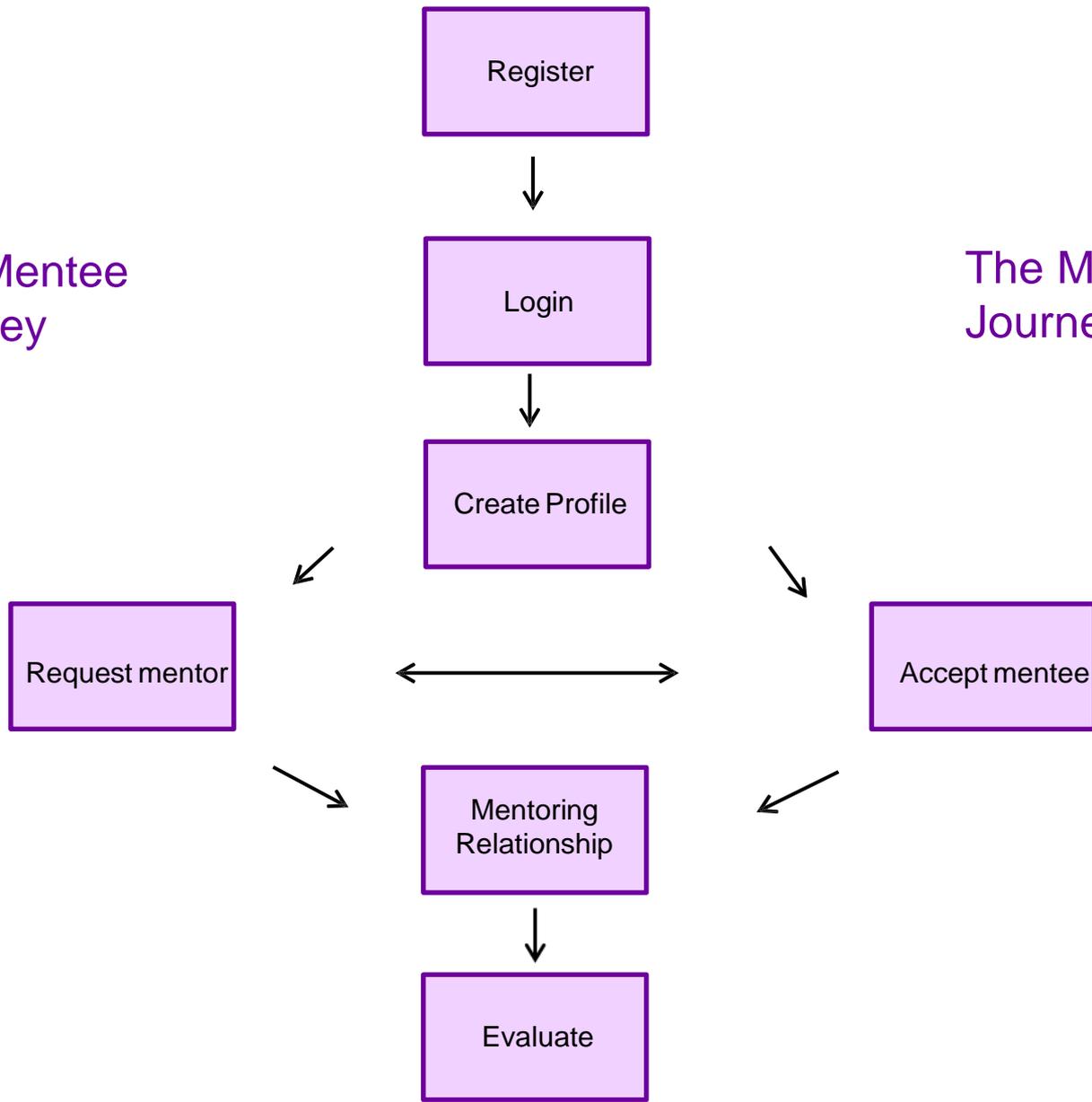FOR**

# Creating your mentor profile

1. Click '**activate your mentor profile**'

2. Complete your mentor profile, include a catchy personal headline!

3. Select **'Ask Me About'** options for one-off enquiries

4. Apply to join the **Manchester Gold** Mentoring programmes

5. Click **'Finish'**. Your mentor profile is now visible to other users of the portal

6. You will receive an email to indicate your application to **Manchester Gold has been ACCEPTED**

Getting Started with The Manchester Network _____ X

About Mentoring 🟢

Ask me about... ⚪

Join a Mentor Programme ⚪

Completed ⚪

### Set up your mentoring profile

Before you become a mentor we need to set up your mentor profile. This allows your potential mentees to know a little bit about you and increases the chances of a good match.

**Briefly describe your experience and expertise:**

Summarise the skills and experience you can offer as a mentor

**Ideal mentees**

Describe the type of mentee you think you could assist

Next

**The Mentee Journey**

**The Mentor Journey**

Register → Login → Create Profile

Request mentor ← → Accept mentee

Mentoring Relationship → Evaluate

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# How are Manchester Gold mentoring matches made?

1. Students search for a mentor using the mentoring dashboard, the 'search' function or search bar

2. Once they find a mentor, they press request on a mentor's profile

4. The mentor receives an email with instructions to log on to the Manchester Network, check the mentee's profile, and to press accept/decline to the mentoring request

5. Receiving a request from a student means that they really want you to be their mentor. Please accept a request from a student mentee, unless you have a valid reason not to

# Confirming your mentee

1. Please accept or decline the mentee within 3 working days of receiving the request

2. If you accept, the student will receive a message through the Manchester Network confirming the match. They will then contact you to establish the mentoring partnership

3. If you decline, the Manchester Gold team receives your message. Unmatched students can return to the Manchester Network to search for an alternative mentor

4. Please note that messages exchanged between mentors and mentees through the Manchester Network portal can be seen by staff involved in the administration of the mentoring programmes

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# How do I contact my mentee?

- Mentors and mentees can communicate and conduct their mentoring partnership through the message system on the Manchester Network



Nia Watkin Jones
✉ Send a message

- Students are expected to contact their mentor first. However, you may wish to break the ice and contact your mentee yourself. Click "Send a message" on your mentee's profile to do this

- A message screen will appear. Type your message and click "Send". A confirmation screen will appear noting that the message has been sent

# Additional support/online resources

- You have access to a set of additional resources to enable you to get the most out of the mentoring process. These can be found online at http://www.employers.manchester.ac.uk/profile/mentoring/

- It is essential for you to read the Mentor Handbook before mentoring commences

- Final note: the LinkedIn sync function only populates the personal profile on The Manchester Network. It does not populate the mentor profile. Also, you will need to re-sync your personal profile every time you make a change on LinkedIn

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# Get in touch

**Manchester Gold team**
mentoring@manchester.ac.uk
0161 275 2828

As we launch this new system, we would appreciate feedback from our mentors. Please email us with any comments you may have, mentoring@manchester.ac.uk

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