

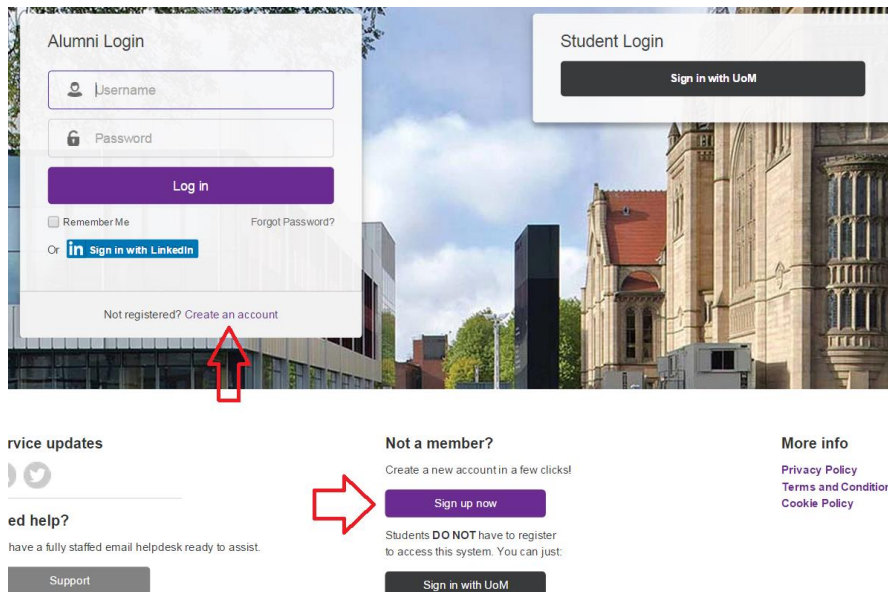
## The Manchester Network

The Manchester Network portal allows alumni and students to create an online profile and get involved in mentoring programmes.

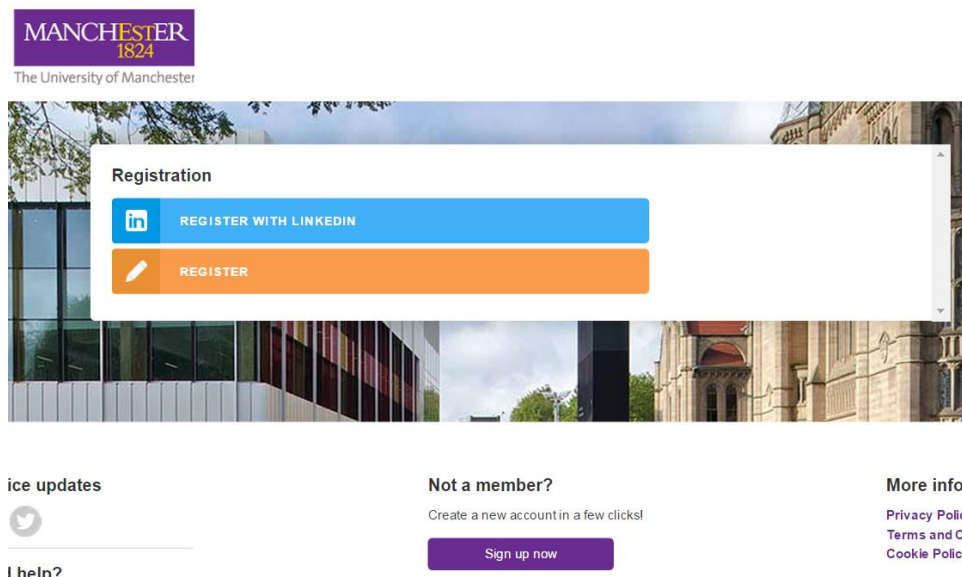
### Registration

To get started, register with the Manchester Network

- 1) Click on either 'Create an account' or 'Sign-up now'.



- 2) Select how you want to register. You can either use your Linked-in username and password to register, or register manually.



