

# EN - Mentor Connector User Guide

In this manual you will learn about the features and benefits of Mentor Connector as well as how to navigate and utilize the database.

- Introduction
- Mentor Connector Features
- Submit your Organization
- Submit your Programs
- Organization Administrators & Program Administrators
- Edit Your Organization & Programs
- Mentor Connector for Volunteers & Youth
- View & Manage Inquiries
- Filtering Options: Organization, Programs & Inquiries tabs
- Dashboard & Data Export
- Request access to the Virtual Mentoring Platform
- Mentor Connector Support & Feedback
- Log In & Out of Mentor Connector

# Introduction

## What is Mentor Connector?

Mentor Connector is a **free online database** that **links registered organizations to Mentor Canada tools, resources and services, and connects mentoring programs with potential volunteer mentors and youth** across Canada. The Mentor Connector provides access to a **robust searchable database** of mentoring programs and is designed to help potential volunteers and youth alike connect to the right mentoring opportunity both virtually and in their communities. Wherever you are in the country, we want to connect your mentoring program with volunteers and youth that are the right match for your program.

---

## What you will learn

This manual will provide you with a clear understanding of the following:

- The numerous features of Mentor Connector and their benefits
  - How to navigate the database
  - How to request organizational access to Mentor Connector
  - How to submit your mentoring programs on Mentor Connector
  - The different type of user roles and the access levels affiliated with each role
  - Making edits to your organizations and program(s) in Mentor Connector
  - How to manage mentoring program inquiries
- 

## Who is this manual for?

This manual is for organizations that offer a single or multiple mentoring programs. More specifically, the document is to be used by **organization administrators** and **program administrators**.



# Mentor Connector Features

## Boost Your Volunteer Recruitment!

Once approved, programs will be added to our searchable database, which make the volunteer recruitment process easier for organizations by providing extended visibility to their programs. How? We place embeddable search widgets in multiple web locations, and we drive traffic to [becomeamentor.ca](https://becomeamentor.ca) (and French variant) which bring the user directly to searching Mentor Connector for volunteer opportunities with mentoring programs.



## Key Benefits\*

- ✔ **Raise the profile** of your mentoring programs and initiatives.
- ✔ **Post** your volunteer opportunities to reach more people in your community and across Canada.
- ✔ **Target** your recruitment efforts by geography, demographic, program type and areas of interest.
- ✔ **Free and easy** to get started.

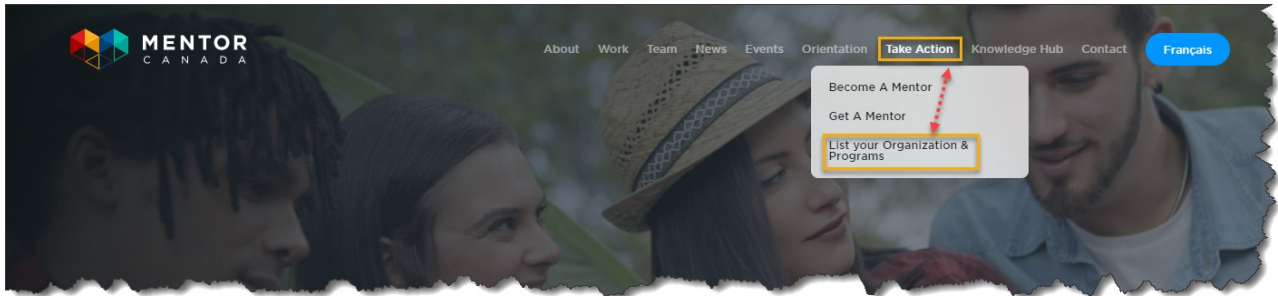
\* Reference - MENTOR Canada Connector one pager 11.18.2020

# Submit your Organization

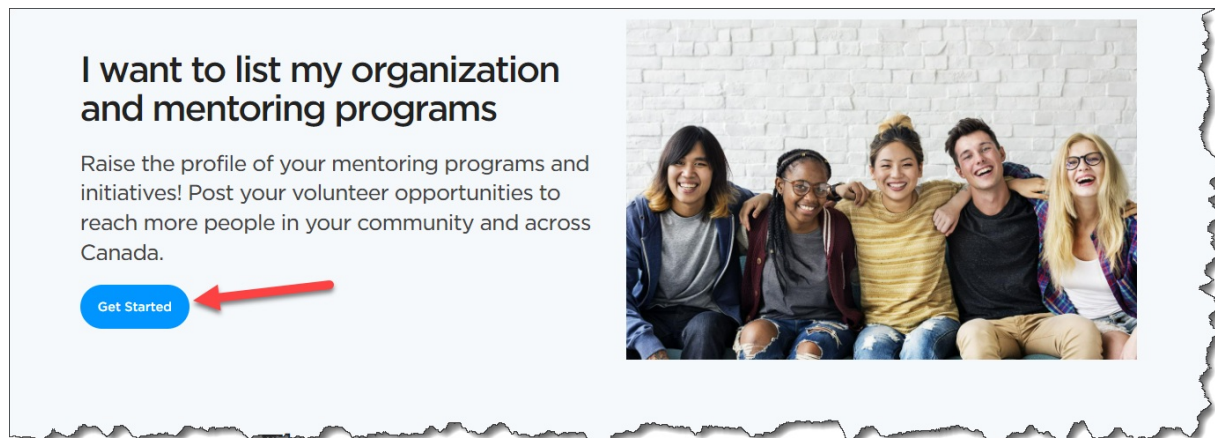
## To submit your organization in Mentor Connector:

⚠ An organization should be submitted before submitting a program.

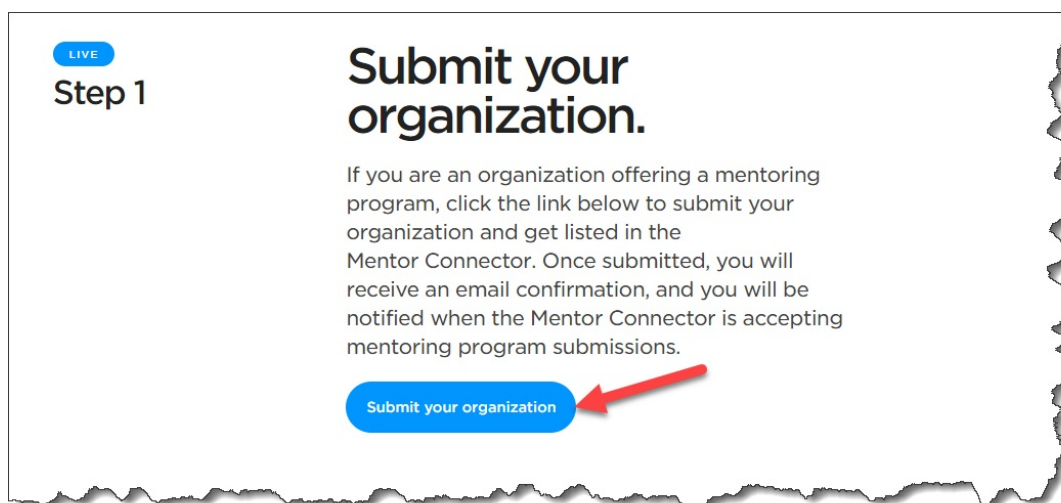
1. Go to <https://mentoringcanada.ca/en/mentor-connector>
2. Click on "Take Action" to expose the drop-down menu, and then click on "List your Organization & Programs".



2.1 You can also scroll down from the main page until you see this section and click on [Get Started](#). Both will bring you to the same page.



3. Scroll down until you see **Step 1, "Submit your organization"** and click on the blue button [Submit your organization](#)



4. Complete the fields from the four sections of the form. **Please note that fields marked by an \* are mandatory:**




# Submit Organization

## General Information **1**

If you would like to have a bilingual listing for your organization, please complete both English and French fields. If not, please complete fields in the language of your preference.

<input type="text" value="Organization Name *"/>	<input type="text" value="Organization Name"/>
<small>This is how the organization will be listed in Henter Connector</small>	
<input type="text" value="Legal Name"/>	
<input type="text" value="Description of Organization *"/>	<input type="text" value="Description of Organization"/>

## Logo **2**



## Additional Information **3**

<input type="text" value="Organization Type *"/>
<input type="text" value="Tax Status *"/>

## Organization Contact Information **4**

Please list the individual in a leadership position for the organization.

<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Position *"/>	
<input type="text" value="Phone *"/>	<input type="text" value="Alternate Phone"/>
<input type="text" value="Email *"/>	<input type="text" value="Web Address *"/>

1. General Information

2. Logo

3. Additional Information

4. Organization Contact Information. **The contact person indicated on the form will be assigned the role of "Organization Administrator", all follow-up communication will be sent to this contact.**



**Bilingual Organizations** : If you would like to have a bilingual listing for your organization, **please complete both English and French fields.** If not, please complete fields in the language of your preference.

5. Click **Submit** at the bottom right hand-side.

**Does your organization have a physical address?**  
Select one of the options below. \*

☐ Yes

☒ No

**Please tell us what we can improve in this process**

Feedback

[Submit](#)

6. The confirmation page is now displayed, advising the organization of the next step. At this point, you can submit another organization, submit a program or return to the Mentor Canada page.

**Congratulations!**


**The organization 'Test Organization ' has been submitted for review.**

We'll follow-up with you shortly by email at [test22-orgadmin@mentoringcanada.ca](mailto:test22-orgadmin@mentoringcanada.ca). Thank you for supporting mentoring in your community.

[Submit Another Organization](#) [Submit a Program](#) [Return to MENTOR Canada](#)


7. An email from [Communications@mentoringcanada.ca](mailto:Communications@mentoringcanada.ca) is sent to the contact person indicated on the form to confirm that your organization is under review and that you will hear from us shortly.

Congratulations! Test Organization has been submitted.

 [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca)

To: Systems Tests 10:34

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

 **MENTOR CANADA**

Dear Joaquin,


Thank you for submitting the "Test Organization" organization to the Mentor Connector.

The organization's application is under review.

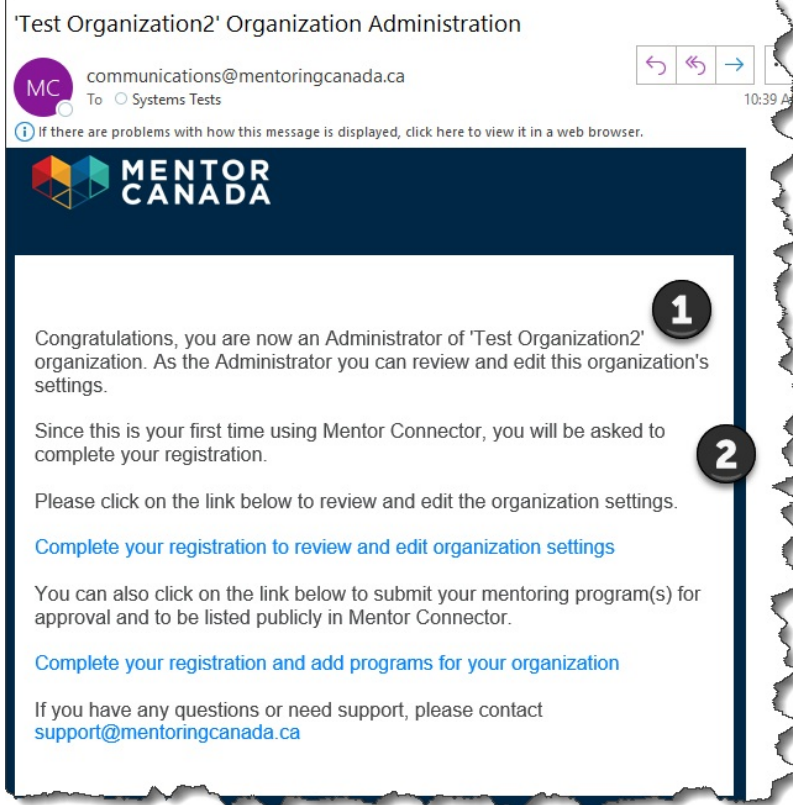
We will follow up with you shortly. If you have not heard from us in 10 business days, please contact us at [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca).

Thank you for supporting mentoring in your community.

Follow us



7.1 A second email will immediately follow:



1. Advising that the contact person indicated on the submission form has been assigned the role of organization administrator.
2. Inviting the new administrator to complete their registration in order to review and edit their organization settings and/or add programs.

## Complete your registration to review and edit organization settings

8. The administrator is prompted to complete their registration by following these steps:

- Enter their First and Last Name
- Choose a Password
- Accept the Terms of Use
- Click **Continue**

## Complete your registration

First Name \* Robert

Last Name \* Test

Password \* .....

Confirm Password \* .....

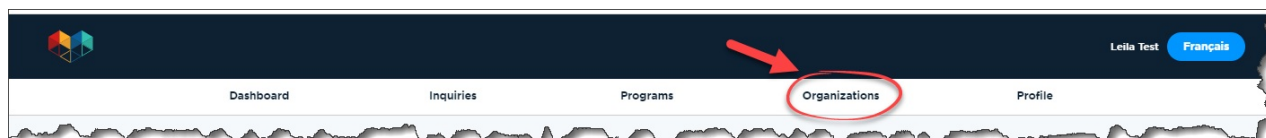
☒ I have read and agree to the [Terms of Use](#)

**Continue**

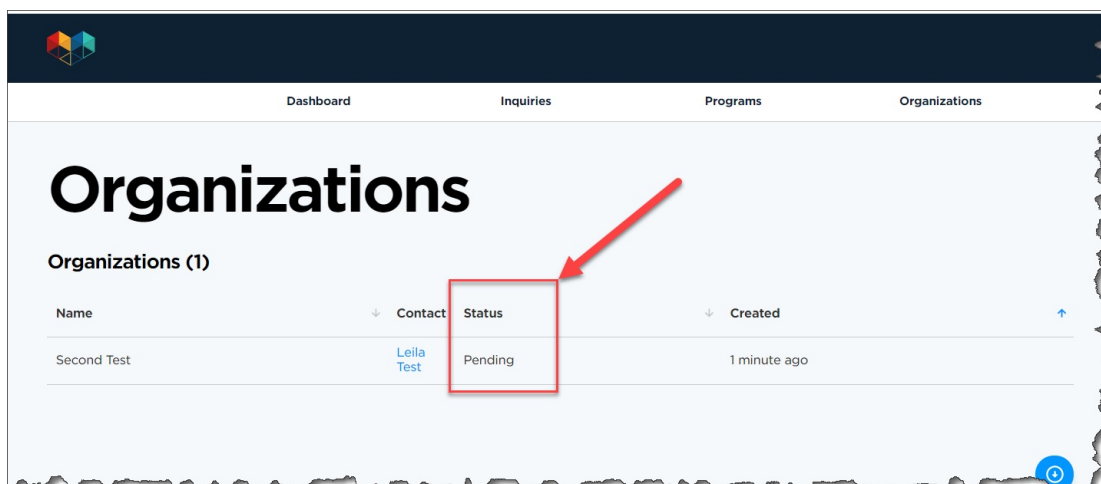
The organization administrator can start using Mentor Connector to:

- Update the organization information
- Follow up on their submissions status
- Submit programs
- View program inquiries from youth and volunteers
- Export information from the "Inquiries", "Programs" and "Organizations" tabs
- Update their user profile
- Send Mentor Canada feedback about Mentor Connector

**8.1** To follow up on the status of your submission, click on the "Organizations" tab.



**8.2** The "status" column indicates the current status of the organization submitted.



### 1 Organization Statuses:

- **Pending:** the organization approval is under review and is the default status for newly submitted organizations.
- **Approved:** the organization was reviewed and approved by Mentor Canada.
- **Paused:** the organization was reviewed but is either not meeting requirements or, Mentor Canada requires more information.

## Approved Organizations

**9.** Once the organization has been approved, an email is sent from [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca) to the designated organization administrator.

**9.1** The administrator has the option to:

Thank you for submitting Test Organization organization to be listed in



communications@mentoringcanada.ca

To: Systems Tests



If there are problems with how this message is displayed, click here to view it in a web browser.



Congratulations!

We have reviewed your submission and your organization has been approved.

Please click on the link below to review and edit the organization settings.

[Review and edit organization settings.](#)

You can also click on the link below to submit your mentoring program(s) for approval and to be listed publicly in the Mentor Connector.

[Add programs for your organization](#)

If you have any questions or need support, please contact [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca).

1

2

1. Login to Mentor Connector to review and edit the organization settings.
2. Add mentoring programs to pursue volunteer mentor and youth recruitment.

## Paused Submissions

**10.** Mentor Canada will reach out to the contact listed on the submission form when the organization does not meet requirements or when more information is required for approval. An email is sent to advise the organization administrator.



Thank you for submitting Third Organization Test organization to be listed in the Mentor Connector.

We have reviewed your submission and have some additional questions regarding the organization. A MENTOR Canada team member will connect with you shortly to validate the submission and verify the organization's details.

Thank you for your interest in the Mentor Connector.

Follow us



#MentoringCanada

**10.1** The submission will be paused until Mentor Canada gains a better understanding of the organization.



Dashboard      Inquiries      Programs      Organizations			
<h1>Organizations</h1>			
<b>Organizations (2)</b>			
Name	Contact	Status	Created
Third Organization Test	<a href="#">Leila Test</a>	Paused	1 day ago

## Next Steps - Paused & Pending Submissions

**11.** If your organization has not been approved or is still pending after 10 business days, the administrator can contact Mentor Canada at [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca) to gain further knowledge pertaining to the status.

# Submit your Programs

## To submit your program(s) on Mentor Connector:

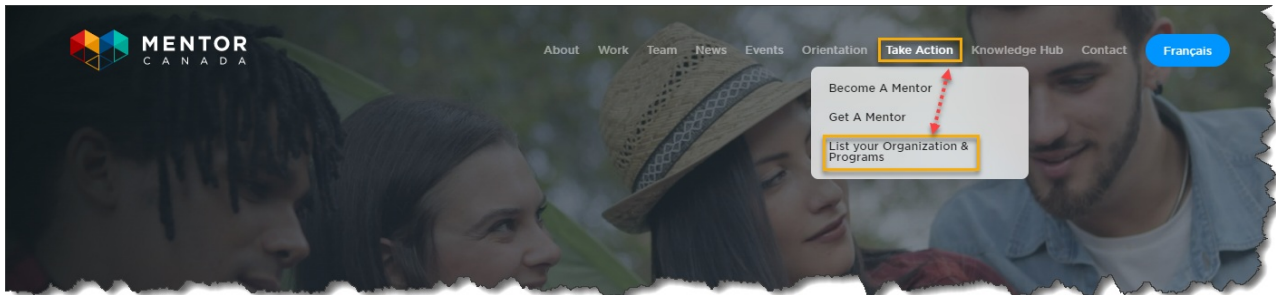
⚠ An organization should be submitted before submitting a program.

