

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** *

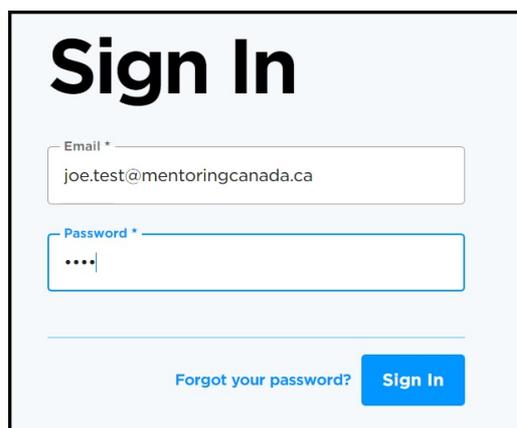
* Access to the Virtual Mentoring Platform is available only to organizations and programs that **have been approved by Mentor Canada after submission and that have signed up for a [MentorCity onboarding session](#)**

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

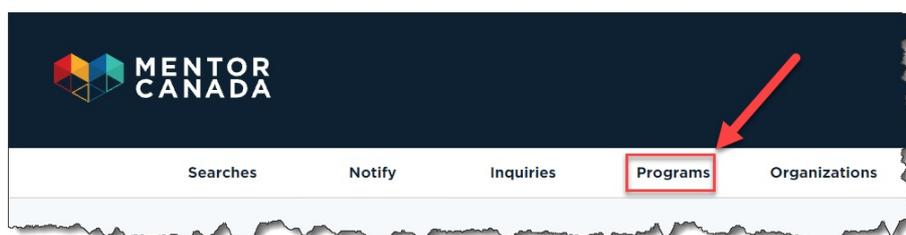
2.2 Scroll down and click on **Sign in to Mentor Connector**.



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

A screenshot of the Sign In form. The 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 "joe.test@mentoringcanada.ca". The password field contains three dots. Below the input fields, there is a link that says "Forgot your password?" and a blue button with white text that says "Sign In".

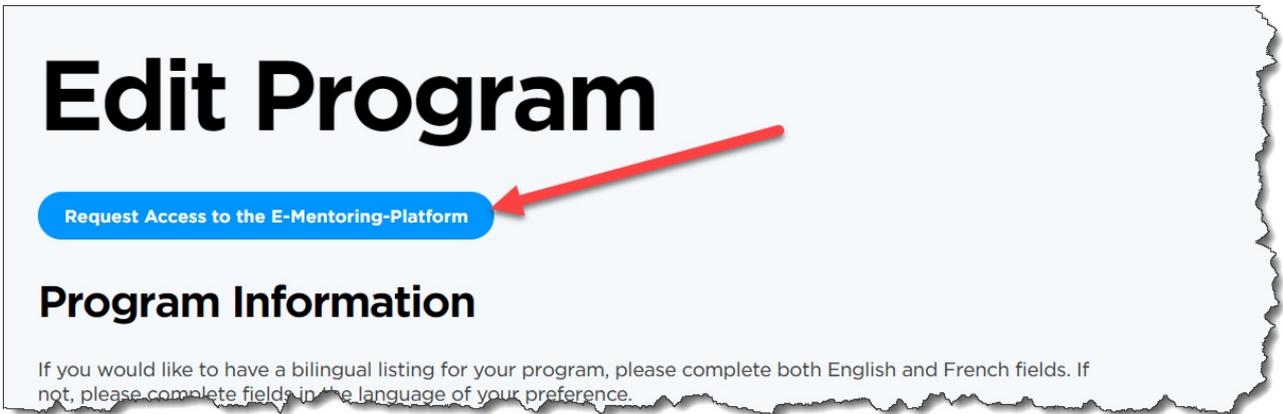
2.4 Click the "Program" tab



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



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



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**.

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

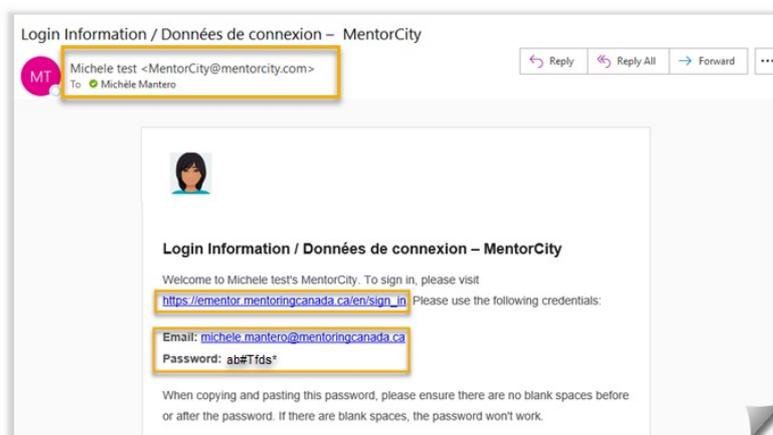
2.9 The below message will then be posted on the program page and will remain pinned at the top to prevent multiple requests for the same organization.

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) at the request of Rita Chabot (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, please ensure it wasn't sent to junk/spam, and if it isn't there, then visit 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.

Login Information / Données de connexion – MentorCity

Welcome to Michele test's MentorCity. To sign in, please visit

https://ementor.mentoringcanada.ca/en/sign_in Please use the following credentials:

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



Welcome to the E-Mentoring Platform brought to you by:

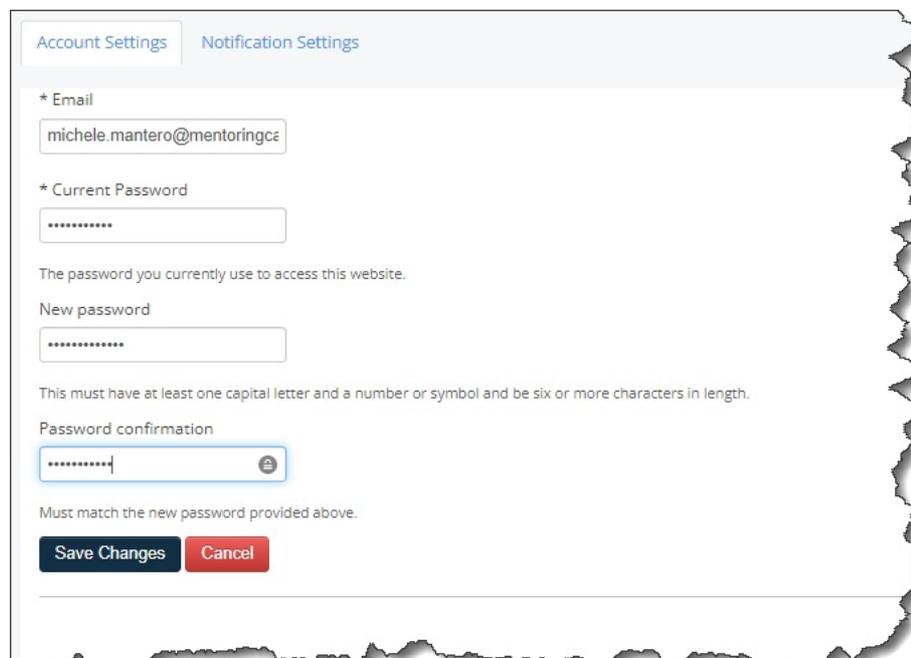


MENTOR CANADA

Login

Remember me

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



Account Settings Notification Settings

* Email

* 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.

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