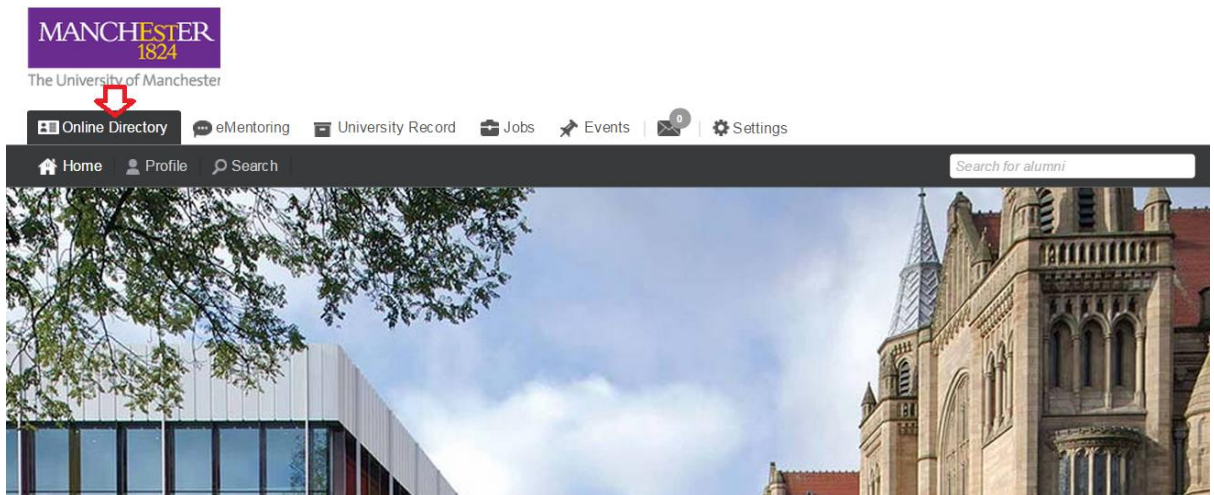
- 3) Complete the registration form. You will receive two emails:
  - A first saying that your account has been created
  - A second once your account has been verified. Once you receive this message, follow the link to use the username and password you chose at registration to log-in.

## The Online Directory - creating a personal profile

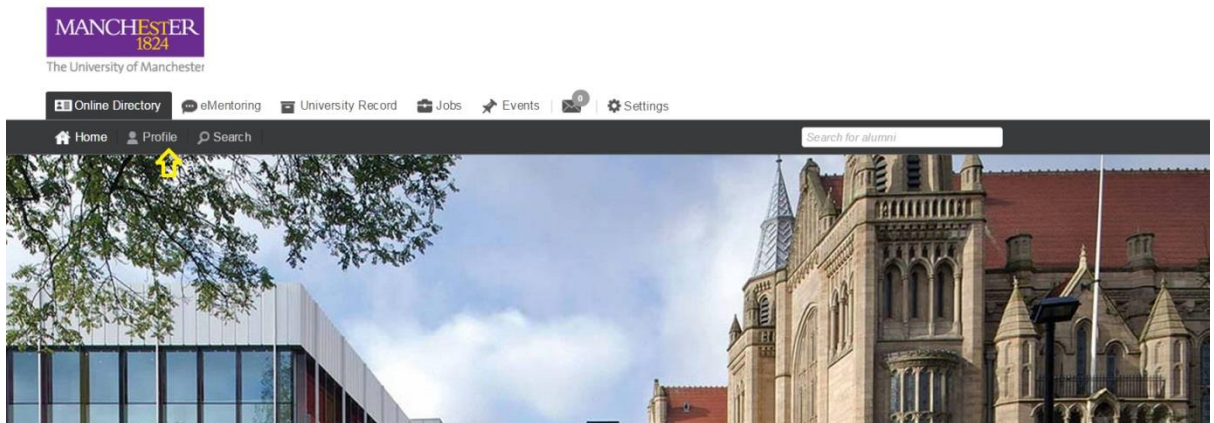
Your personal profile contains the information that you choose to share with other users of The Manchester Network. The profile includes a brief biography, and details of your academic achievements and professional history.

To create your profile:

- 1) Click on the 'Online directory' tab at the top of the screen:



- 2) Click on the 'Profile' tab in at the top of the screen:



- 3) Edit and complete the content in each box manually

The screenshot shows a user profile editing interface. At the top, there are three tabs: 'Personal' (selected), 'Mentor', and 'University Record'. To the right of the tabs is a 'Connect to LinkedIn' button. Below the tabs, a message states: 'Your Personal Profile is the information you choose to share with all other users of this platform.' The profile is divided into several sections, each with an 'Edit' link:

- Your personal headline:** A text input field.
- My bio:** A text input field with a message: 'No bio has yet been entered. Click the 'Connect to LinkedIn' button to automatically populate this information.'
- Professional history:** A text input field with a message: 'No employment information found.'
- Personal details:** Fields for 'First Name' and 'Last Name'.
- Education details:** Fields for 'Institution' (The University of Manchester), 'Department', 'Subject of Study', 'Year Started', and 'Class of'.
- Address:** Fields for 'Home Address', 'Address Line 1', 'Address Line 2', 'City', and 'County / State'.
- Email / Web:** Fields for 'Email Address' and a checkbox for 'Share my email with other users' (checked). Below it, a message says: 'Send notifications to me by email such as when a user...'.