There are 3 different methods for an administrator to submit programs.

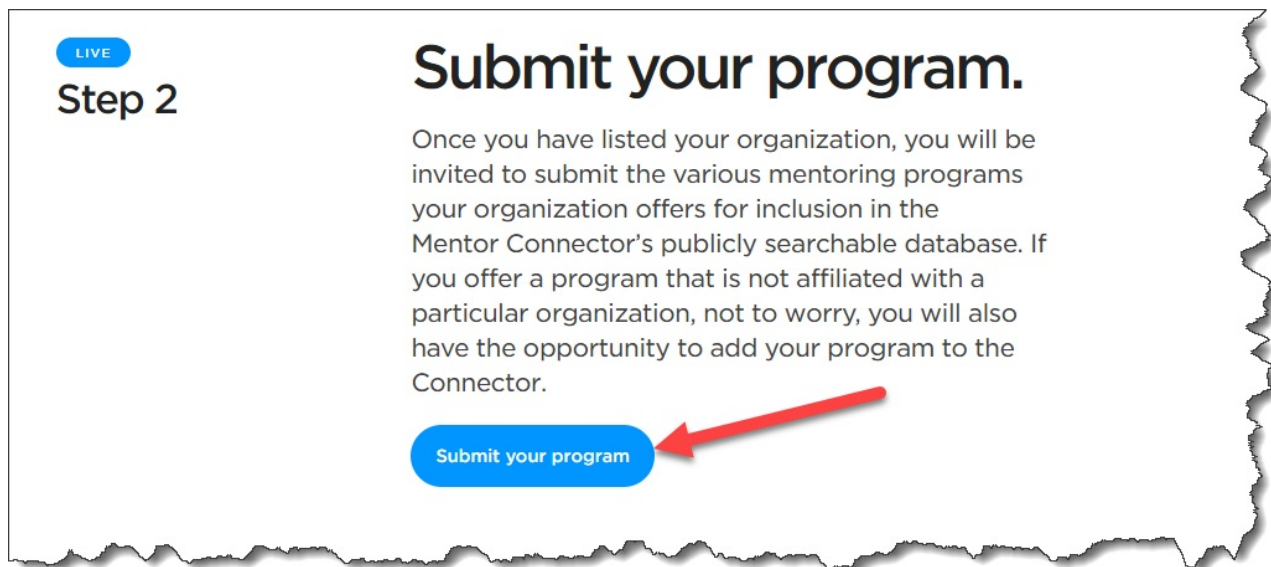
### First Method

1. Go to <https://mentoringcanada.ca/en/mentor-connector>

1.1 Click on "Take Action" to expose the drop-down menu, and then click on "List your Organization & Programs".



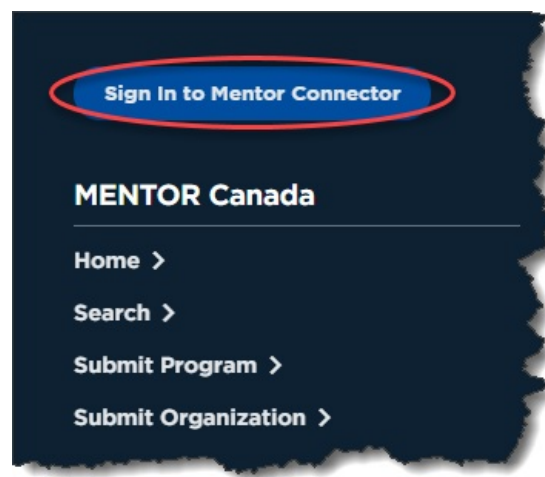
1.2 Scroll down until you see **Step 2, "Submit your program"** and click on the yellow button **Submit your program**.



### Second Method

2. Go to <https://connect.mentoringcanada.ca/en>

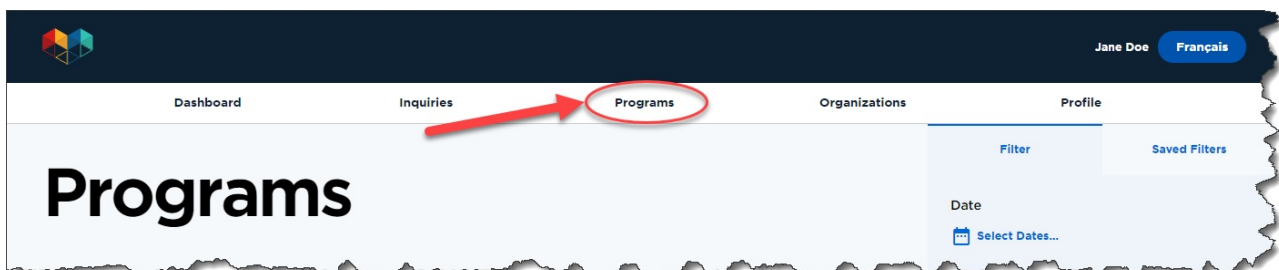
2.1 Scroll down and click on **Sign in to Mentor Connector** if you have an existing account.



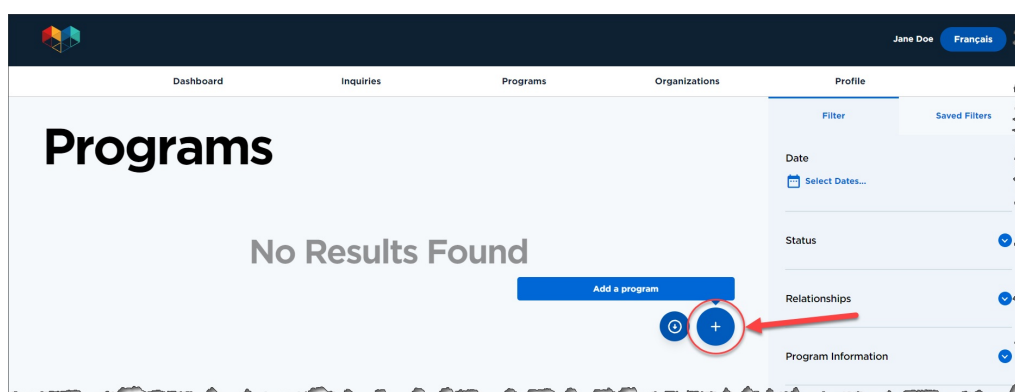
2.2 Enter your credentials and click **Sign in**.

A light blue rectangular box with a torn bottom edge. It has a large black heading 'Sign In'. Below it are two input fields: 'Email \*' containing 'test25-orgadmin@mentoringcanada.ca' and 'Password \*' with masked characters '.....'. At the bottom, there is a link 'Forgot your password?' and a blue 'Sign In' button.

2.3 Click the "Programs" tab at the top of the page.



2.4 Click the plus sign in the blue circle to add a program.



## Third Method

3. When an organization is approved, an email is sent to the organization administrator which contains a link inviting them to add programs.

3.1 Click "Add programs for your organization".

## Congratulations!

We have reviewed your submission and your organization has been approved.

Please click on the link below to review and edit the organization settings.  
[Review and edit organization settings.](#)

You can also click on the link below to submit your mentoring program(s) for approval and to be listed publicly in the Mentor Connector.

[Add programs for your organization](#)

If you have any questions or need support, please contact  
[support@mentoringcanada.ca](mailto:support@mentoringcanada.ca).

Follow us



By using the third method to submit your program, the organization name will autopopulate in the "Organization" field and provides a fluid workflow after submitting your organization.

### Program Information

If you would like to have a bilingual listing for your program, please complete both English and French fields. If not, please complete fields in the language of your preference.

<div>Program Name *</div> <div></div>	<div>Program Name</div> <div></div>
This is how the program will be listed in Mentor Connector	
<div>Program Description *</div> <div></div>	<div>Program Description</div> <div></div>
<div>Mentor Role Description *</div> <div></div>	<div>Mentor Role Description</div> <div></div>
<div>Organization *</div> <div>Test Organization</div>	

## Completing the Submission Form

4. Complete the fields from the eight sections of the form. **Fields marked by an \* are mandatory :**

**Program Information 1**

If you would like to have a bilingual listing for your program, please complete both English and French fields. If not, please complete fields in the language of your preference.

Program Name \*

Program Name \*

This is how the program will be listed in Mentor Connector

Program Description \*

Program Description \*

Mentor Role Description \*

Organization \*

Logo 2

Logo

**Currently Accepting 3**

Ready to recruit mentors or mentees? Make sure to click on these boxes. This can be changed as needed if you are no longer recruiting.

Check all that apply:

☐ Mentors

☐ Mentees

☐ No public recruitment

☐ Currently not recruiting

**Program Contact Information 4**

First Name \*

Last Name \*

Position \*

Email \*

Phone \*

Alternate Phone \*

**Program Delivery 5**

How is this program delivered?

Select at least one option, check all that apply. \*

☐ Community-based

**Program Social Media Links 6**

Facebook \*

Twitter \*

Website \*

Instagram \*

**Program Details 7**

Program Focus Area \*

Estimated Number of Youth Served Per Year \*

**Types of mentoring opportunities offered**

Select at least one option, check all that apply. \*

☐ 1:1 (One-to-One) ☐ Group

☐ E-Mentoring / Virtual Mentoring ☐ Peer

**Program Practices 8**

**1. Does your Program perform a background check on the mentor?**

Select one of the options below. \*

☐ Yes

☐ No

☐ We are a peer-to-peer Program that involve youth only under the age of 18 and do not conduct background checks on our mentors

**2. Does your program provide training for volunteer mentors?**

Select one of the options below. \*

☐ Yes

☐ No

**3. What is the Minimum Match Commitment between mentor-mentees at your Program?**

Monthly Commitment \*

Frequency of Mentor / Mentee Contact \*

Average Hours Per Week \*

### Important:

- Currently Accepting:** Clicking the "Mentors" or "Mentees" boxes allow mentors and mentees to view and apply to your program. Clicking "No public recruitment" will prevent your program from appearing on Mentor Connector search engine. Finally, clicking the "Currently no recruiting" option allow your program to appear in search results on the search engine, but the "Apply" button will not be accessible.
- Program Contact:** the program contact can be different from the organization administrator, should your organization wish to assign these to different individuals.

### Bilingual Programs

5. If you would like to have a bilingual listing for your program(s), **please complete both English and French fields**. If not, please complete fields in the language of your preference.

5.1 Click **Submit** at the bottom right hand-side.



**3. What is the Minimum Match Commitment between mentor-mentees at your Program?**

Monthly Commitment \*  
1-2 months

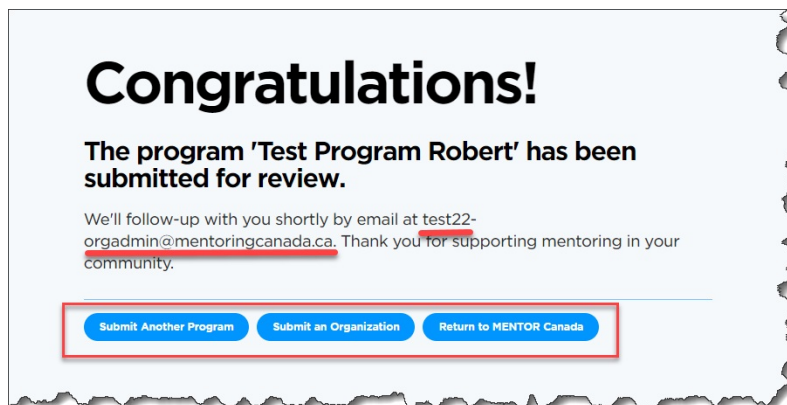
Frequency of Mentor / Mentee Contact \*  
Bi-weekly

Average Hours Per Week \*  
2-3 hours

[Submit](#)

## What to Expect After Submitting a Program

**6. If you are not logged in to your Connector account when submitting the program (first method),** a confirmation page is now displayed, advising the organization of the next step. At this point, you can submit another program, submit an organization or return to the Mentor Canada page.



**6.1 If you are logged in to your Connector account when submitting the program (second and third methods),** you will be brought to the "Programs" tab. From here, you can view the program(s) that were submitted and their statuses.

Dashboard

Inquiries

Programs

Organizations

# Programs

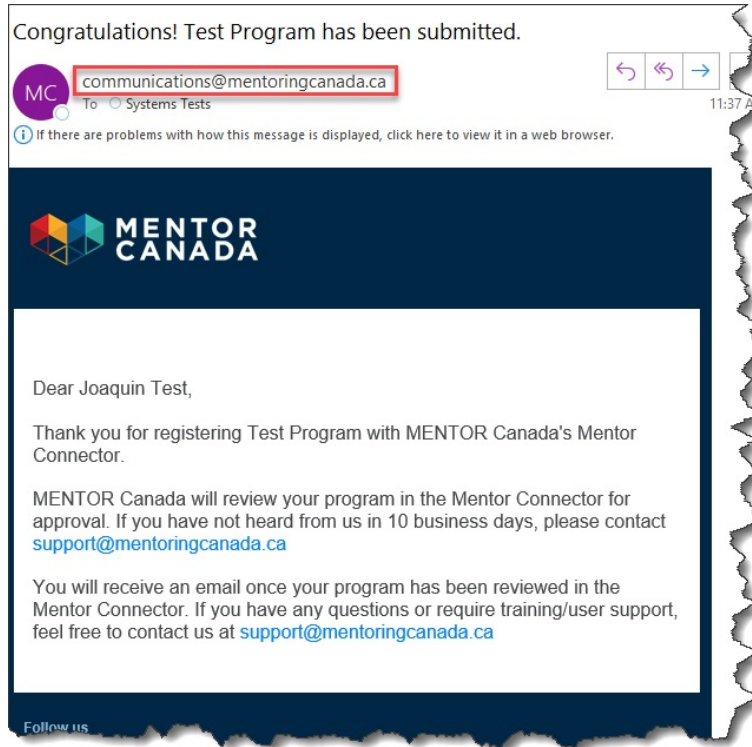
Programs (3)

Name	Organization	Contact	Status	Responsiveness Tier	Created
Nov17 test	Test Organization	Jane Doe	Pending	1	6 minutes ago
PM Nov16 test	Test Organization	Jane Doe	Approved	1	About 23 hours ago
Michele Test	Test Organization	Michele Test	Approved	4	5 days ago

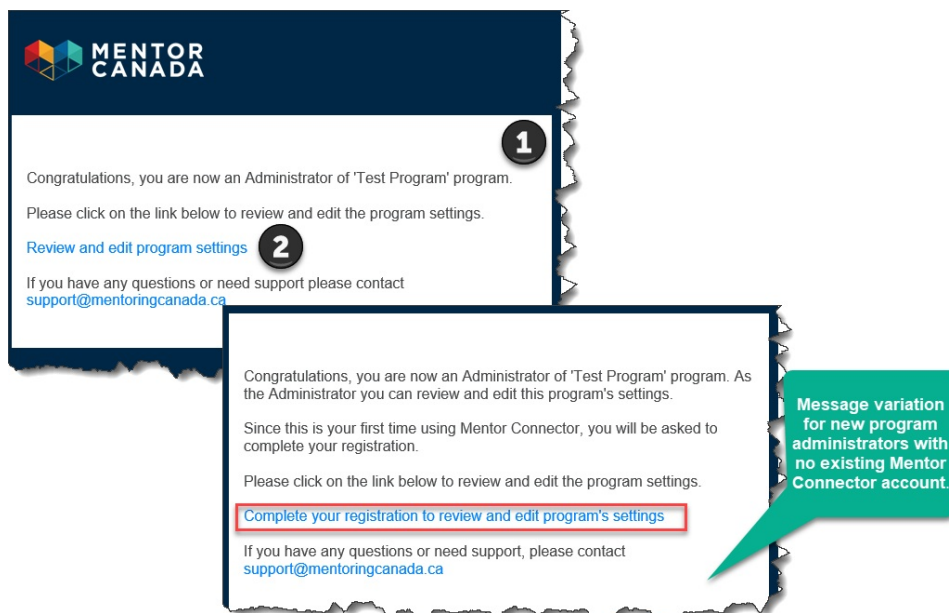
### **Program Statuses:**

- 1. Pending:** the program approval is under review, this is the default status for newly submitted programs.
- 2. Approved:** the program has been reviewed and approved by Mentor Canada
- 3. Paused:** the program has been reviewed, however Mentor Canada requires further information to approve the program.

**6.2** An email from [Communications@mentoringcanada.ca](mailto:Communications@mentoringcanada.ca) is sent to the contact person indicated on the form to confirm that your program is under review and that you will hear from us shortly. The expected timeline is also indicated in the email.



6.3 A second email will immediately follow to the program administrator:

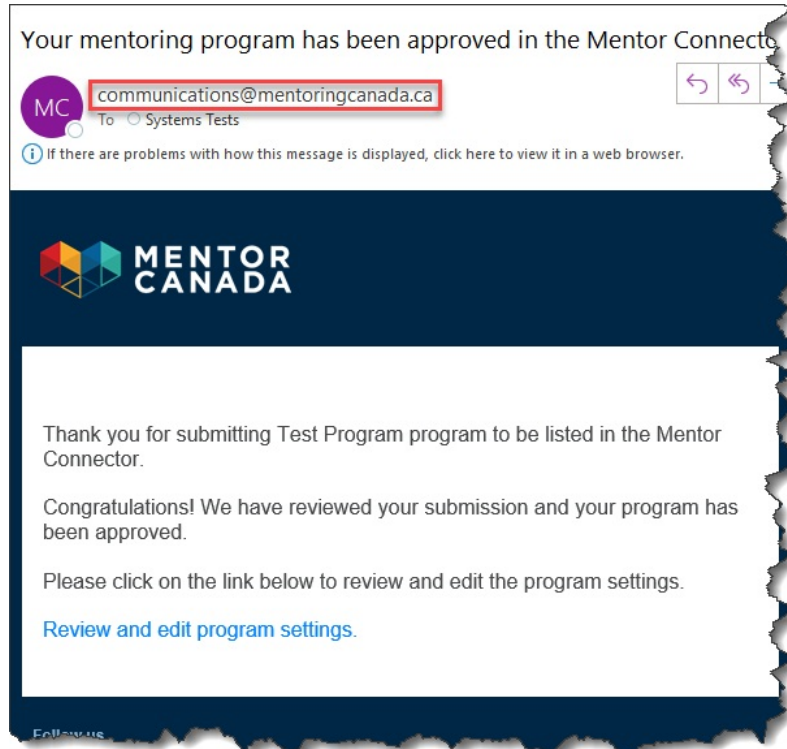


1. Advising that the contact person indicated on the submission form has been assigned the role of program administrator.

