Registering

Go to aber.aluminate.net and complete the registration form.

We might need to verify your account – if so you will receive an email notification once this has happened. If we have already pre-verified your account you can proceed to "Creating a profile".

Creating a profile

Once your account is verified you can set up your profile. Before setting up your profile you will be presented with the "**Terms and Conditions of Aberystwyth eMentoring Program**" – if you are happy with these please click the checkbox and press the "I agree" button.

You will then be shown "**A Quick Introduction to eMentoring**" – once you have read this please click the cross in the top right hand side.

You can select whether you would like to use the system in Welsh or English by clicking the yellow box towards the top right hand corner of the page and then selecting "Language" – now select your preferred language.

Your first activity is to create a profile – click on the profile button on the purple menu bar towards the top of the screen and you will be taken to the Profile page

Click the "Personal" tab and you will be presented with a number of boxes for information – you can add information in each box by clicking the "Edit" option in the top right hand corner. You can also upload a photo by clicking on the photo space on the left hand side of the page.

Your mini-bio should be a very brief summary of who you are and why you are using the system e.g. "I am a third year Geography undergraduate looking for help and advice on how to get a job in GIS", "I'm an experienced accountant based in London who can offer advice on careers in tax".

If you wish you can edit the "Your Bio" section and provide more details – you can also choose whether other people can read this section. We suggest you do allow other people to read it and only include information you are happy to share.

You can also provide relevant factual information about your career and education.

If you are looking for a mentor you can now click on the click on the "Search" option on the purple menu bar – please go to "Searching for a mentor" for further instructions.

Creating a profile–additional information required for mentors

If you wish to offer mentoring please click on the "Mentor" tab and click on "Yes" next to the question "Would you like to be a mentor?". The mentor profile boxes are now available for you to edit.

Please complete all the mentor information fields. For example a mentor profile might be completed as follows:

Mentor Summary: *I graduated from Aber in 1992 with a Physics BSc. I initially worked in industry optimising the production of widgets for Widgets-R-Us but later returned to academia and completed a PhD on "Obscure and Interesting Facts about Sprockets". I now lecture on a part-time basis in the London School of Physics as well as do free-lance consultancy on technology transfer.*

My ideal mentees would be: *Science students with an interest in commercialising their ideas or working in business.*

It is very important that you complete the "Mentor Services" section – this allows you to define what services you are willing to offer to mentees. You must offer at last one service from the list.

The "Mentor history" section allows you to define how many mentees you are happy to mentor simultaneously. By default this is set to 1 however you can increase this if you wish.

The "Expertise" section allows you to define what you feel your main expertise is – please try to avoid being overly specific. For example you could define your main expertise as "Personal Accounting". You can add extra detail in the section called "Add tags" e.g. our personal accountant could add "Tax advice, wealth management, will writing"

Once you have completed your profile to your satisfaction you can log out of the system by clicking on the yellow box towards the top right had corner of the page and then selecting "Logout". When a potential mentee wishes to send you a message you will receive an email notification – you can accept or reject any mentoring requests that you receive.

Searching for a mentor

Click the "Search" option on the purple menu bar. You can search by keyword and then filter by graduation year and mentor services offered. If your search returns results they will be shown in the middle of the screen – you can click on a person and will then be shown their mentoring profile.

If you feel this person would be a good match you can send them a message using the "Send a message" option under the person's name. You can also request to be mentored by them by clicking "Send mentoring request". In both cases a box will be displayed that allows you to type a message and then send it. If you are requesting mentoring you can also select which of the specific mentoring services offered you are interested in.

A mentor can accept or reject your mentoring request – you will be notified of the outcome by email. You can view your requests by clicking on "Requests" on the purple menu bar.

You can also search for mentors from the home page of Aberystwyth eMentoring.

Logging Out

You can log out of the system by clicking on the yellow box towards the top right hand corner of the page and then selecting "Logout".