- 4) Alternatively click on the 'Connected to Linked-in' button at the top-right of the screen to link your profile to your Linked-in account, and automatically import your profile from here.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Connect to LinkedIn' button in the top right corner of the page.

You can choose to make your postal address visible to other users, but your postal address is only share with the University, and is used to plot your location on the 'worldwide network' alumni map.

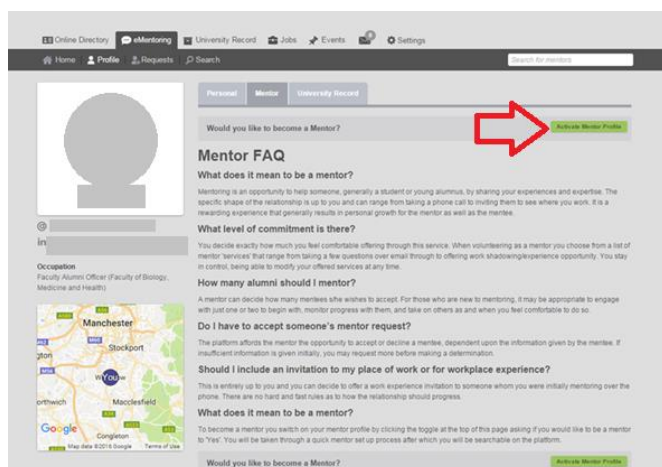
## eMentoring - becoming a mentor

The eMentoring function allows alumni to connect with fellow alumni, and students, to share and seek career advice. You are able to:

- Select the number of mentees who may approach you for advice
- Specify the type of advice and support that you provide - for example, answering a question over email or on the phone; reviewing a job application or checking a CV
- Pause your participation at any time.

To begin mentoring:

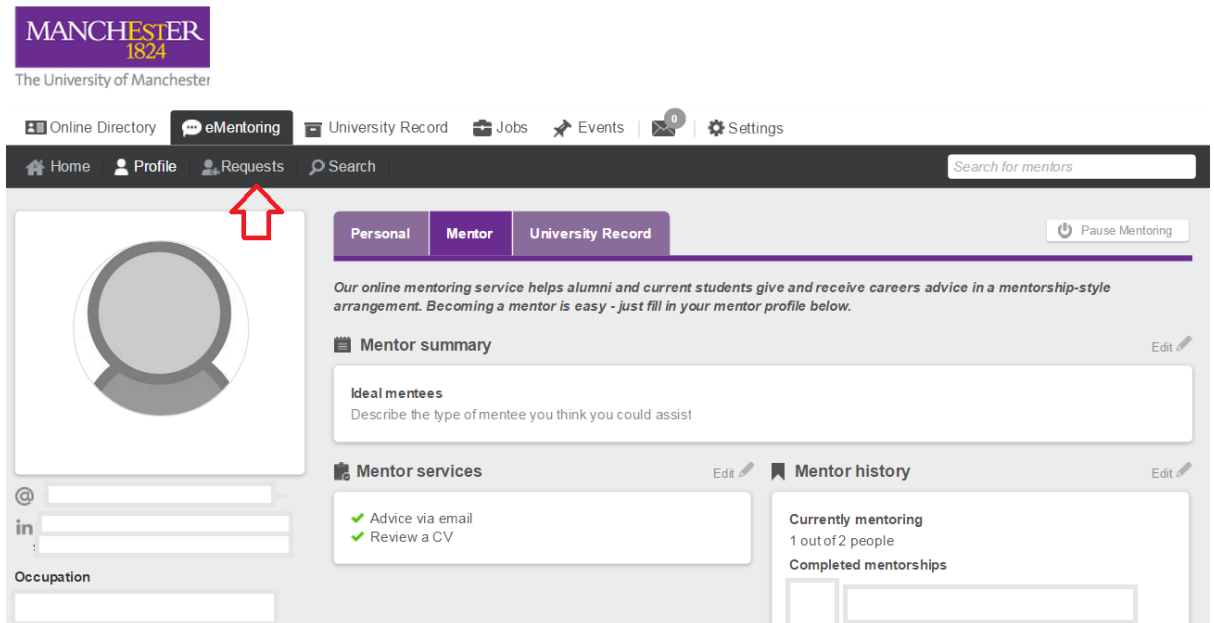
- 1) Create your Manchester Network profile (if you've not already done so – see creating a personal profile, above)
- 2) Click on 'eMentoring', then 'profile', and then 'mentor'. Click 'Activate mentoring profile'.