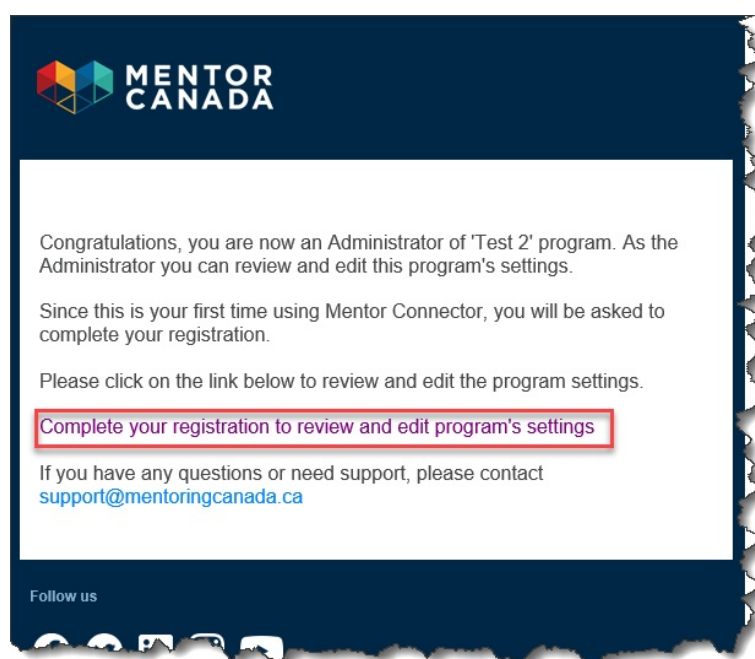
2. Inviting the administrator to connect to their account to review and edit their program settings. Please note that **for new program administrators (do not have an existing account)** the message will be slightly different. The link will invite them to complete their registration .

## Approved Programs

7. Once a program has been approved, an email is sent from [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca) to the designated program administrator. The message advises the program administrator of the approval and provides a link to review and edit the program on Mentor Connector.

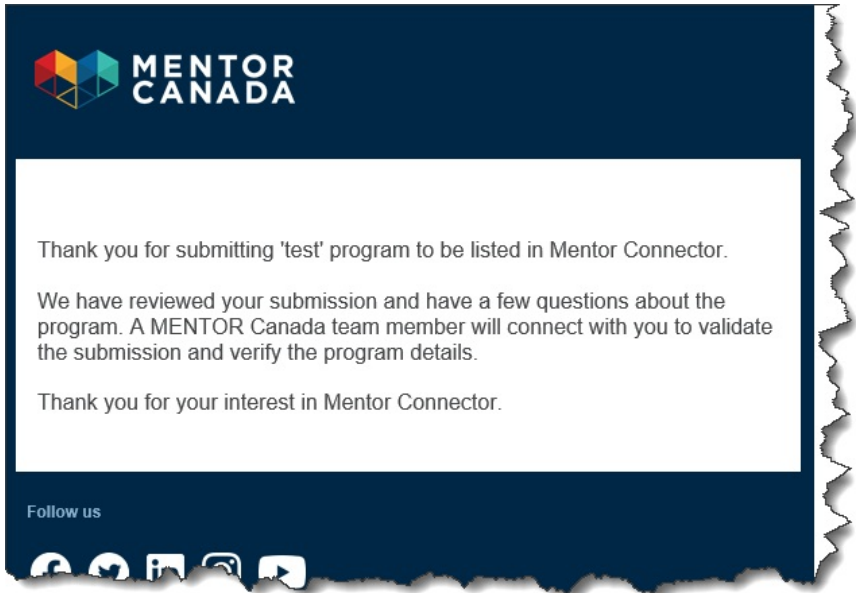


**7.1** If the program administrator did not create their account post program submission as indicated in the email communication (**see 6.3, second screen capture**), they will not be able to log in when clicking "Review and edit program settings". The program administrator will need to return to the initial email sent after the program submission to complete their registration and gain access to their program.



## Paused Program

**8.** If Mentor Canada requires further information to approve the program, the program administrator will receive an email as shown below.



8.1 The program status will indicate "paused" from the "Programs" tab.

Programs						
Programs (6)						
Name	Organization	Contact	Status	Responsiveness Tier	Created	
Test3 Program 20211216	Test Organization Robert	Johanna Elan	Paused	1	2 days ago	
Test2 Program 20211216	Test Organization Robert	Robert Testt	Pending	1	2 days ago	

## Next Steps

9. If your program has not been approved or is still pending after 10 business days, the administrator can contact Mentor Canada at [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca) to gain further knowledge pertaining to the status.

# Organization Administrators & Program Administrators

## Types of Administrators and Permission Levels

There are two types of administrators in Mentoring Connector:

- Organizational Administrators
- Program Administrators



## Administrators Access level

Organization Administrators	Program Administrators
<ul style="list-style-type: none"><li>• Access to all programs within the organization</li><li>• Access to all program inquiries</li><li>• Can assign program administrators to specific mentoring programs</li><li>• Access to the Dashboard data for programs across all their organizations</li></ul>	<ul style="list-style-type: none"><li>• Access to assigned programs only</li><li>• Access to inquiries from assigned programs only</li><li>• Access to the Dashboard data for their assigned programs</li></ul>

## Administrators Hierarchy

Organization administrators have complete access to the system and are a higher-level access user compared to program administrators.

Please note that when a **program receives an inquiry** through a Mentor Connector search, the **program administrator** is the only one who **will receive the email inquiry**. However, if there is no program administrator assigned to the program, the email inquiry will go to the organization administrator.


## Adding/Removing/Changing organization administrators

### ⚠ Important

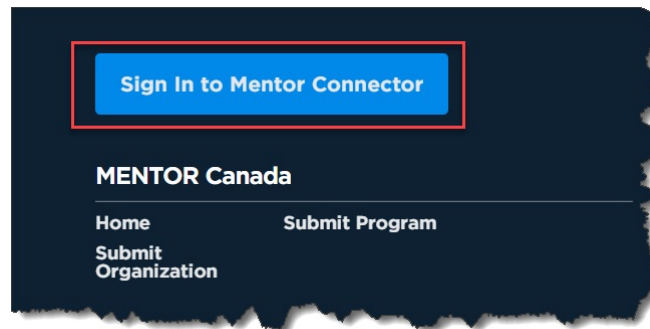
- **Mentor Connector does not allow organizations to create multiple organization administrators. However, you can request to add another administrator by sending an email to [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca).**
- **Please include the administrator's full name and email address.**

## Adding additional program administrators

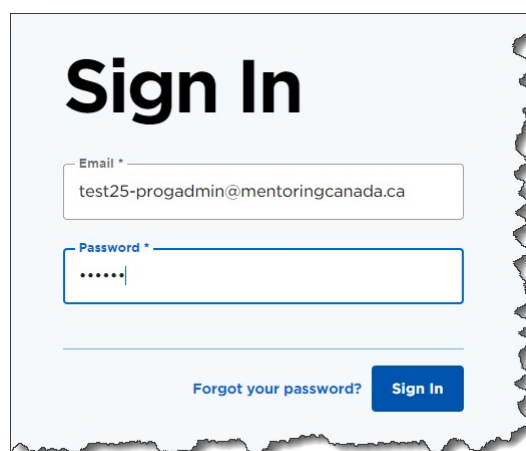


 The organization administrator can add a new program administrator to any program they managed.

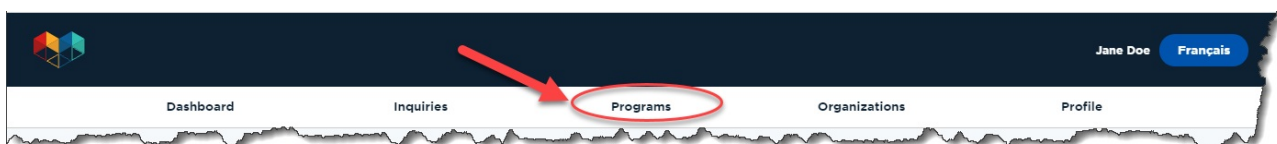
1. Login to Mentor Connector <https://connect.mentoringcanada.ca/en>
2. Scroll down to the very bottom of the page and click on [Sign in to Mentor Connector](#) if you have an existing account.



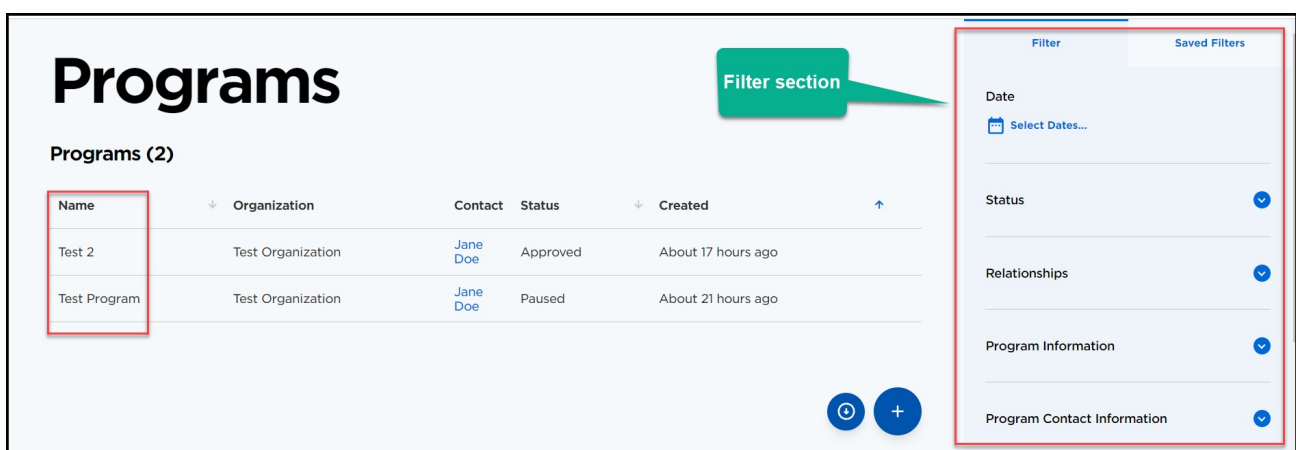
3. Enter your credentials and click [Sign in](#)



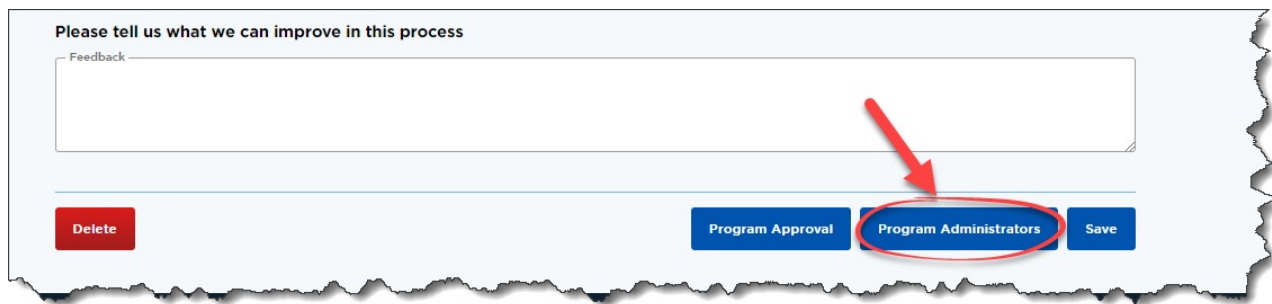
4. Click on the "Programs" tab.



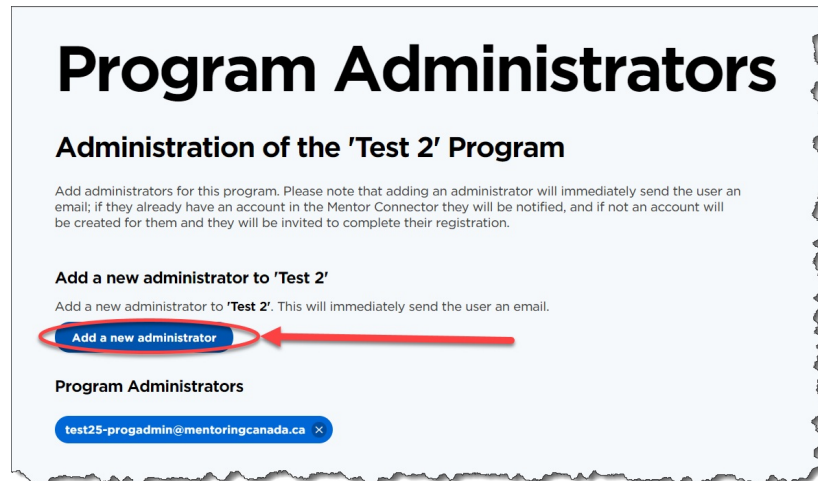
5. Click the program name for which you would like to add a new additional program administrator. If you are managing multiple programs, you can also use the filter feature on the right to narrow down your results.



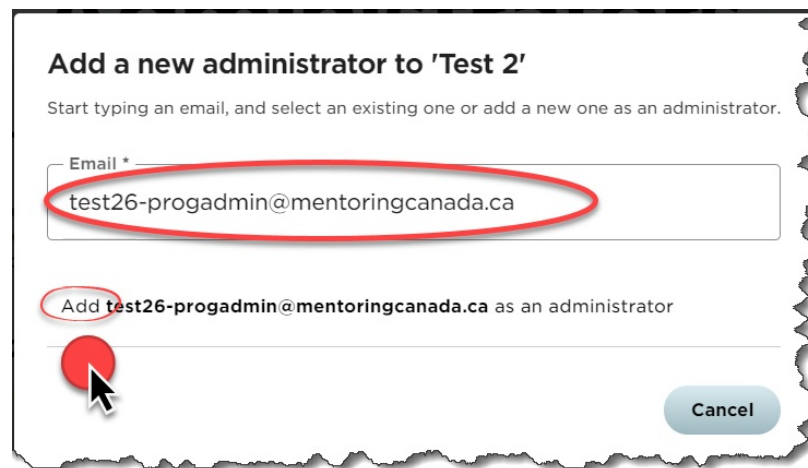
6. Click on [Program Administrators](#) at the bottom of the page.



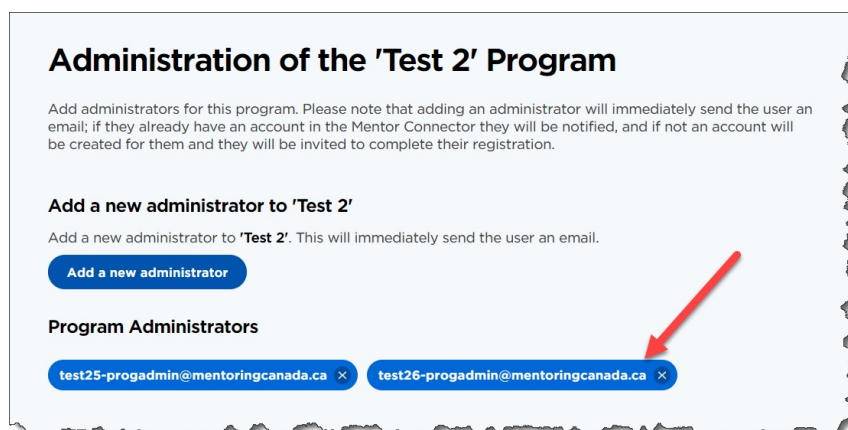
7. Click **Add a new administrator**



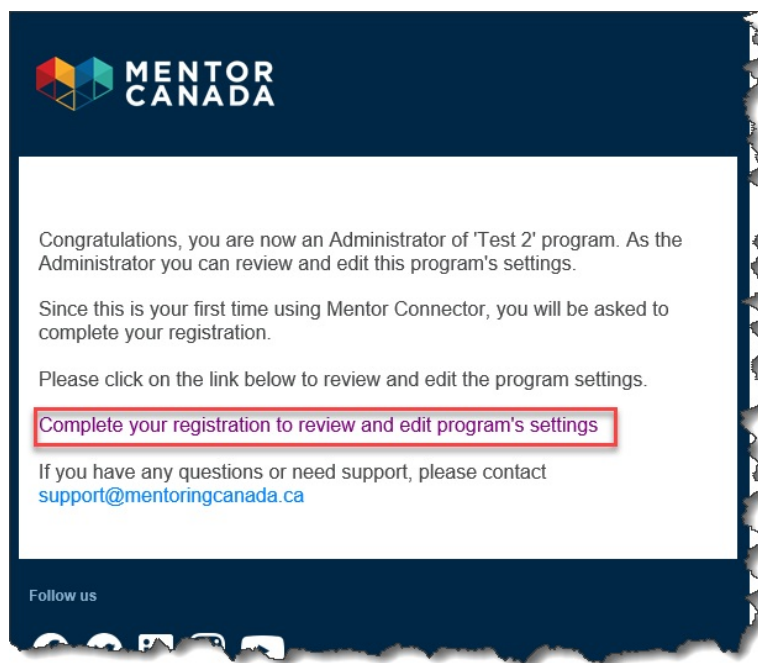
8. Enter the email address of the new program administrator and then click on the "add" email address underneath.



9. Voilà! The new program administrator has been added.

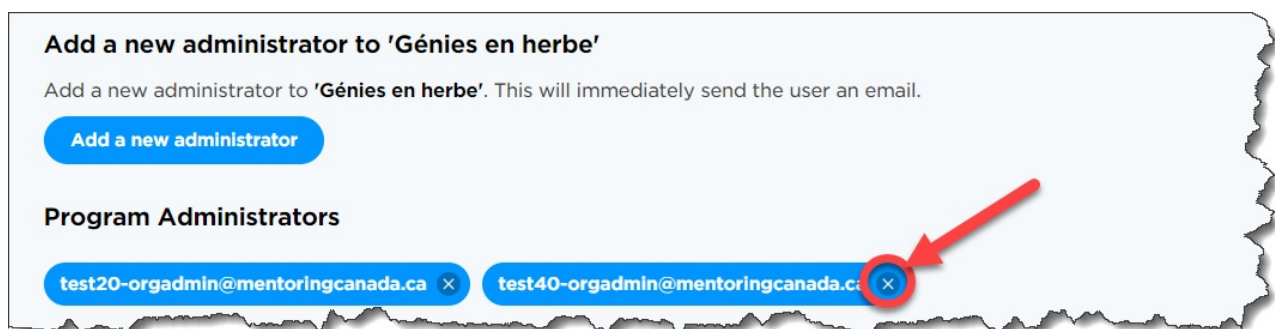


10. The new program administrator will receive an email inviting them to complete their registration if they are not already a Mentor Connector user.



