

# SHU Alumni Connect Guide for Mentors

The guide covers

- How are mentors and mentees matched
- Accepting a mentoring request
- Contacting your mentee
- How to stop receiving mentor requests

# How are mentors and mentees matched?

1. Mentees search through a list of available alumni mentors in the SHU Alumni Connect directory and narrow their search to match their interest by course, company, name or location
2. Once mentees find a mentor they are interested in, they click on their profile and on the “Request Mentorship” button which sends a message to their selected mentor
3. The selected mentor will receive an email from SHU Alumni Connect indicating that an alumni/student has requested them as their mentor with the subject line “[Alumni/student name] has made a mentoring request”

*Please note: The email from SHU Alumni Connect will be sent to the email address connected to the LinkedIn account, Facebook account, or email address used when registering for SHU Alumni Connect.*

# Accepting a mentoring request

1. From the mentor request email, click the “Accept/Reject” Button OR log in at [www.shualumniconnect.com](http://www.shualumniconnect.com)
2. Click the envelope icon located on the upper right corner of your account
3. Click on the “Mentoring Request” tab
4. Click “Accept” in the bottom right-hand corner

# Contacting your mentee

1. Click on the “ME” tab to go to your profile
2. Under “Mentoring”, hover your mouse over your mentee’s image and click on the mentee’s name
3. You will then be redirected to your mentee’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

# How to stop receiving mentor requests?

1. Click on the “Me” tab from the top menu bar
2. Click “Update your profile”
3. Unclick the “Willing to be a mentor” box, under “Willing to help” section
4. Click “Update” in the same “Willing to help” section
5. Click “I’m done updating” in the upper right-hand corner
6. You will be redirected back to your profile
7. Under “willing to help” you will see a profile change confirming that your mentoring status has been changed