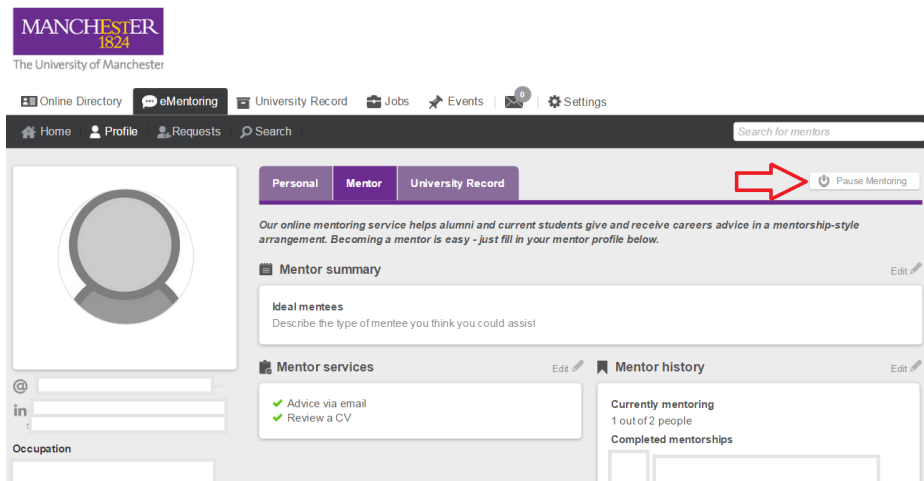
- 3) To populate your mentoring summary, specify:
  - the kind of mentee you can help (under 'Mentor summary'),
  - the services you can offer (under 'Mentor services/Ask me about')
  - the number of mentees you can work with at one time (under 'Mentor history').
- 4) **There is no need to sign-up to 'Apply to a mentor programme' (see screen shot below) unless you have been invited to join a named programme. You can click 'Next' to skip this step and click 'Finish'. Your mentoring profile will be published, and you will be visible to people seeking mentors.**



- 5) You will receive a message when a mentee requests mentoring from you, and you can see those seeking your advice under the 'Requests' tab



- 6) If you need to take a break from mentoring, click 'Pause mentoring' in the top right hand side of the mentoring 'profile' screen.