## Removing program administrators

1. To remove a program administrator, follow steps 1 to 7 of the previous section.
2. Then click the x next to the name of the program administrator that needs to be removed.

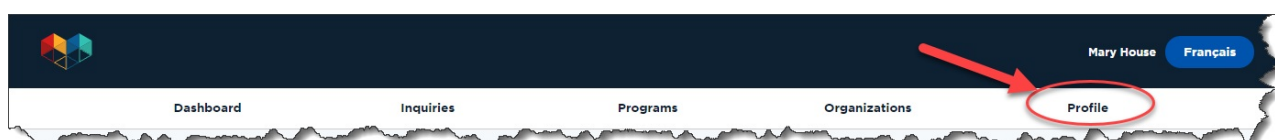


## Manage Your Profile

Follow these steps to correct your name, which is displayed in the top right-hand corner of the screen when you are logged into the Connector:



1. Login into the Connector <https://connect.mentoringcanada.ca/en>
2. Click the **Profile** tab.



3. Make the required corrections to your first and/or last name in the applicable field and click **Save**

# Profile

test26-progadmin@mentoringcanada.ca

First Name \*

Mary-Jane

Last Name \*

House

Sign Out

Save

# Edit Your Organization & Programs

## Edit your Organization

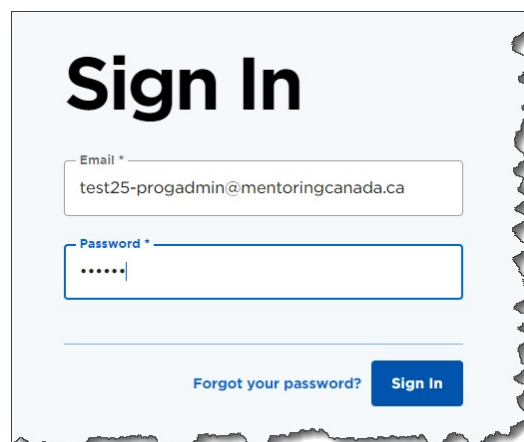
Please note that the **organization administrator** is the only user that **can edit the organization** information.

To edit your organization:

1. Login to the Connector <https://connect.mentoringcanada.ca/en>
2. Scroll down to the very bottom of the page and click on "Sign in to Mentor Connector".



3. Enter your credentials and click **Sign in.**



4. Click on the "**Organizations**" tab.



5. Click the Organization name to start updating your organization. If you are managing multiple organizations, you can also use the filters on the right side of the page to narrow down the results or the search bar.

# Organizations

Search

Organizations (2)

Name	Contact	Status	Created
Test 20211220	Robert Test	Approved	2021-12-20
Test Organization Robert	Robert Test	Approved	2021-12-14

Filter

Save Filters

Date

Select Dates...

Status

General Information

Additional Information

Organization Contact Information

Location

Clear Filter

Save Filter

Filters to narrow down the results.

6. Make the required changes on this page and click **Save** at the bottom of the page.

## Edit Organization

### General Information

If you would like to have a bilingual listing for your organization, please complete both English and French fields. If not, please complete fields in the language of your preference.

EN Organization Name \*

Test Organization

FR Organization Name

Organisme Test

This is how the organization will be listed in Mentor Connector

Legal Name

Test Organization

EN Description of Organization \*

This organization does this and that

FR Description of Organization

Cette organisme fait ceci et cela

?

Please tell us what we can improve in this process

Feedback

Delete

Save

?

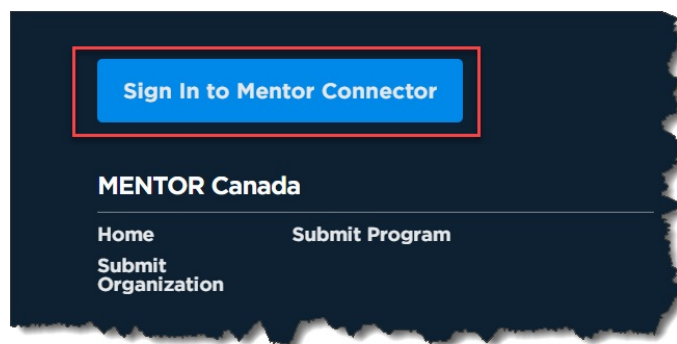
## Edit your Program(s)

Please note that both the **organization administrator** and the **program administrators'** can edit program information.

### To edit your program (s):

1. Login to Mentor Connector <https://connect.mentoringcanada.ca/en>
2. Scroll down to the very bottom of the page and click on **Sign in to Mentor Connector** if you have an existing account.

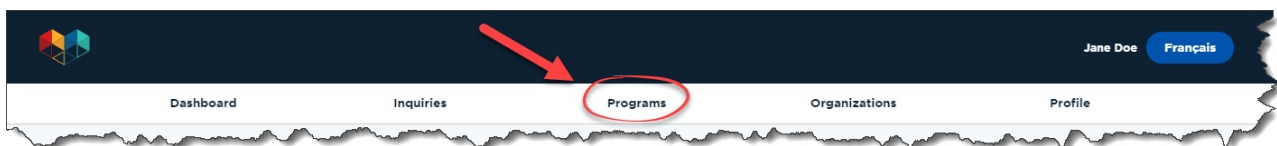




3. Enter your credentials and click [Sign in](#).

The image shows a "Sign In" form on a light blue background. At the top, the text "Sign In" is in large, bold, black font. Below it, there are two input fields: "Email \*" with the value "test25-progadmin@mentoringcanada.ca" and "Password \*" with masked characters "\*\*\*\*\*". At the bottom, there is a link "Forgot your password?" and a blue button labeled "Sign In".

4. Click on the "Programs" tab.



5. Click the Program name to start updating your program. If you are managing multiple programs, you can also use the filter on the right-hand side of the page to narrow down the results or use the search bar.

The image shows the "Programs" management page. At the top, there is a "Search bar." and a "Filter" sidebar on the right. The main content area is titled "Programs (8)" and contains a table with the following columns: Name, Organization, Contact, Status, Responsiveness Tier, Source, and Created. The "Name" column is circled in red. The "Filter" sidebar has a "Filter" tab and a "Saved Filters" tab. It contains several filter categories: Date, Status, Source, Relationships, Program Information, Program Contact Information, Program Delivery, and Program Details. A green callout box points to the filter sidebar with the text "Filters to narrow down the results." At the bottom right, there is a blue button labeled "Save".

Name	Organization	Contact	Status	Responsiveness Tier	Source	Created
Test 2	Test Organization Robert	Marie Test	Approved	1	Mentor Connector	
test	Test Organization Robert	Robert Tetst	Paused	1	Mentor Connector	
Test2 Program 20211216	Test Organization Robert	Johanna Elan	Paused	1	Mentor Connector	
Test2 Program 20211216	Test Organization Robert	Robert Testt	Pending	1	Mentor Connector	2021-12-16
Test Program 20211216	Test Organization Robert	Robert test	Pending	1	Mentor Connector	2021-12-16
Teens in Science	Test Organization Robert	Robert Test	Pending	1	Mentor Connector	2021-12-16
Second Test Program Robert	Test Organization Robert	Emily Test	Approved	4	Mentor Connector	2021-12-15
Test Program Robert	Test Organization Robert	Robert Test	Paused	1	Mentor Connector	2021-12-15

6. Make the required changes on this page and click [Save](#) at the bottom of the page.

# Edit Program

## Program Information

If you would like to have a bilingual listing for your program, please complete both English and French fields. If not, please complete fields in the language of your preference.

Program Name *	Test 2	Program Name	Test 2
Program Description *	test 2	Program Description	C'est un test 2
Mentor Role Description *	test	Mentor Role Description	Test 2
Organization	Test Organization		

### Please tell us what we can improve in this process

Feedback

Delete

Program Approval

Program Administrators

Save

## Delete your Program(s)

To delete your program (s):

- Follow steps 1 to 5 of the previous section.
- Scroll down to the complete bottom of the page and click **Delete.**

### 3. What is the Minimum Match Commitment between mentor-mentees at your Program?

Monthly Commitment *	6 months
Frequency of Mentor / Mentee Contact *	Weekly
Average Hours Per Week *	1-2 hours

Delete

Save

- Confirm the program deletion.

## Are you sure?

Are you sure you want to delete *Génies en herbe*. This cannot be undone.

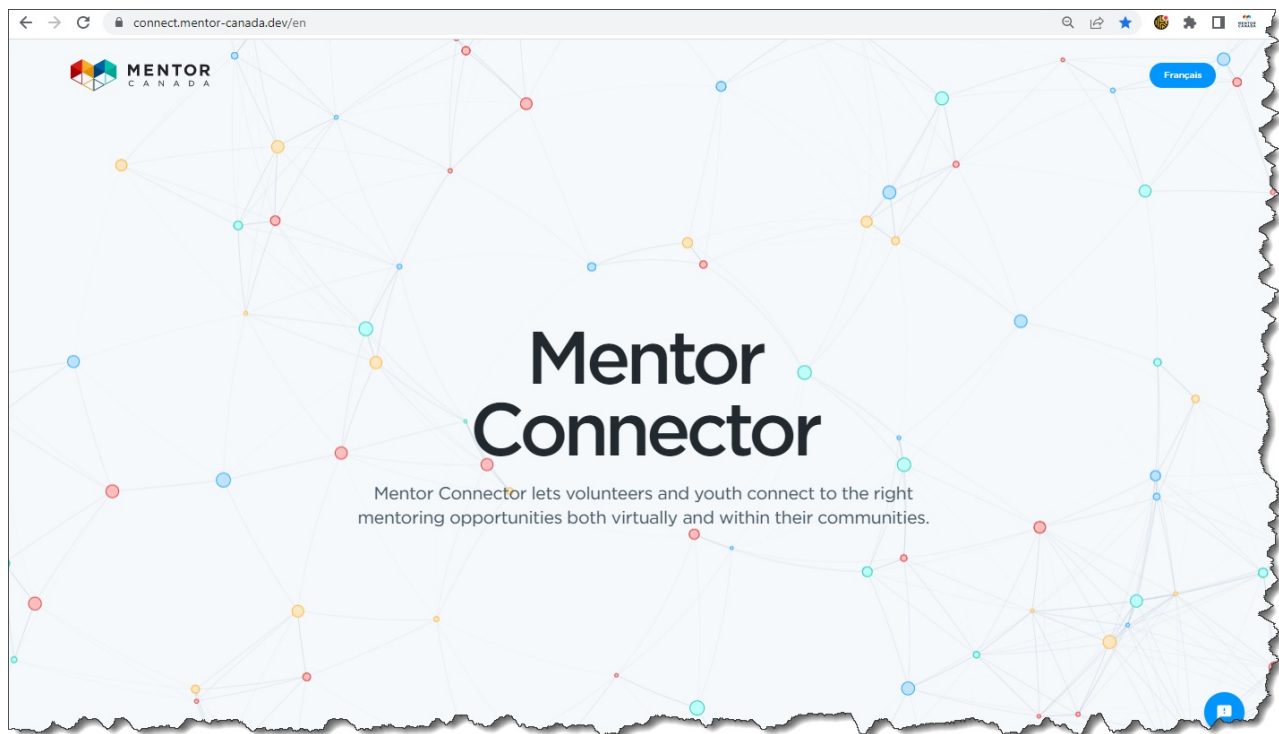
CANCEL

DELETE

# Mentor Connector for Volunteers & Youth

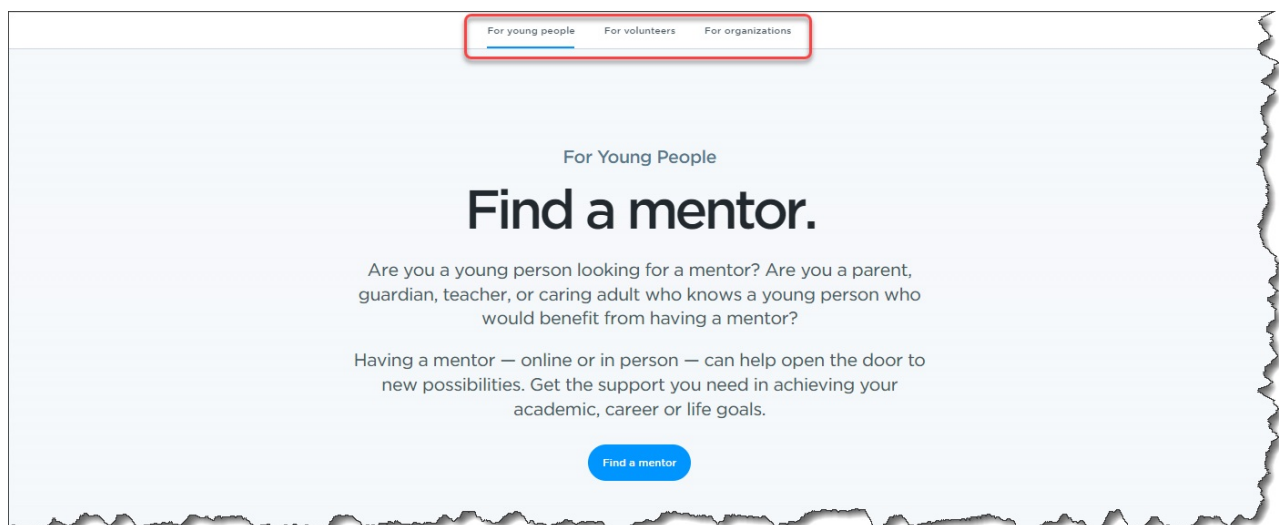
## Search

1. Volunteer mentors and youth can search for a mentoring opportunity in their area via Mentor Connector on <https://connect.mentoringcanada.ca/en>

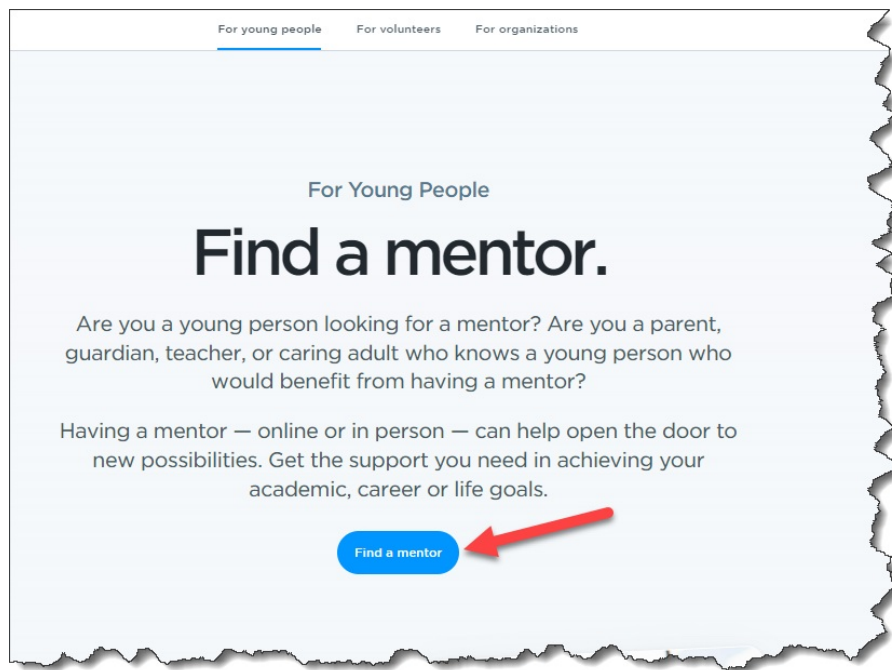


Please note that **for programs to appear in search results**, both the organization and the program must be approved by Mentor Canada.

1.1 Scroll down until you see 3 tabs at the top of the page and click on the option corresponding to your role: young people or volunteers.



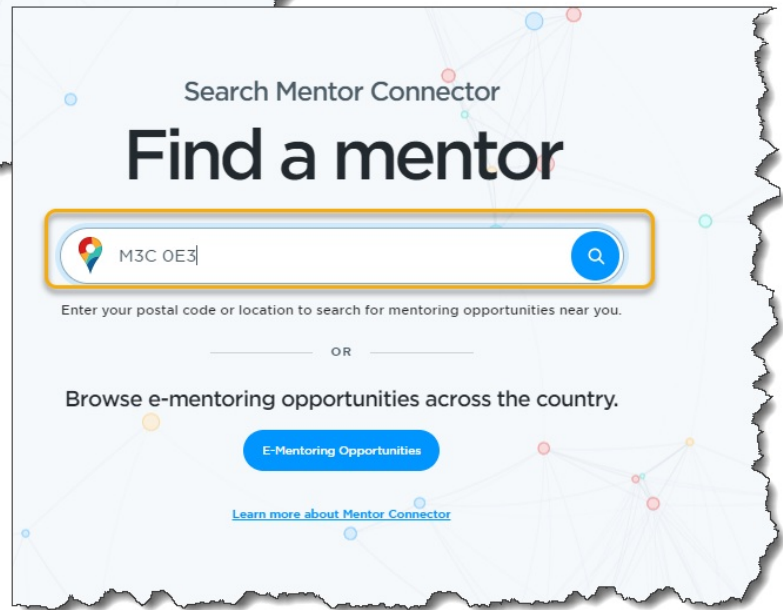
1.1.1 If you are a young person, you will be brought to this page. Click on [Find a mentor](#) to start searching for opportunities.



