# **User Guide: Mentorship**

Register as a mentor



## Description

As part of our commitment to your personal and professional growth, MRU Career Services is thrilled to introduce our exclusive Indigenous Career Mentorship Program running from January to April 2025. This Indigenous Career Mentorship program is designed to provide you with the guidance and support needed to thrive in your chosen career path.

## How-to

### Create a profile in MyCareerHub:

If you already have a profile in MyCareerHub, please skip this step.

- 1. Go to MyCareerHub
- 2. Under the "Employers" column, click "Register"
- 3. Complete the registration form
  - a. Be sure to select Yes on the "Are you creating this account for Career Mentorship?" question
- 4. Once your account has been approved, you will receive an email

Please note that communication with the program coordinator will be through the email you used to register as an Employer on MyCareerHub.

#### Complete a mentor application:

- 1. Navigate to the Indigenous Career Mentorship tab on the left-hand side
- 2. Click "Become a Mentor"
- Accept Terms and Conditions (if you have any questions please contact studentjobs@mtroyal.ca)
- 4. Complete the application
- 5. Choose the term Winter 2025
- 6. After submitting, your application will be considered and you will receive an email when it has been approved.
- 7. Students will be able to see your mentorship profile and choose based on best matches. Once a student has matched with a mentor and the match has been approved, both mentor and mentee will receive an email with contact information.









#### **Returning Mentors**

Our Mentor/Mentee profile questions have changed: Please be sure to review and update your profile to ensure it is accurate. Please click on the 3 dot Action Circle in the bottom right-hand corner and select Edit Mentor Profile.

- 1. Availability
- 2. Number of Student Mentees you can support
- 3. Review all other sections for accuracy

Students will be able to request matches beginning mid-October 2024, so please ensure your profile is updated before then.

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