

SHU Alumni Connect Guide for Mentees

The guide covers,

- Searching for a mentor
- Requesting a mentor
- Contacting your mentor

Searching for a mentor

1. Click on “Directory” from the top menu
2. Under the menu, *refine your search*, under the “Willing to help” section and then select "Willing to be a mentor"
3. Search for mentors by name, location, course or company or industry

Requesting a mentor

1. Click on the user's name to review their profile
2. Once you find a mentor, click "request mentorship"
3. Personalise your message - make sure to tell them why you want them to mentor you
4. Click "Send"

Please note: if you don't receive an acceptance from your mentor via SHU Alumni Connect, please contact alumni@shu.ac.uk.

Contacting your mentor

1. Click on the “ME” tab to go to your profile
2. Under “Mentoring”, hover your mouse over your mentor’s image and click on the mentor’s name
3. You will then be redirected to your mentor’s profile. Click “send message”.
4. A message screen will appear. Type your message and click “send”.
5. A confirmation screen will appear noting that the message has been sent