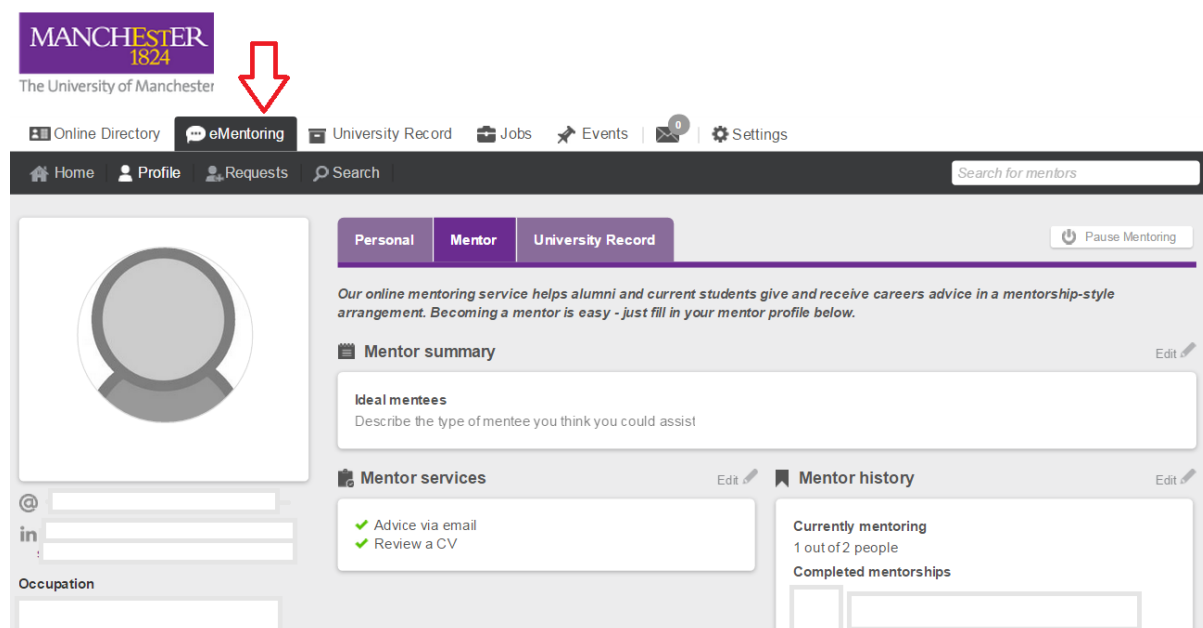


## eMentoring – becoming a mentee and finding a mentor

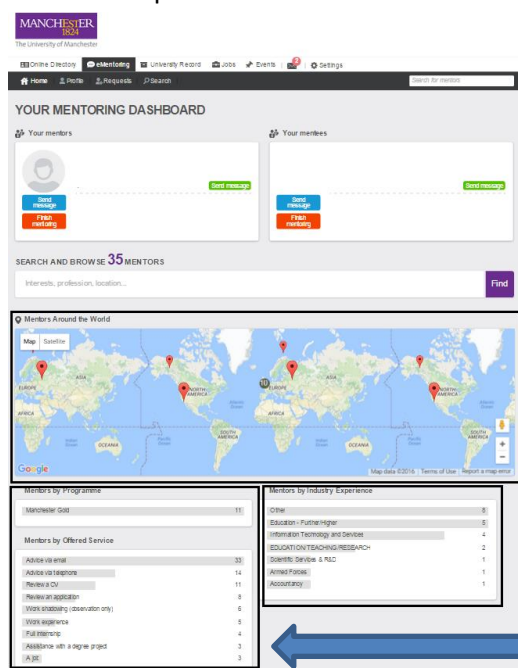
Any user of the Manchester Network portal can seek mentoring. You can identify mentors, and request advice, based on their location, services they are offering, and industrial experience.

To find a mentor:

- 1) Create your Manchester Network profile (if you've not already done so – see creating a personal profile, above)



- 1) Click on 'eMentoring'
- 2) Scroll down the mentoring 'dashboard'
- 3) Select mentors from the map by clicking on the pins; by the services they offer; or by their industrial experience



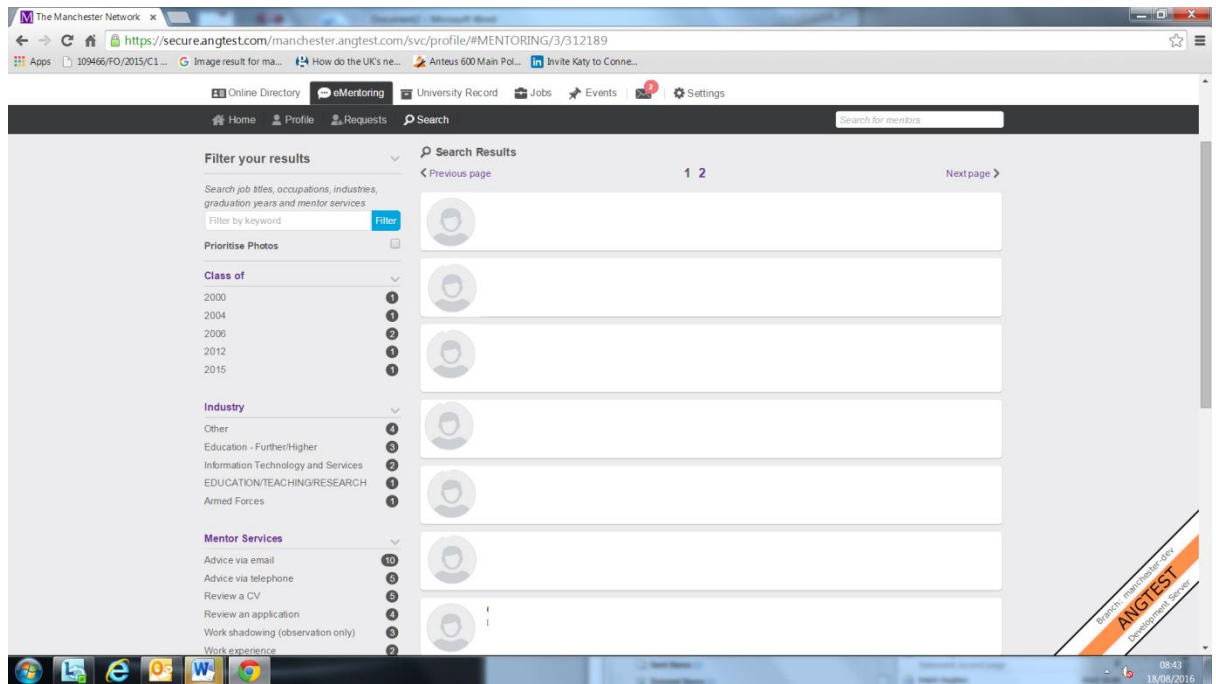
← Select mentors **by location** from the map