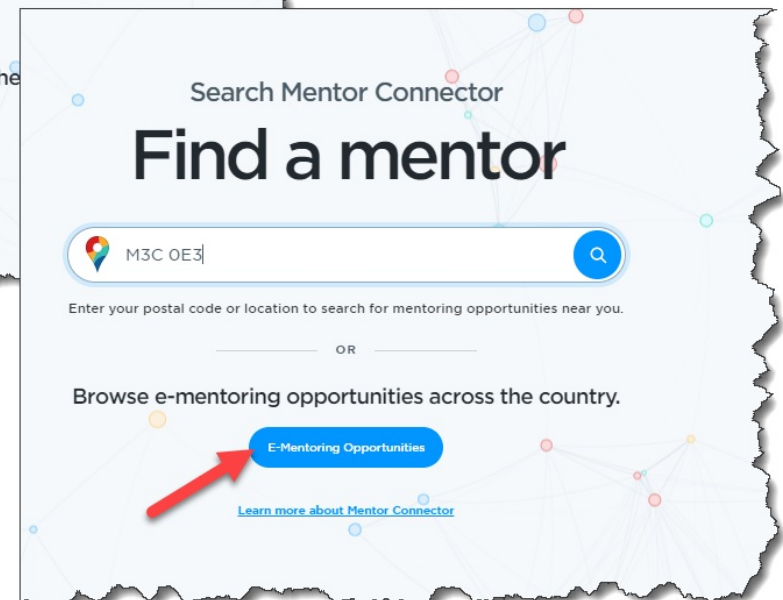
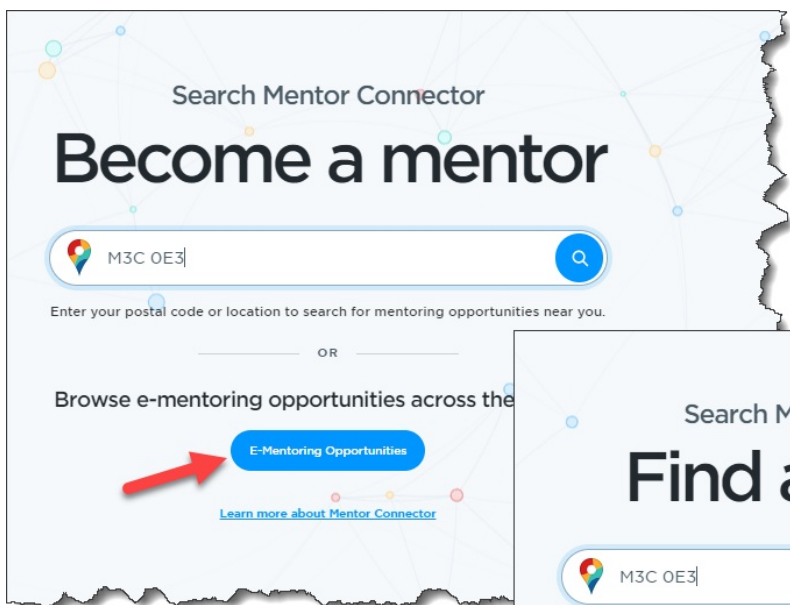
**1.1.2** If you are a volunteer mentor, you will be brought to this page. Click on [Become a mentor](#) to start searching for opportunities.



**1.2** Volunteers and youth need to enter a postal code on the search engine to bring up mentoring opportunities in their area or a specific area. Then, click the blue circular button to launch the search.

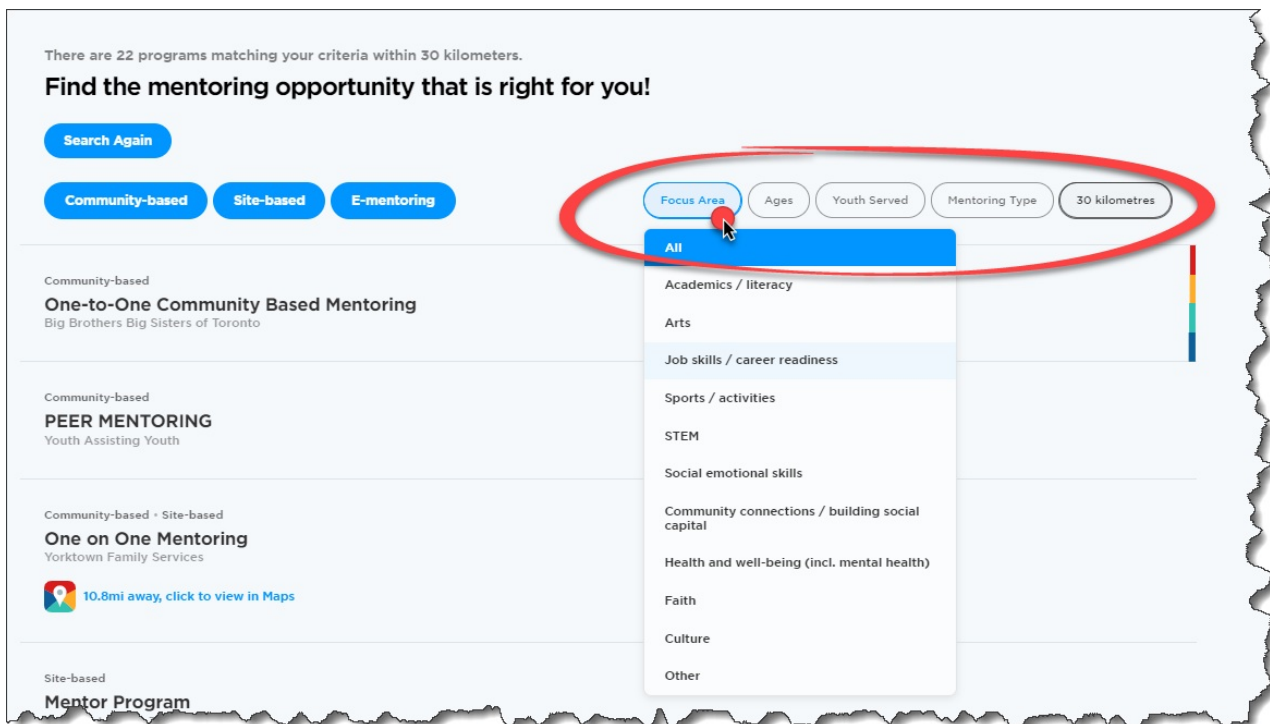


1.2.1 They can also click on [E-Mentoring Opportunities](#) to bring up virtual mentoring opportunities.

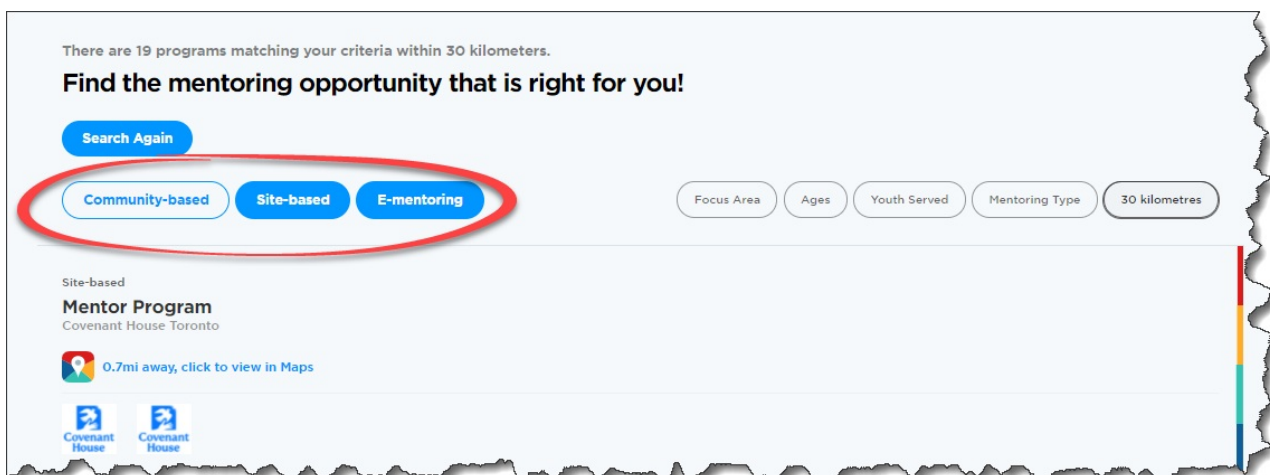


1.3 Mentoring opportunities can be refined from the result page by using the filters at the top of the page.



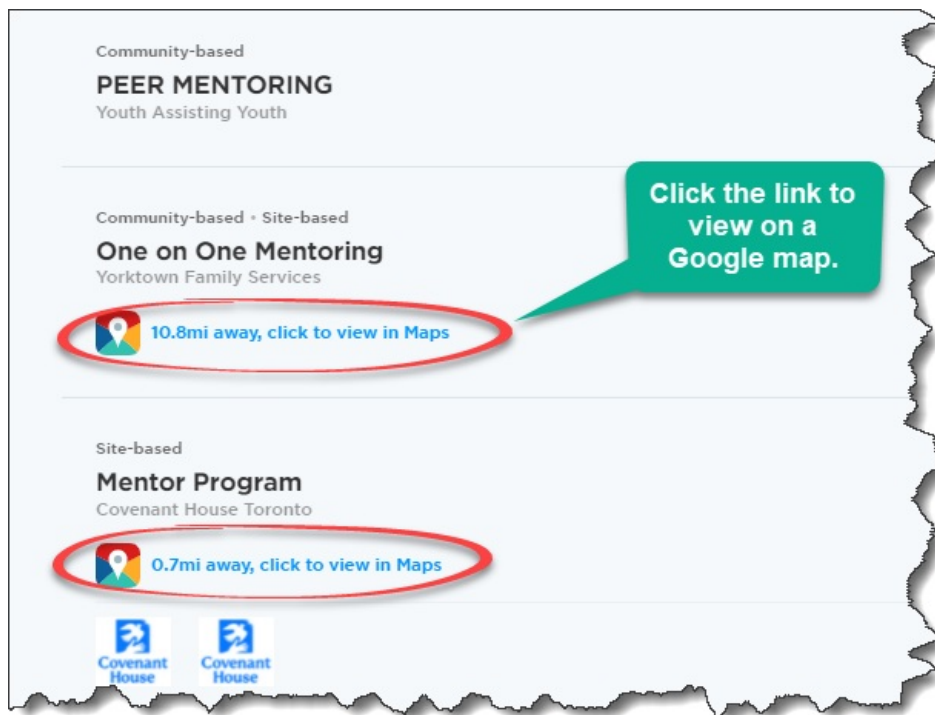


1.3.1 Results can also be refined by type of mentoring opportunity, meaning community-based, site-based or e-mentoring.



1.3.2 Local in-person available programs will display a distance based on the postal code or location entered on the search engine.

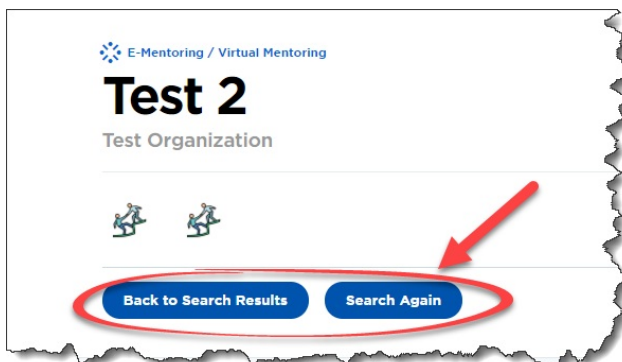




1.4 Click any program to view more details and apply.



1.5 After clicking the program, additional information and features are provided.



#### [Top of the Page](#)

Allows returning to search results and to create a brand-new search.

**Note:** When clicking "Search Again" the user will not lose information previously entered on the search form.

### Centre of the Page

The program details are displayed in the centre of the page, such as the age served, program focus, type of mentoring, program description etc....

Apply to This Program

## PEER MENTORING

First Name \*

Last Name \*

Email \*

Phone

☐ Voice Calls

☐ SMS Messages

How Did You Hear About Us? ▼

**What are you looking to do?**

☒ Become a mentor

☐ Find a mentor for myself or someone else

**Apply to This Program**

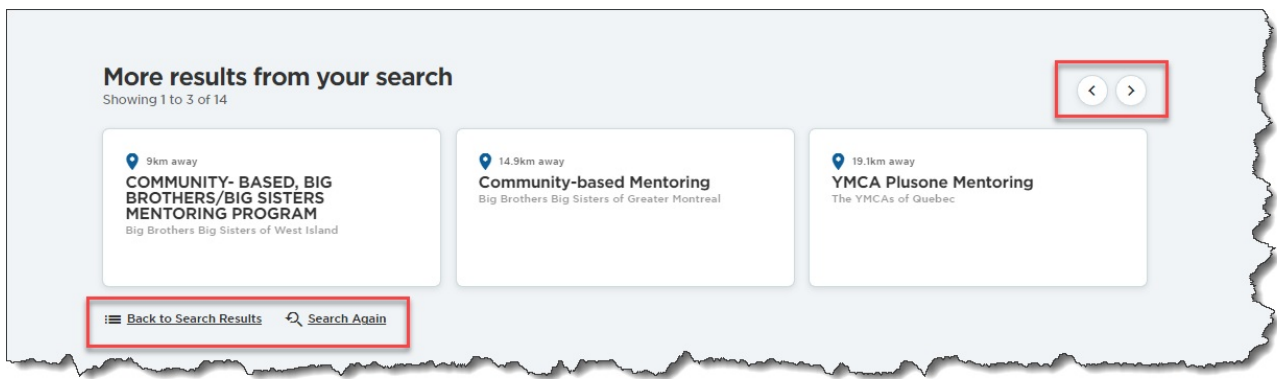
### [Right Side of the Page](#)

The application form is displayed and ready to be filled for any program.

Applicants can enter their mobile number if they wish to be contacted by phone or SMS messages.

### [Bottom of the Page](#)

This section displays additional mentoring opportunities matching the search criteria's. Potential mentors and youth can continue browsing mentoring opportunities by clicking the left and right arrows OR, by clicking "Back to Search Results". There is also an option to "Search Again" to reset searching criteria's.



## Applying to a Program

2. When a potential mentor or youth is ready to apply to a program, they can complete the empty fields from the Application Form and click [Apply to This Program](#).

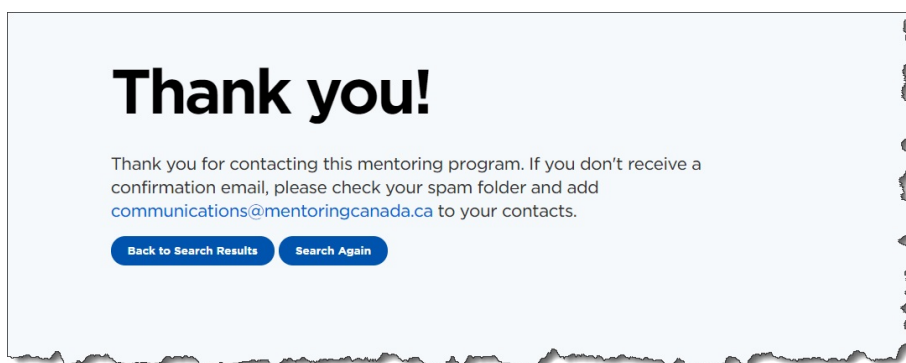
**Note:** The fields "Phone" and "How Did you Hear About Us" are optional.

A screenshot of a web form titled "Apply to This Program" with a sub-header "System Test". The form contains several input fields: "First Name \*" with the value "Myriam", "Last Name \*" with the value "Test", "Email \*" with the value "test22-mentor1@mentoringcanada.ca", and "Phone" with the value "5555555555". There are checkboxes for "Voice Calls" (unchecked) and "SMS Messages" (checked). Below these is a dropdown menu for "How Did You Hear About Us?". At the bottom, there are two radio button options: "Become a mentor" (selected) and "Find a mentor for myself or someone else". A blue button labeled "Apply to This Program" is at the bottom. A red callout bubble points to the phone number field with the text "Do not add any spaces between the numbers." The screenshot is framed with a torn paper effect.A close-up screenshot of the "What are you looking to do?" section of the application form. It shows two radio button options: "Become a mentor" (selected) and "Find a mentor for myself or someone else". Below these options is a blue button labeled "Apply to This Program". Underneath the button, a message in a light blue box states "This program is not currently accepting mentors". The screenshot is framed with a torn paper effect.

2.1 When the [Apply to This Program](#) button is [light blue](#), it means the program is not recruiting at the moment. A notice is displayed underneath.

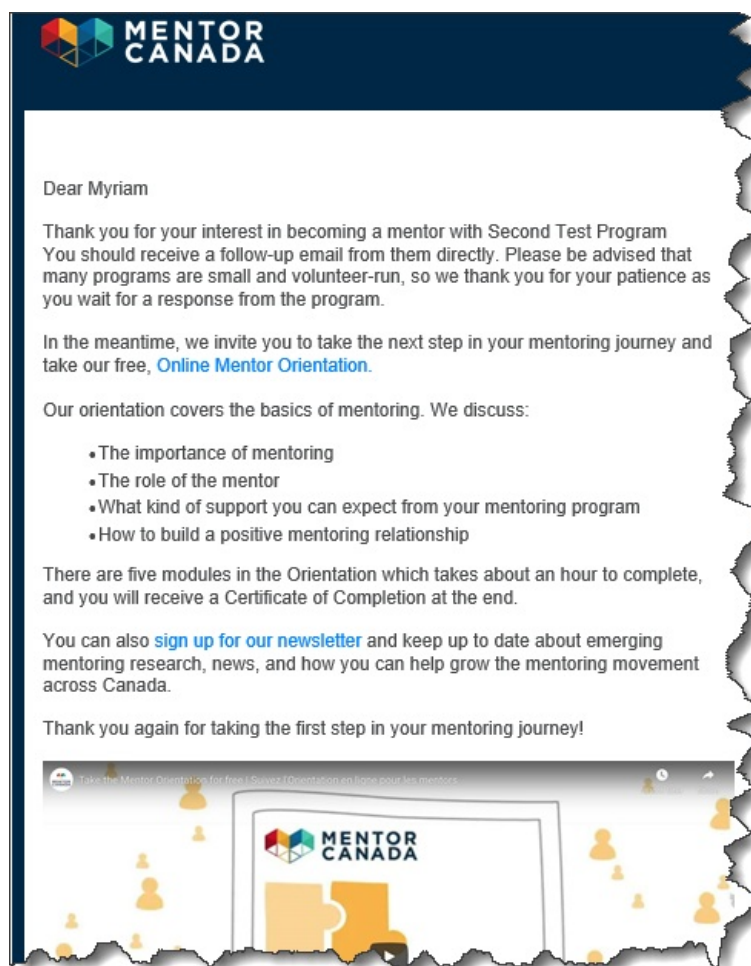
## What Happens Next?

