

Tips and Tricks for Signing Up to be a Mentor and/or Mentee with NSGConnect

1. Log into **NSGConnect**
 - a. Log in to NSGC using your username and password
 - b. Hover over the “**Members**” tab, then click “**NSGCommunities**”
 - c. “**NSGConnect**” is now an option at the top of the page. Hover over it, then click the first option, “**Engage with NSGConnect**”. This page has lots of tips and tricks for using the site
2. Create or Update your profile
 - a. Scroll down to “**update your profile**” and click on the “**profile**” hyperlink in the text.
 - b. Click “**my profile**” and select “**my mentor profile**” or “**my mentee profile**”.
 - i. My profile: general profile including education, job history, and contact info (this does not affect the mentor/mentee match process, it just gives potential matches a chance to learn more about you)
 - ii. My mentor profile: indicate desired mentor role, including interests in mentorship, areas of practice and/or involvement in NSGC
 - iii. My mentee profile: indicate desired mentee role, including aspects of what you desire in a mentor match
 - iv. ***When updating your mentor/mentee profile, select any criteria (checkboxes) that align with your goals or background to increase the likelihood of a future match.*
3. Search for mentors or mentees
 - a. Hover over NSGConnect on the top banner and click on either “**Find a Mentor**” or “**Find a Mentee**”. You will be routed to a directory.
 - b. Select the **most important** criteria/area of interest for an ideal match. You will be matched with the mentor/mentee who selected the same option(s)
 - i. If you have *too many* match results, you can edit your search to add more checkbox selections to limit the results.
 - ii. If you have *no or too few* matches, you can edit your search by removing some selected checkboxes, which will generate more matches.
4. Match with a mentor or mentee
 - a. Review your search results. Click on their profiles to learn more about them.
 - b. Once you select the person you think best suits you, click on “**send me a mentor/mentee request**” underneath their profile picture. You can add a personal message and then submit the request. This will generate an invitation that is emailed from NSGConnect to your match.
 - c. Once your match has accepted your request, you will receive an email sent via NSGCommunities. Once you have shared contact information, work together to schedule a time to meet, topics to discuss and a format for your mentoring relationship.

Quick tips:

To increase the likelihood of a match, your profile should include ALL the criteria checked that match your interests. However, when searching for your match, focus on the one or two most important criteria you want to match on.

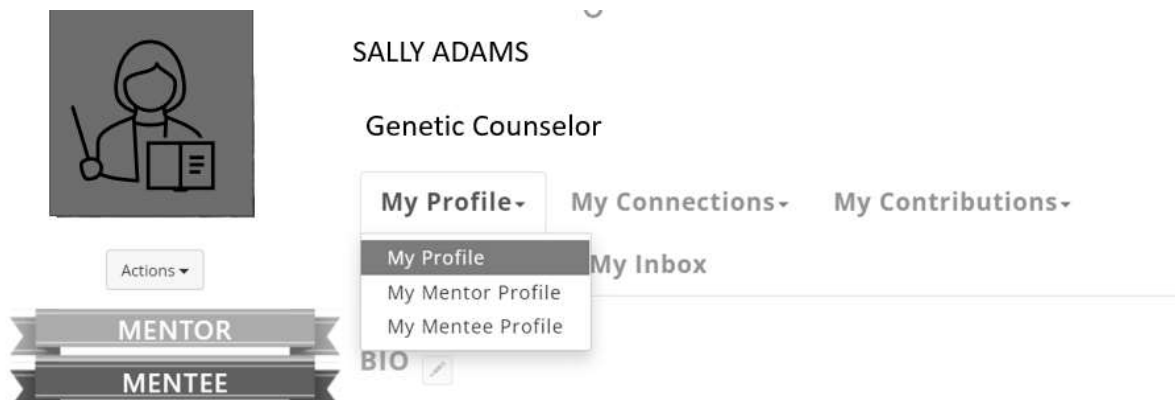
If you have any questions, please scroll to the bottom of the [main NSGConnect page](#) for the contact information for the current chair and vice-chair of the Mentorship subcommittee.

Some key images from the enrollment process:

Getting Started - Accessing NSGCommunities after logging into NSGC



Updating your Profile - Different Profile options



Connecting - Banners and Connection Request options on a person's Profile page