← Select mentors **by sector**

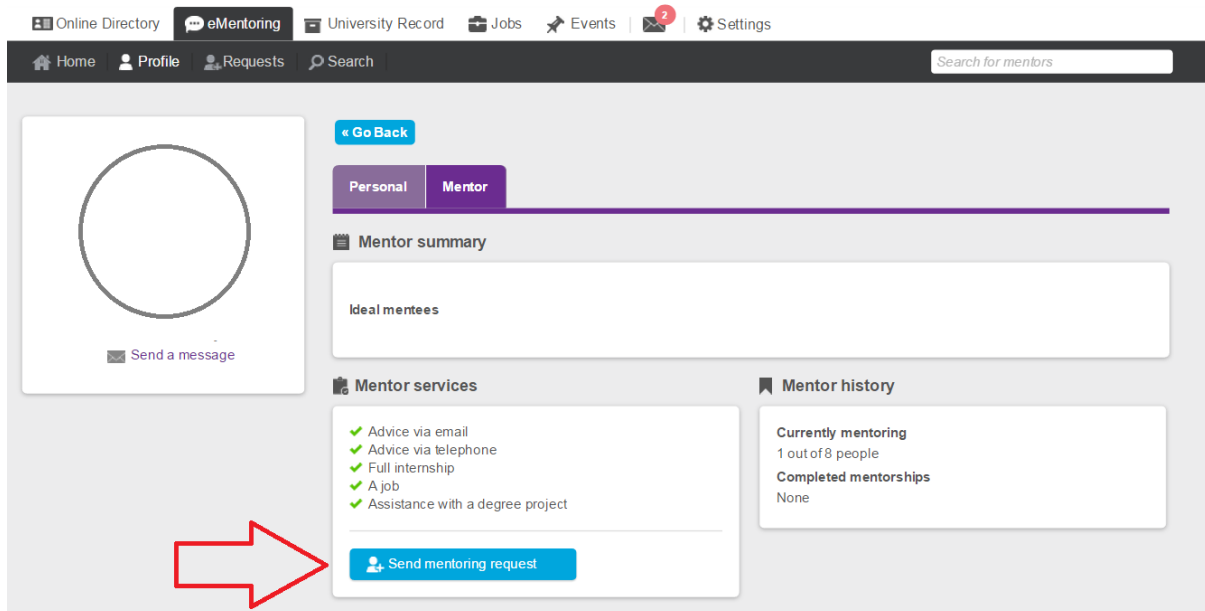
← Select mentors **by services offered**



4) Select a mentor from the shortlist of mentors



5) Click 'send mentoring request'



- 6) Send a message to the mentor

The screenshot shows a web form titled "Mentor request" with a search icon and a close button (X) in the top right corner. The form is divided into several sections:

- To:** A text input field containing "Mentor request".
- Select from available mentor services:** A section with five checkboxes: "Advice via email", "Advice via telephone", "Full internship", "A job", and "Assistance with a degree project".
- Indicate some topics of interest:** A section with two blue links: "Starting a Career" and "Career Advancement", each followed by a dashed line and a downward arrow.
- Introduce yourself:** A section with the instruction "Give a little background about who you are and what you are looking for in a mentoring relationship." Below this is a grey bar with the text "Add Attachments" and a left-pointing arrow.
- Message input:** A text input field with the placeholder text "Type your message here".
- Buttons:** At the bottom, there are two buttons: a red "Cancel" button on the left and a green "Send" button on the right.

- 7) You will receive a message indicating whether the mentor has accepted or declined your request.