3. A confirmation message is displayed next. From here, the potential mentor or youth can go back to search results or start a new search using the blue buttons.



3.1 In addition to the on-screen confirmation, the inquirer will also receive an email confirmation as shown below.

### Potential Mentor's Email Communication



### Youth's Email Communication

## **Thank you for contacting Second Test Program!**

Dear Ledan,

Thank you for your interest in becoming a mentee with Second Test Program

You should receive a follow-up email from us shortly. We appreciate you taking your first step in your mentoring journey!

Follow

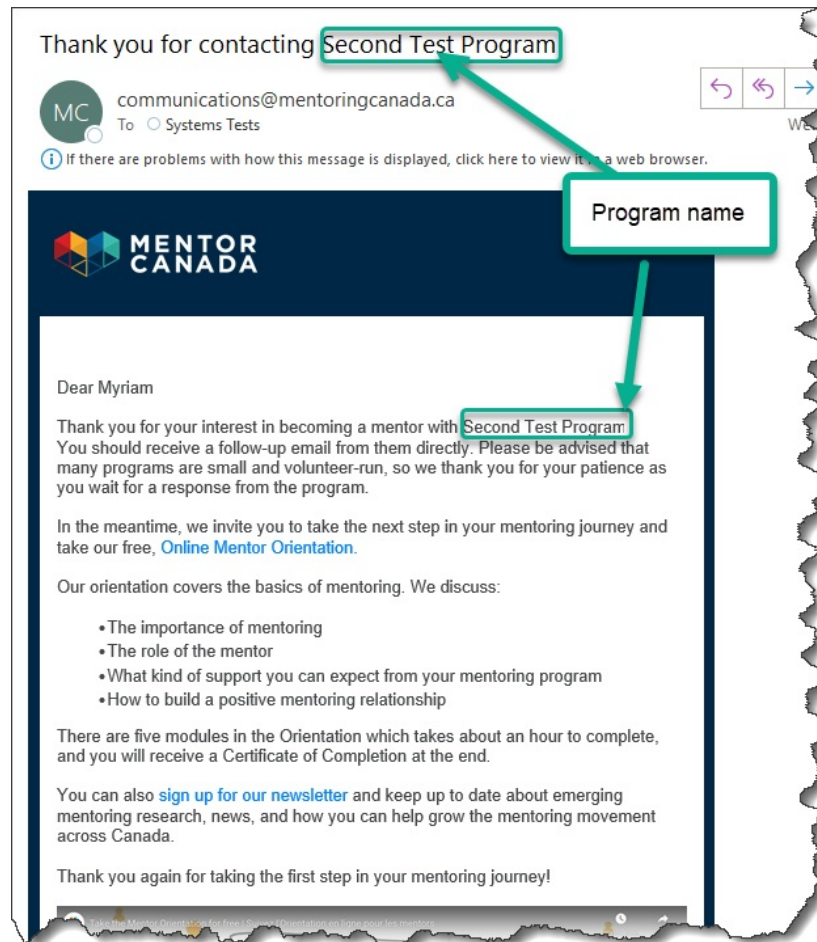


# View & Manage Inquiries

## Mentors/Youth Communication

### Mentors

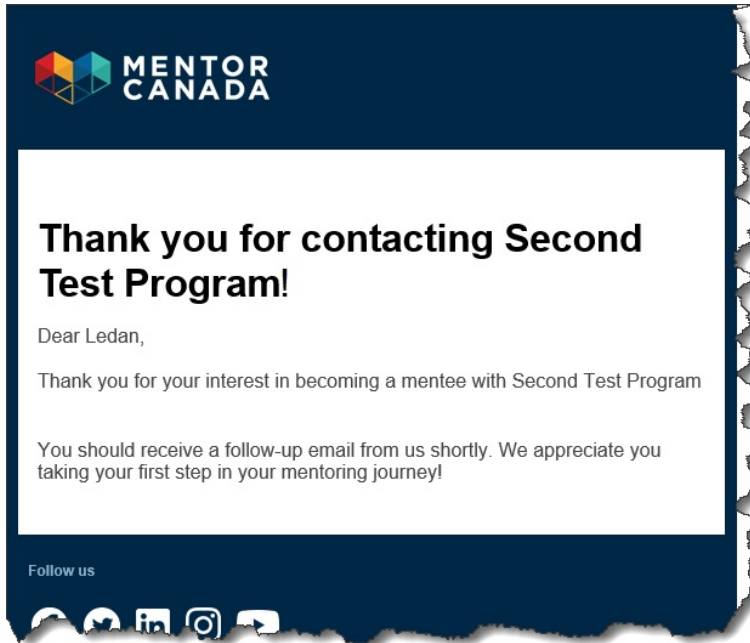
When a potential Mentor applies to a program, they will receive the following email from communications@mentoringcanada.ca:



As stated in the email communication, the mentors can click the **Online Mentor Orientation** to start.

### Youth

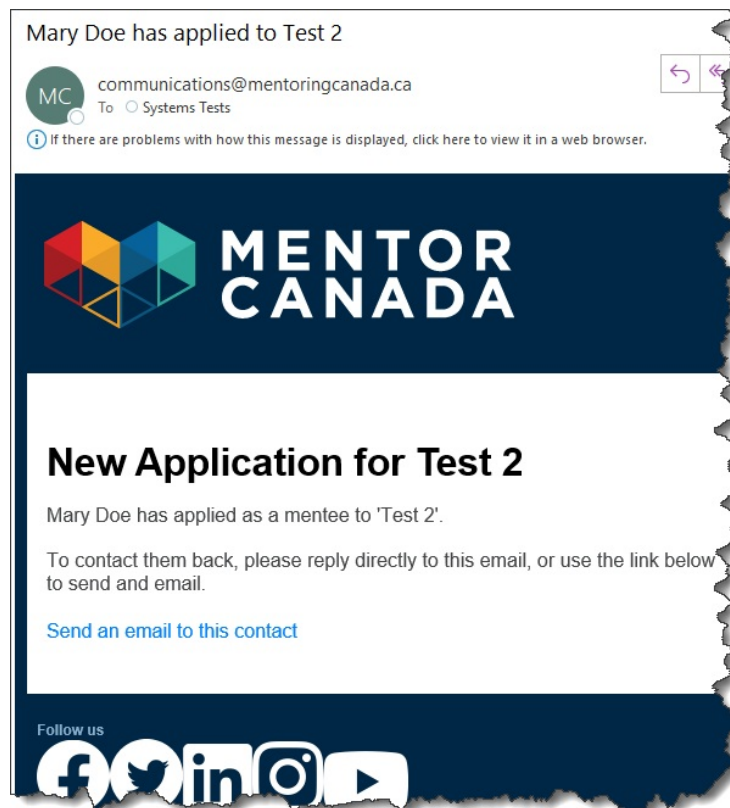
When a youth (Mentee) applies to a program, they will receive the following email from communications@mentoringcanada.ca:



---

## Program Administrators Communication

The program administrator will receive the following email from [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca):

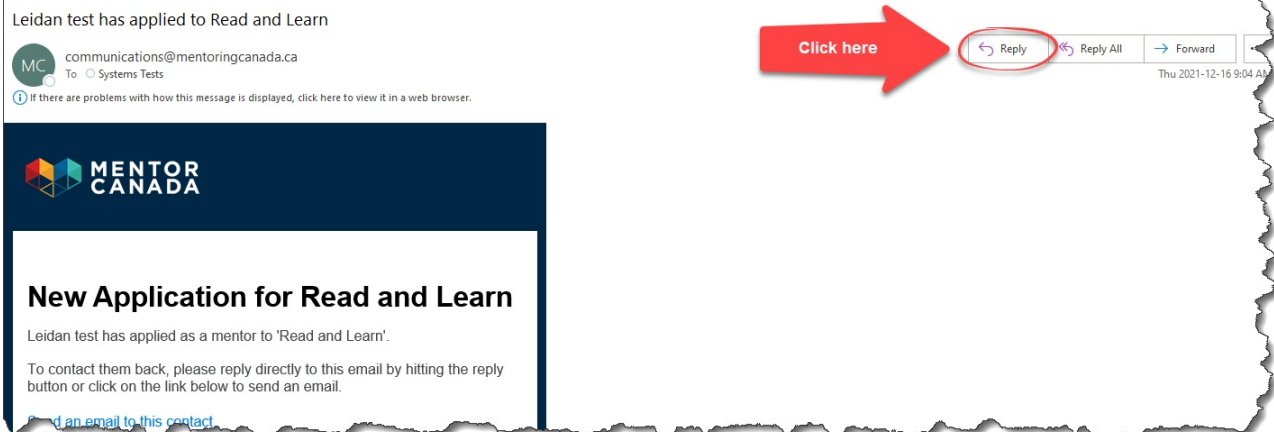


---

## Replying to Program Inquiries

There are two ways the program administrator can reply to contact the inquirer:

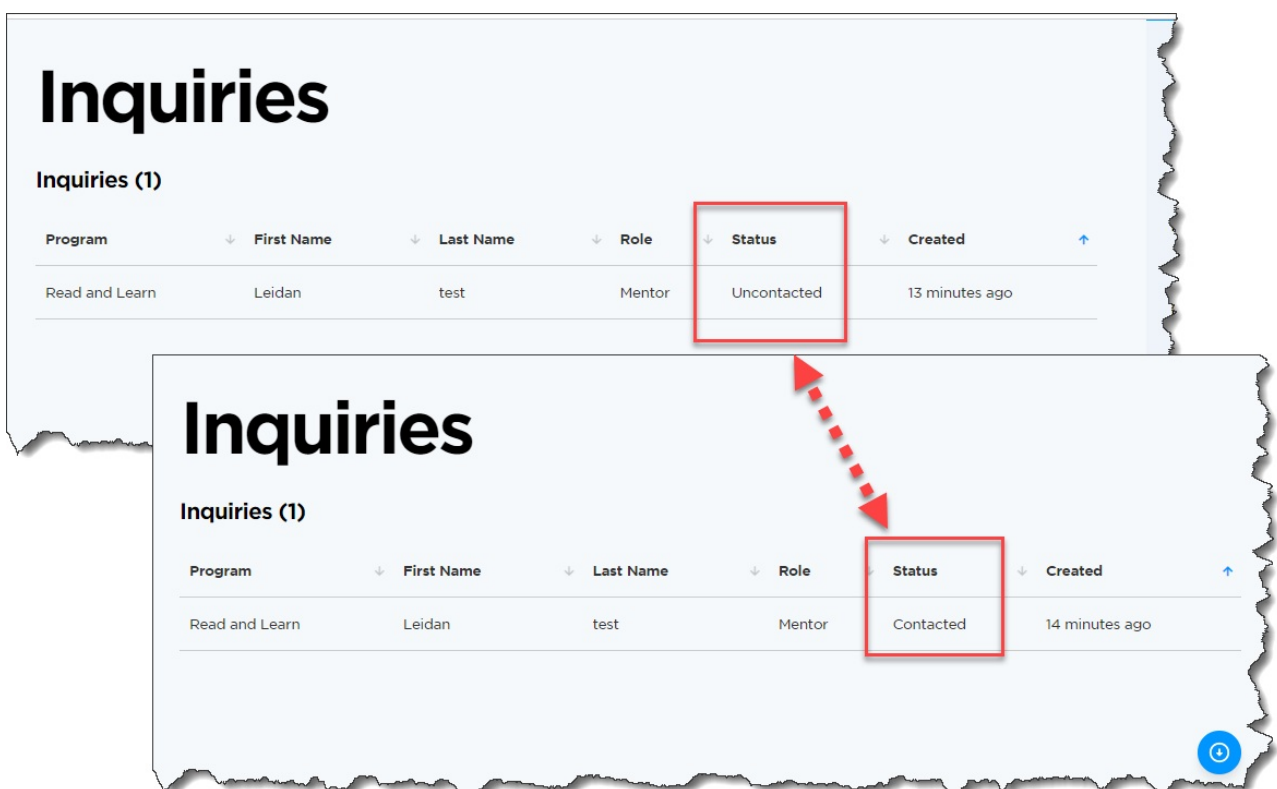
1. Click [Reply](#) on the email **\*Recommended Method\***



**1.1** When clicking on **Reply** you will notice a string of letters and numbers appears (called relay email link) instead of the sender's email address. This is intentional and serves as a middleman that connect the email responses to the inquiry list on the Connector.



**1.2** It will update the inquiry status from "Un-Contacted" to "Contacted" once you have responded to the inquiry.



**1.3** When the program administrator clicks on an individual inquiry, they are provided with additional information given by the inquirer based on their contacted/uncontacted status. When an Inquirer's status is "Uncontacted", the inquirer's email and phone number remain hidden.

## Myriam Test Mentor

Program	Second Test Program Robert
Inquiry Date	2021-12-15 15h54
Status	Uncontacted
Relay Email	<a href="mailto:fdd0881f-5df9-11ec-8ee5-0626f7bed61e@relay.mentor-canada.dev">fdd0881f-5df9-11ec-8ee5-0626f7bed61e@relay.mentor-canada.dev</a>
Email	Hidden
Phone	Hidden
Voice Calls	Yes
SMS Messages	Yes
How Did You Hear About Us?	
How Did You Hear About Us? - Other	

1.4 Once the inquirer has been contacted via email by responding to the email, their status moves to "Contacted" and the hidden information is made visible to the program administrator.

## Myriam Test Mentor

Program	Second Test Program Robert
Inquiry Date	2021-12-15 12h06
Status	Contacted
Relay Email	<a href="mailto:107f36b1-5dda-11ec-8ee5-0626f7bed61e@relay.mentor-canada.dev">107f36b1-5dda-11ec-8ee5-0626f7bed61e@relay.mentor-canada.dev</a>
Email	<a href="mailto:test22-mentor1@mentoringcanada.ca">test22-mentor1@mentoringcanada.ca</a>
Phone	5145555555
Voice Calls	
SMS Messages	Yes
How Did You Hear About Us?	Ontario Mentoring Coalition
How Did You Hear About Us? - Other	



Please note that you can not manage email replies or view email communications from the Inquiry tab. The Inquiry tab is simply to keep track of the program inquiries and their statuses.

2. Click "Send an email to this contact".

### New Application for test5

Michele M has applied as a mentor to 'test5'.

To contact them back, please reply directly to this email, or use the link below to send and email.

[Send an email to this contact](#)

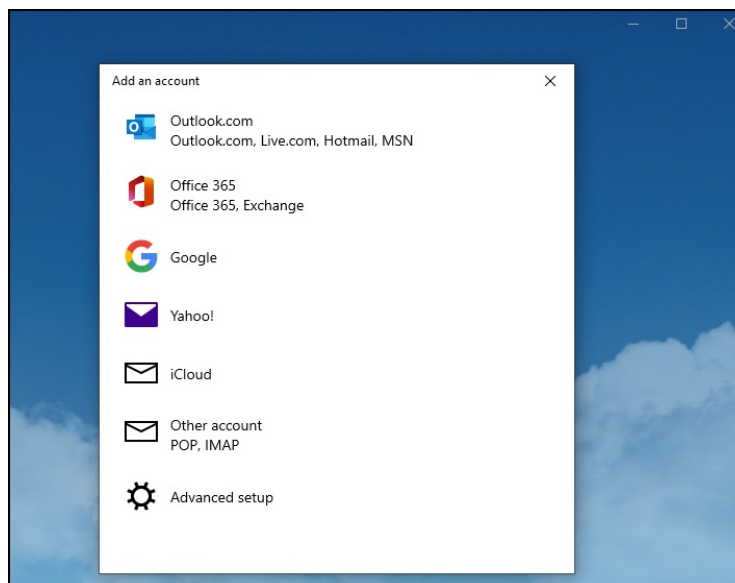
When you click on the "Send an email to this contact" option, one of the following scenarios will occur:

1. If you have a configured desktop email application, it will open a new email reply with the relay email link

automatically populated in the "to" field.

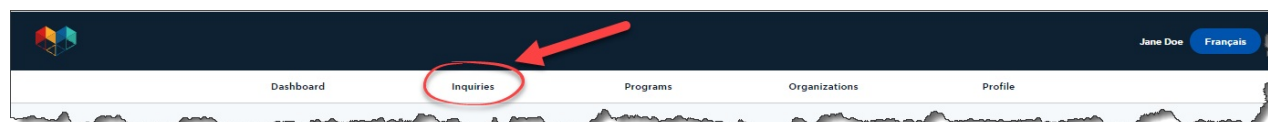
**OR**

2. If you don't have a configured desktop email application, you will be prompted to set up one before you can send a reply. If you require assistance in completing this task, we recommend reaching out to your organization's technical support team. They will be able to provide the necessary guidance and support.

