# **How-to: Mentorship**

## Register as a mentee



## Description

The Career Mentorship program at Mount Royal University is making a transition to build off the great success of the first 10 years. We will now be offering mentorship options to students enrolled in credit programs starting from the third year and up. This program aims to be transformative, informative, flexible, and accessible to students and mentors alike.

We're expanding the program to meet the diverse and unique needs of the Mount Royal population by offering: group mentorship; 1:1 mentorship; short or long-term and virtual or in-person opportunities. As a student, you'll be able to engage with Career Services and the Career Mentorship program in a way that makes sense for you in your career development journey; accessing what you need, when you need it.

### How-to

### Create a login to MyCareerHub:

All credit students automatically have a profile in MyCareerHub

- 1. Go to MyCareerHub
- 2. Under Students and Graduates click Login
- 3. Login with your MRU credentials

#### Complete a mentee application:

- 1. Navigate to the Mentorship tab on the left-hand side
- Click "Become a Mentee"
- 3. Accept Terms and Conditions (if you have any questions please contact studentjobs@mtroyal.ca)
- 4. Complete the application
- 5. Select Winter 2025 and submit your application
- 6. After submitted, your application will be considered and you will receive an email when it has been approved

Please note that communication with the program coordinator will be through your MRU email, therefore you must check this email regularly.

UG - Mentorship - Register as a Mentor - Last Updated October 2022







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Once you are connected with a mentor, you may choose to let them know if you have an alternate email you'd like to connect through. For example, Gmail.

#### Find and connect with a mentor:

- 1. In the Mentorship module, click on the three dots (ellipses) at the bottom right of the screen
- 2. Click "Search for a Connection"
- 3. If you know the name of a mentor you'd like to connect with you can type it in
- 4. Select different criteria that you might like to search for potential mentors. You can search by the following criteria
  - a. Availability
  - b. Preferred Method of Contact
  - c. Program Mentor Completed
  - d. Industry Mentor Works In
  - e. Area you are looking for guidance
  - f. Mentors values
- 5. After putting in your criteria or leaving it blank click 'Next'
- 6. Your search results will retrieve all available mentors, you can view their profiles to read about them
- 7. You can always go back and update the criteria if need be by selecting the back arrow at the top of the page
- 8. Once you've chosen a suitable mentor, click "Request Mentorship"
- 9. Career Services will vet all connections for suitability and you will receive an email when your connection has been approved with contact information