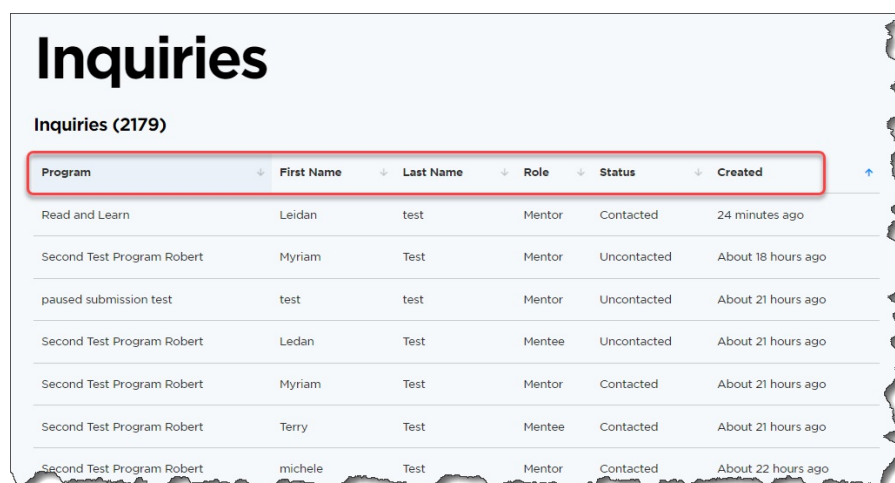


## Viewing Program Inquiries

1. To view program inquiries, after login into the Mentor Connector click on the **"Inquiries"** tab.



1.1 The program administrators can only see inquiries from programs they manage.

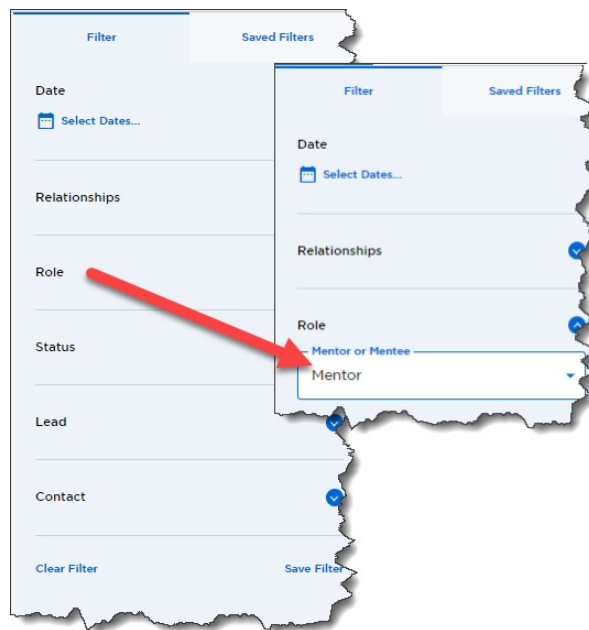


Program	First Name	Last Name	Role	Status	Created
Read and Learn	Leidan	test	Mentor	Contacted	24 minutes ago
Second Test Program Robert	Myriam	Test	Mentor	Uncontacted	About 18 hours ago
paused submission test	test	test	Mentor	Uncontacted	About 21 hours ago
Second Test Program Robert	Ledan	Test	Mentee	Uncontacted	About 21 hours ago
Second Test Program Robert	Myriam	Test	Mentor	Contacted	About 21 hours ago
Second Test Program Robert	Terry	Test	Mentee	Contacted	About 21 hours ago
Second Test Program Robert	michele	Test	Mentor	Contacted	About 22 hours ago

1.1.1 The list has 6 columns which display:

- **Program name**
- **Inquirers' name,**
- **Inquirers' last name,**
- **Inquirers' role,**
- **Status of the Inquiry**
- **Date the Inquiry was sent.**

1.2 Inquiries can be filtered to narrow down the list, using the filter function on the right side of the page.



1.3 Program administrators also have the ability to export the inquiry list as a CVS file.

## Inquiries

Inquiries (5)

Program	First Name	Last Name	Role	Status	Created
Test 2	Joe	Test	Mentor	Uncontacted	11 minutes ago
Test 2	Kathleen	Test	Mentor	Uncontacted	37 minutes ago
Test 2	Kathleen	Doe	Mentor	Uncontacted	About 2 hours ago
Test 2	Kathleen	Doe	Mentor	Uncontacted	About 2 hours ago
Test 2	Kathleen	Doe	Mentor	Uncontacted	About 3 hours ago

[Export this table](#)

inquiries.csv



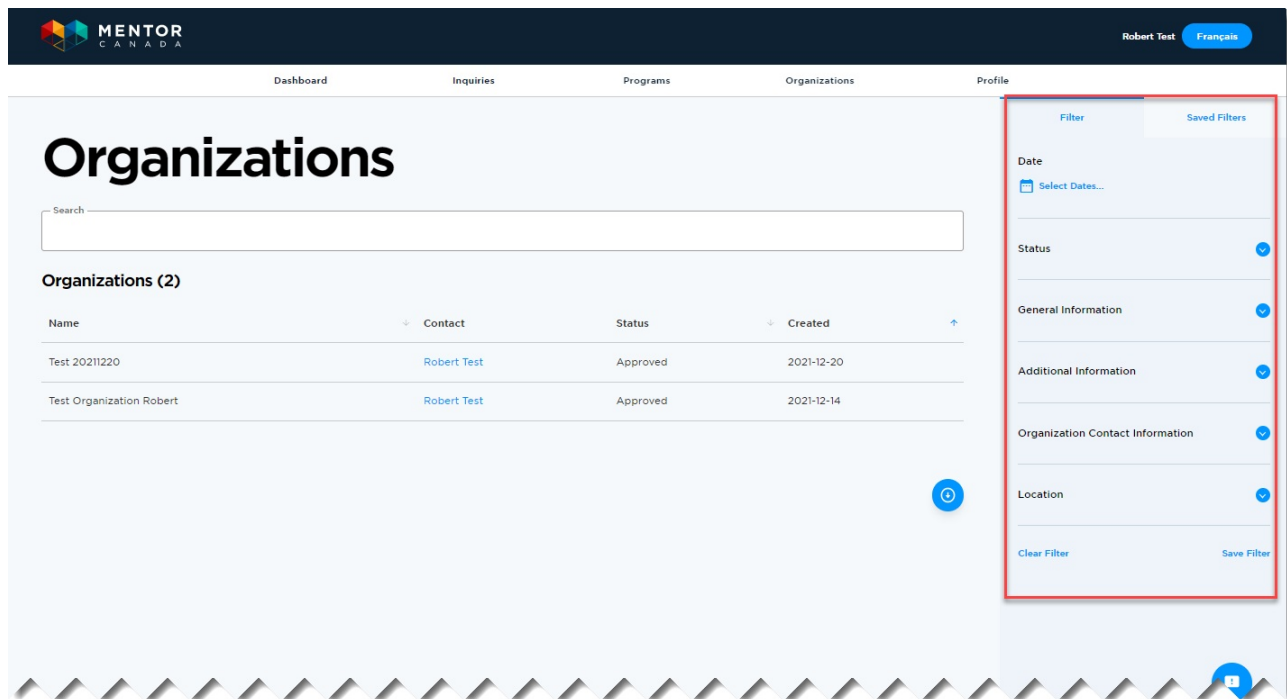
# Filtering Options: Organization, Programs & Inquiries tabs

Mentor Connector offers new robust, dynamic filtering options which are available for administrators from the Organization , Programs and Inquiries tabs.

Filters can also be saved to suit the needs of every administrator. These saved filters are based on each Administrator's personalization and are not visible to other Administrators.

## Access the Filter Feature

Filters can be found on the right-hand side of the Organizations, Programs and Inquiries page.

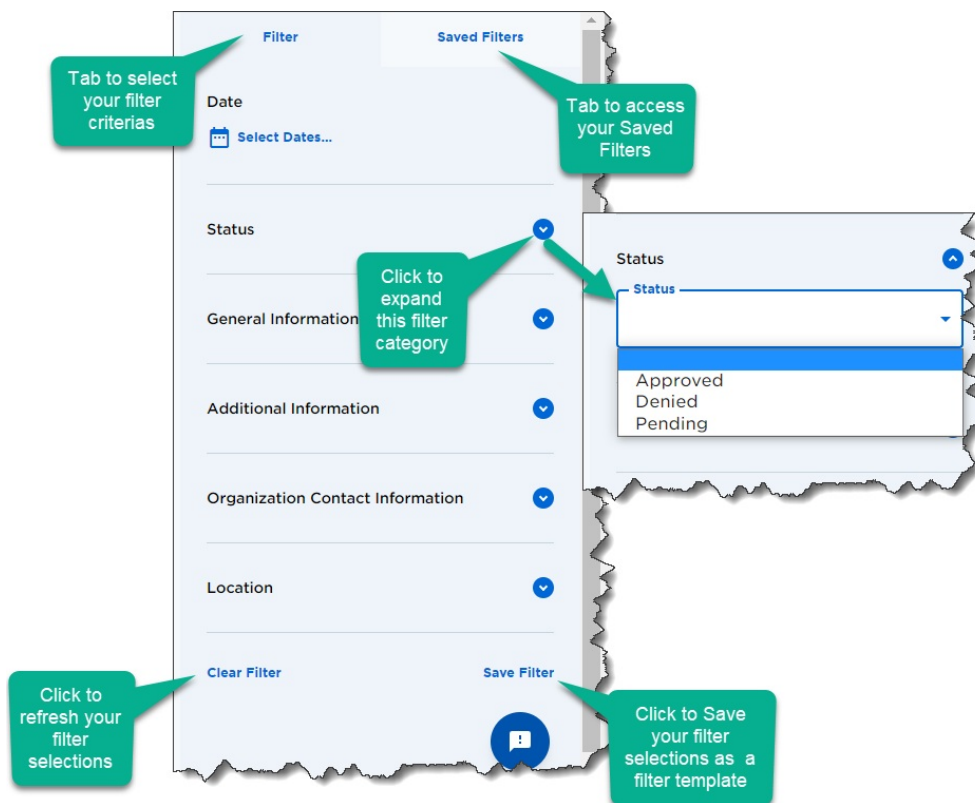


The screenshot shows the Mentor Canada web application interface. At the top, there is a dark blue header with the Mentor Canada logo on the left and the user's name 'Robert Test' and language 'Français' on the right. Below the header is a navigation bar with tabs for 'Dashboard', 'Inquiries', 'Programs', 'Organizations', and 'Profile'. The 'Organizations' tab is currently selected. The main content area is titled 'Organizations' and features a search bar. Below the search bar, there is a table titled 'Organizations (2)' with columns for 'Name', 'Contact', 'Status', and 'Created'. The table contains two rows of data. On the right side of the page, there is a sidebar with a 'Filter' tab and a 'Saved Filters' tab. The 'Filter' tab is active, showing a list of filter categories: 'Date' (with a 'Select Dates...' button), 'Status' (with a checkmark), 'General Information' (with a checkmark), 'Additional Information' (with a checkmark), 'Organization Contact Information' (with a checkmark), and 'Location' (with a checkmark). At the bottom of the filter sidebar, there are buttons for 'Clear Filter' and 'Save Filter'. A blue circular button with a plus sign is located at the bottom right of the main content area.

Name	Contact	Status	Created
Test 20211220	Robert Test	Approved	2021-12-20
Test Organization Robert	Robert Test	Approved	2021-12-14

## Filters Structure

Even though the filter selection criteria will vary from a page to another, the structure and usage are the same.



## Filtering Options for Each Mentor Connector Tab

### Organizations Filtering Options

This image displays the 'Organizations Filtering Options' form. The 'Filter' tab is active, and several sections are expanded to show their respective fields:

- Date:** Includes a 'Select Dates...' button.
- Status:** Includes a 'Status' dropdown menu.
- General Information:** Includes 'Organization Name', 'Legal Name', and 'Description of Organization' text input fields.
- Additional Information:** Includes 'Organization Type' (dropdown), 'Organization Type - Other' (text input), 'Tax Status' (dropdown), and 'Tax Status - Other' (text input). 'Multi Select' links are provided for 'Organization Type' and 'Tax Status'.
- Organization Contact Information:** Includes 'First Name', 'Last Name', 'Tax Status - Other' (dropdown), 'Position' (dropdown), 'Position - Other' (text input), 'Phone', 'Alternate Phone', 'Email', and 'Web Address' text input fields.
- Location:** Includes 'Does your organization have a physical address?' (dropdown) and 'Address' (text input) fields.

### Program Filtering Options

Filter

Saved Filters

Date

Select Dates...

Status

Status

Multi Select

Relationships

Organization

Multi Select

Organization Filter

Multi Select

Program Information

Program Name

Program Description

Mentor Role Description

Program Contact Information

First Name

Last Name

Position

Email

Phone

Alternate Phone

Program Delivery

Organization

Service Area

Program Areas of Service

Program Details

Facebook

Twitter

Website

Instagram

Program Focus Area

Multi Select

Program Focus Area - Other

Primary Meeting Location

Multi Select

Primary Meeting Location - Other

Estimated Number of Youth Served Per Year

Estimated Number of Mentees on Waiting List

Types of mentoring opportunities offered

Multi Select

Types of Mentoring Opportunities Offered - Other

Program operated through

Multi Select

Program Operated Through - Other

How are mentoring meetings scheduled?

Multi Select

How Are Mentoring Meetings Scheduled - Other

Gender(s) program serves

Multi Select

Gender(s) Program Serves - Other

Age(s) program serves

Multi Select

Age(s) Program Serves - Other

Family structure(s) program serves

Multi Select

Family Structure(s) Program Serves - Other

Youth served

Multi Select

Youth Served - Other

Target mentor gender(s)

Multi Select

Target Mentor Gender(s) - Other

Target mentor age(s)

Multi Select

Target Mentor Age(s) - Other

## Inquiries Filtering Options

Filter

Saved Filters

Date

Select Dates...

Relationships

Program

Multi Select

Program Filter

Multi Select

Role

Mentor or Mentee

Status

Contacted Status

Lead

How Did You Hear About Us?

How Did You Hear About Us? - Other

Contact

First Name

Last Name

Email

Phone

Voice Calls

SMS Messages

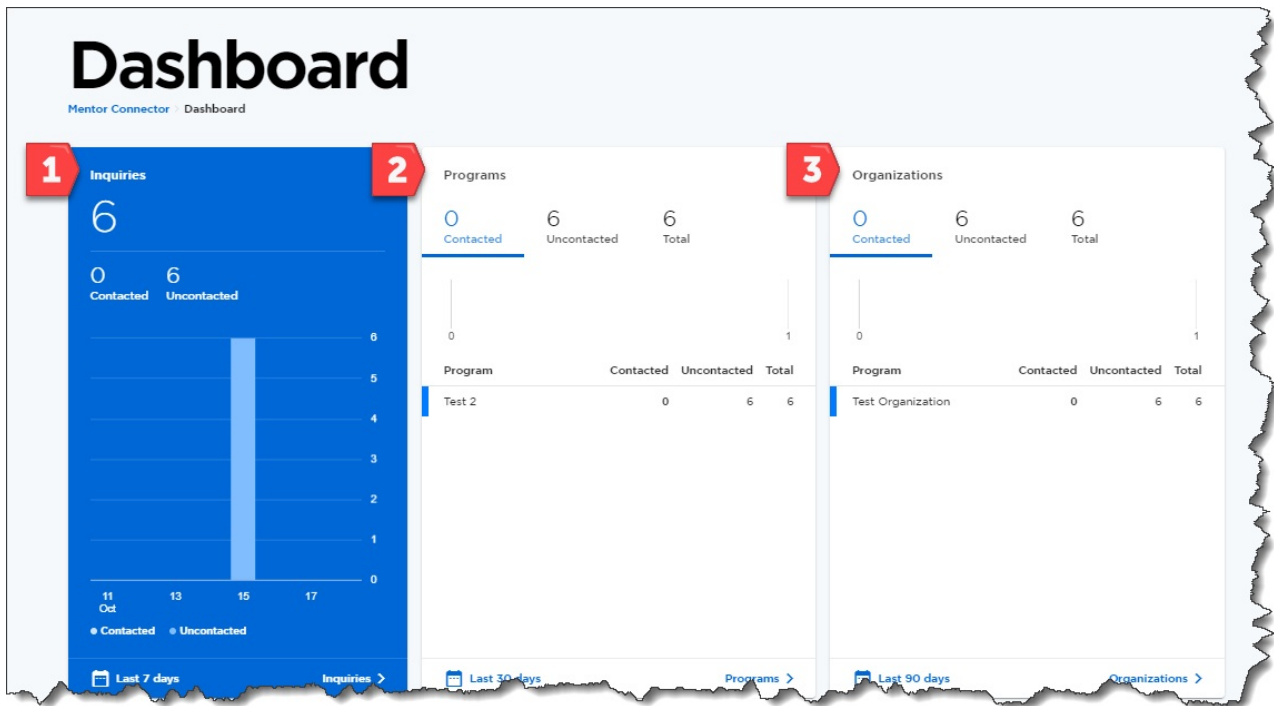
# Dashboard & Data Export

## Dashboard

The Dashboard is a great new feature of Mentor Connector, which serves as a convenient way to visualize your data at a glance.

The dashboard **displays the sum of contacted and un-contacted inquiries** in 3 different formats and views:

1. Per date across all your programs (Left table)
2. Sum of contacted & uncontacted inquiries per program (Central table)
3. Sum of contacted & uncontacted inquiries per organizations (Right table)



ⓘ Only organization administrators can view data from the Organization table (right table).

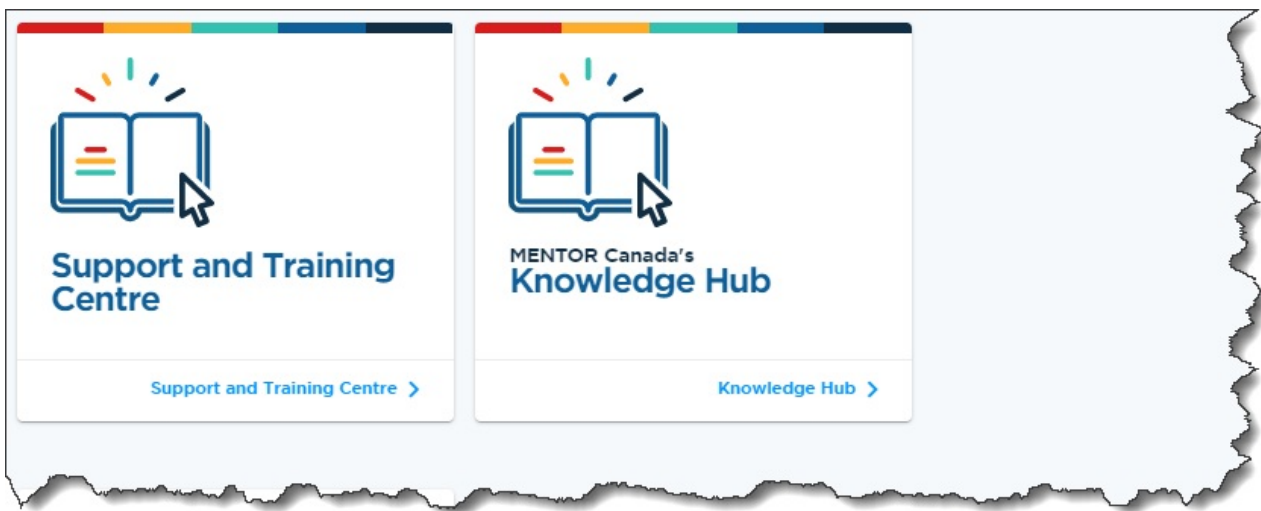
There is a calendar filter at the bottom of each table to display information for a specific time frame.

You will also notice a shortcut to the Inquiries, Programs and Organization tabs.

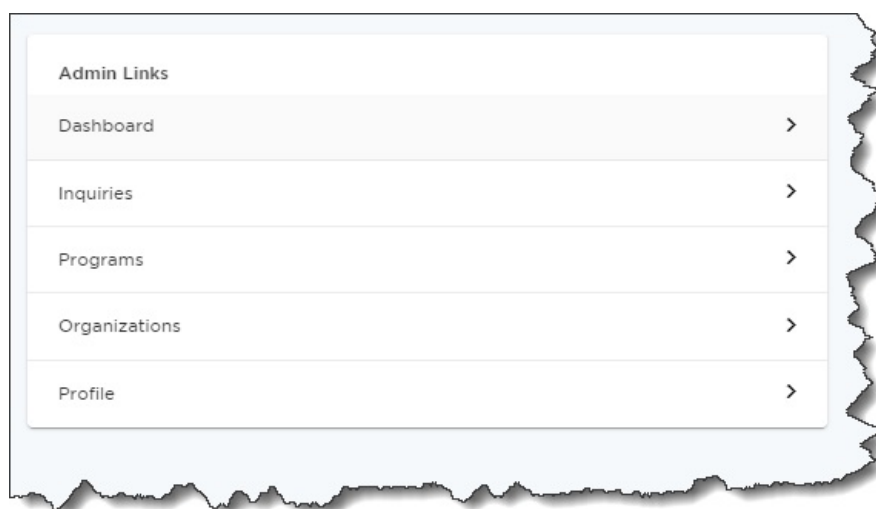


## Dashboard Resources

The Dashboard view also provides links via display cards to Mentor Canada's Knowledge Hub and the Support and Training Centre.



Right underneath the Resource Cards, program administrators will find shortcuts to access the other sections of Mentor Connector.



## Exporting Data

Mentor Connector has a feature that allow administrators to export data as CVS files.

Data can be imported from the following tabs:

- Inquiries
- Programs
- Organizations

To export data from one of the above-mentioned tabs, look for the following export symbol at the bottom of the page.



# Programs

## Programs (2)

Name	Organization	Contact	Status	Responsiveness Tier	Source	Created
Test 2	<a href="#">Test Organization Robert</a>	<a href="#">Marie Test</a>	Approved	1	Mentor Connector	2021-12-20
Second Test Program Robert	<a href="#">Test Organization Robert</a>	<a href="#">Emily Test</a>	Approved	4	Mentor Connector	2021-12-15



The CVS file contains much more information than what is displayed on the current page. The file contains the field entries from the inquiries, programs and organization submission.

### Example of an export from the Programs' tab:

A	B	C	D	E	F	G	H	I	J	K	L
Program Name	Program Description	Mentor Role Description	Organization	Currently Accepting Mentors, Mentees	First Name	Last Name	Position	Email	Phone	Alternate Phone	How is this program delivered?
	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam vitae sem et velit pellentesque imperdiet id sit amet justo. Phasellus lobortis mi magna, non sollicitudin mauris elementum a. Cras viverra varius fermentum. In suscipit venenatis augue, quis vulputate justo semper vitae. Pellentesque ullamcorper odio ut hendrerit interdum. Fusce ut dolor ultrices arcu imperdiet cursus porttitor sit amet leo. Duis ullamcorper lectus justo, commodo scelerisque nulla auctor et. Sed convallis accumsan erat in maximus.</p>	<p>Suspendisse lacinia, diam eget malesuada condimentum, turpis nisl bibendum lacus, non rutrum ante metus a augue. Curabitur malesuada augue enim, bibendum maximus nibh consectetur et. Ut non neque luctus diam tincidunt porttitor vitae eu turpis. Suspendisse potenti.</p>	Test Organization		Jane	Doe	Program Manager	test25-pro	555-555-5555		E-mentoring program offered virtually
Test 2		test	Test Organiza	Mentors	Jane	Doe	Program Manager	test25-progadmi	555-555-5555		E-mentoring program offered virtually
Test Program	test program							n@mentoringcanada.ca			

# Request access to the Virtual Mentoring Platform

## Request Access to the Virtual Mentoring Platform

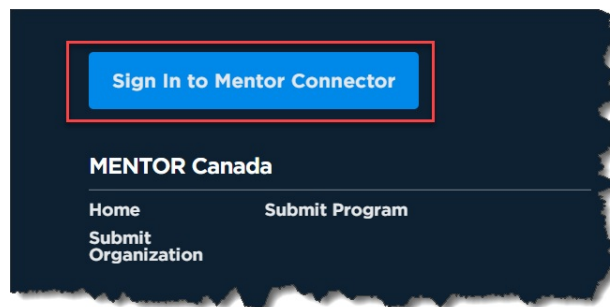
Organization and program **administrators** will be able to request access to the MentorCity Virtual Mentoring Platform through Mentor Connector.

### 1. Mandatory: Sign up for an **onboarding session** \*

\* Access to the Virtual Mentoring Platform is available only to organizations and programs that **have been approved by Mentor Canada after submission and that have signed up for a [MentorCity onboarding session](#)**

### 2. During onboarding, go to <https://connect.mentoringcanada.ca/en>

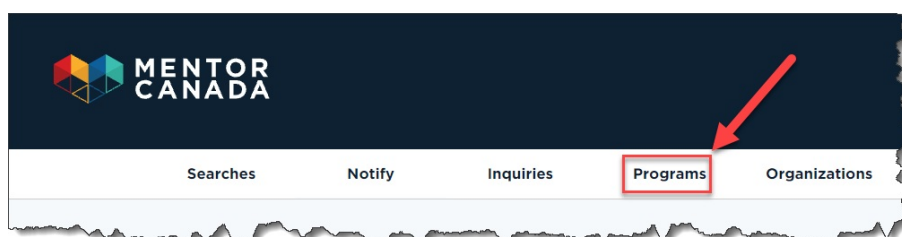
2.2 Scroll down and click on **Sign in to Mentor Connector**.



2.3 Enter your credentials and click **Sign in**.

A screenshot of the "Sign In" form. The title "Sign In" is at the top in large black font. Below it, there are two input fields: "Email \*" with the value "joe.test@mentoringcanada.ca" and "Password \*" with masked characters "....". At the bottom, there is a link "Forgot your password?" and a blue button labeled "Sign In".

2.4 Click the "Program" tab



2.5 Click on the program that requires access to the e-mentoring platform

**Programs (15)**

Name	Organization	Contact	Status	Created
In School Mentoring				

**2.6** Click **Request Access to the E-Mentoring Platform** at the top left-hand side of the page.

# Edit Program

**Request Access to the E-Mentoring-Platform**

## Program Information

If you would like to have a bilingual listing for your program, please complete both English and French fields. If not, please complete fields in the language of your preference.

**2.7** The access form will come up with the information already populated. However, it is possible to change the information in each field if required:

- A.** Program title: do not change this information, the program title in Mentor Connector should match the program title in MentorCity.
- B.** The full name and email address of the designated E-Mentoring Platform administrator. The virtual Mentoring Platform Administrator does not need to be the Mentor Connector program administrator.
- C. Optional:** Upload your logo, so it is displayed on the E-Mentoring platform.
- D.** Accept the Terms of Use and the Privacy Policy.
- E.** **Cancel** the request or confirm the request by clicking **Request Access**.

**Request Access to the E-Mentoring-Platform**

Program Title \*  
Second Test Program **A**

Please enter the information for the person who will be the administrator of the e-mentoring platform for your program.

First Name \*  
Emily **B**

Last Name \*  
Test

Phone \*  
416-555-5555

Email \*  
test22-progadmin@mentoringcanada.ca

**Optional:** Add your logo for use within the E-Mentoring-Platform.  
For best results please upload a 300 x 300 pixel image.

Logo **C**  
Advanced1.png

☒ I have read and agree to the [Terms of Use](#) and [Privacy Policy](#) **D**

**E**  
CANCEL REQUEST ACCESS

**2.8** Click **Request Access** to complete

**Request Access to the E-Mentoring-Platform**

Program Title \*  
Second Test Program

Please enter the information for the person who will be the administrator of the e-mentoring platform for your program.

First Name \*  
Emily

Last Name \*  
Test

Phone \*  
416-555-5555

Email \*  
test22-progadmin@mentoringcanada.ca

**Optional:** Add your logo for use within the E-Mentoring-Platform.  
For best results please upload a 300 x 300 pixel image.

Logo  
Advanced1.png

☒ I have read and agree to the [Terms of Use](#) and [Privacy Policy](#)

CANCEL REQUEST ACCESS

**2.9** The below message will then be posted on the program page and will remain pinned at the top to prevent multiple requests for the same organization.

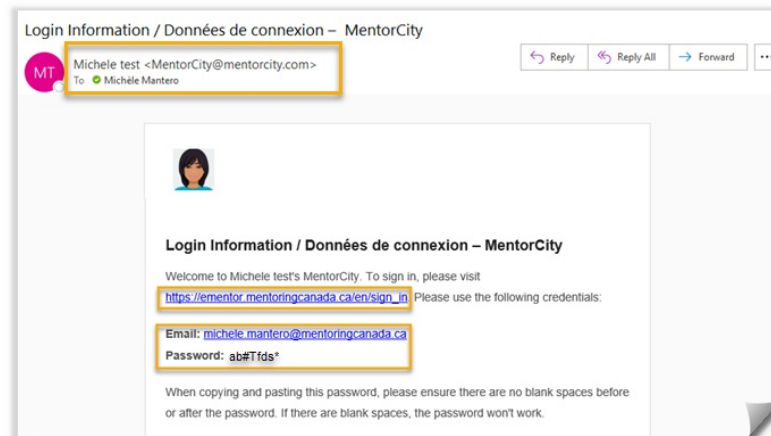
## Edit Organization

An invitation to the e-mentoring platform has been sent for 'Bow River Support Centre'. The invitation was sent to John Doe ([john.doe@email.com](mailto:john.doe@email.com)) at the request of Rita Chabot ([test7-orgadmin@mentoringcanada.ca](mailto:test7-orgadmin@mentoringcanada.ca)) on Friday, March 12th, 2021 at 1:54 PM.

If an email from Mentor To Go isn't received at [john.doe@email.com](mailto:john.doe@email.com), please ensure it wasn't sent to junk/spam, and if it isn't there, then visit [support.mentoringcanada.ca](http://support.mentoringcanada.ca) for assistance.

### 3. Complete your Registration & Access the E-Mentoring Platform:

**3.1** The virtual mentoring platform designated program administrator will receive an onboarding email from MentorCity. The sender's name is displayed as the program name.



**3.2** Click the link provided in the email to complete registration.



**3.3** Enter the provided credentials and click **Login**

A screenshot of the Mentor Canada login page. It features the Mentor Canada logo at the top, followed by the text 'Welcome to the E-Mentoring Platform brought to you by:'. Below this is a 'Login' section with two input fields: one for the email address 'michele.mantero@mentoringcanada.ca' and another for the password, represented by dots. There is a 'Remember me' checkbox which is checked. At the bottom is a blue 'Login' button.

**3.4** Create a new password and click **Save Changes**

Account Settings

Notification Settings

\* Email

michele.mantero@mentoringce

\* Current Password

\*\*\*\*\*

The password you currently use to access this website.

New password

\*\*\*\*\*

This must have at least one capital letter and a number or symbol and be six or more characters in length.


Password confirmation

\*\*\*\*\*

Must match the new password provided above.

Save Changes

Cancel

 From here, additional information will be provided during the onboarding training session.

# Mentor Connector Support & Feedback

## Contact Us

For all inquiries, technical support questions or concerns related to Mentor Connector you can connect with us via:

<b>Email:</b>	<a href="mailto:support@mentoringcanada.ca">support@mentoringcanada.ca</a>
<b>Support &amp; Training Centre:</b>	Consult the user guide and the FAQ's
<b>Phone:</b>	For any urgent request, please call 1.800.263.9133 ext. 65

---

## Password reset and forgotten passwords

If you forgot your password or need a password reset, simply click "**Forgot your password?**" on the login page and follow the instructions.

You can also reset your password using this URL: <https://connect.mentoringcanada.ca/en/forgot>



---

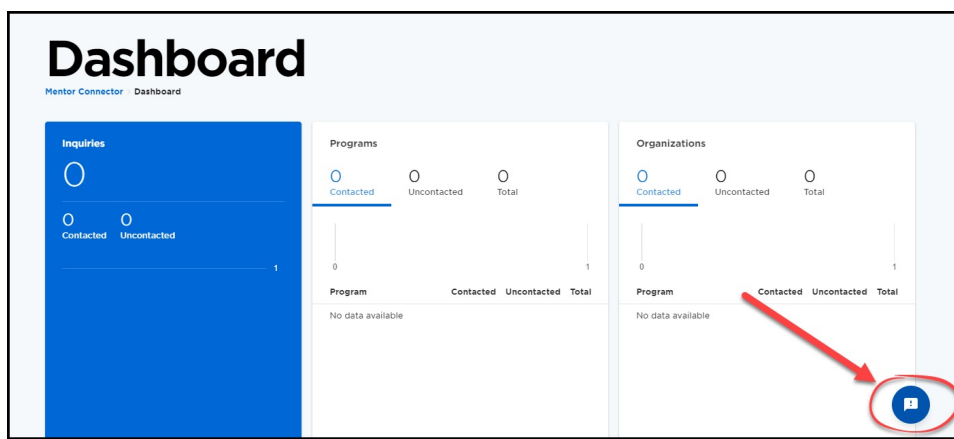
## Feedback

A feedback bubble is now offered throughout the entire Mentor Connector for users to let Mentor Canada know how their experience can be improved. For immediate assistance, please contact [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca)

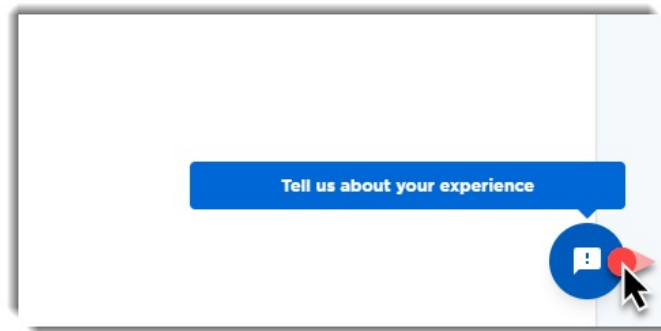
[Follow these steps to provide feedback:](#)

1. Click on or hovers over the action button to provide feedback.





2. A pop-up providing additional information on this function appears. Click the bubble button.



3. Enter your email address, your feedback message, and click **Submit**.

**Tell us about your experience**  
 Let us know what you're thinking and what we can do to improve your experience.

test25-progadmin@mentoringcanada.ca  
  
 Hello,  
  
 Is there an opportunity to add.....|

**Submit**

×

**3.1** You will receive a copy of the email, so you can retain it for future reference.  
The email subject line will indicate "Your comments".

## Your comments



communications@mentoringcanada.ca  
To Systems Tests



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



Hello,

Is there an opportunity to add.....

Follow us



# Log In & Out of Mentor Connector

## Login to Mentor Connector

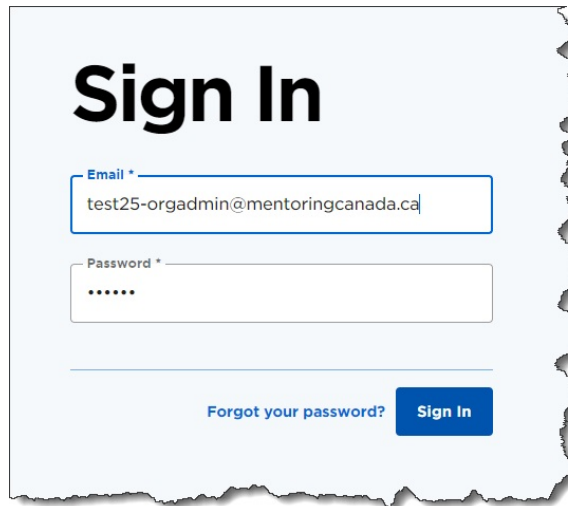
1. Go to <https://connect.mentoringcanada.ca/en>

 We recommend bookmarking the above link for a quick access: <https://connect.mentoringcanada.ca/en>

2. Scroll down to the very bottom of the page and click on **Sign in to Mentor Connector.**



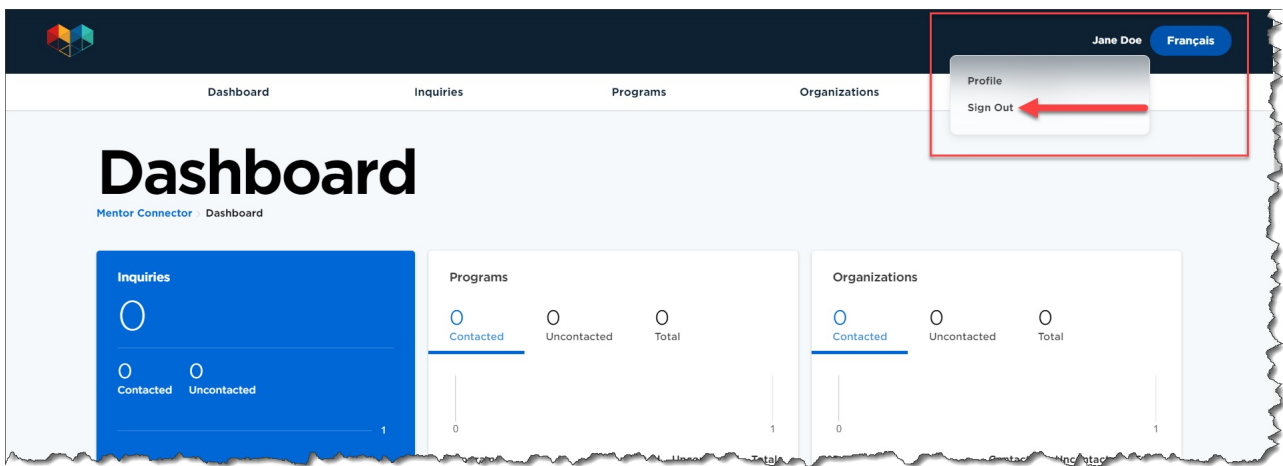
3. Enter your credentials and click **Sign in.**

A screenshot of the 'Sign In' form. The form has a light blue background. At the top, the text 'Sign In' is displayed in large, bold, black font. Below this, there are two input fields: 'Email \*' and 'Password \*'. The 'Email \*' field contains the text 'test25-orgadmin@mentoringcanada.ca'. The 'Password \*' field contains six dots. Below the password field, there is a link 'Forgot your password?' and a blue button labeled 'Sign In'.

---

## Logout of Mentor Connector

1. To logout of Mentor Connector, hover your cursor over your name on the top right-hand side of the page and click **Sign out.**



1.1 You can also click on the **Profile** tab and then click the blue **Sign Out** button.

