Enhancing the Bruin community by connecting UCLA students with alumni mentors

Alumni Mentor Program
Registration Process

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As a Mentor Program participant, I will...

✓ Find an inspirational Mentor: Review the list of potential mentors and request ONE distinct professional to serve as your mentor from the robust network of alumni on UCLA ONE. Do not contact more than one mentor, your account will be monitored and we reserve the right to remove anyone in violation from the program.

✓ Stay Active: Students and mentors are expected to check in with one another on a regular basis, typically 1-2 times per month.
  • Please respond to your mentor’s correspondence in a timely and professional manner as this is an important part of maintaining a good mentor relationship. We want you to get the most out of this program, so stay in touch!

✓ Stay Involved: Students and mentors are invited to a variety of on-campus and virtual events throughout the year to foster a positive mentorship experience.
Creating your account

1. Go to www.uclaone.com

2. Click “Join Now”
   - Select the best option for you
     - Join using your LinkedIn Account
     - Join using your Facebook Account
     - Join using your email address
Creating your account using LinkedIn:

1. Enter your LinkedIn user name and Password
2. Click “Allow access”
3. Complete your profile information
   - Name, Email Address, Degree, Graduation Year, Field of Study
4. Click “Continue”
Creating your account using Facebook

1. Enter your Facebook user name and Password

2. Click “Log In”

3. Complete your profile information
   - Name, Email Address, Degree, Graduation Year, Field of Study

4. Click “Continue”
Creating your account using UCLA ONE

1. Complete your profile information
   - Name
   - Email Address
   - Choose a password
   - Degree
   - Graduation Year
   - Field of Study
   - Upload a photo (recommended, but optional)

2. Click “Continue”
ACCOUNT REVIEW
Once you’ve completed the account registration process, stay tuned for an email indicating your approval into the UCLA ONE community, generally within 1-2 business days.

ACCOUNT APPROVAL
Once your account is approved, you will receive an email indicating that you can now access the site. Please click “visit site” from the email or go directly to www.uclaone.com and use the login credentials you created during registration.

PLEASE NOTE: If you receive notification that your account was not approved please contact alumnimentor@alumni.ucla.edu. Your account might have been declined because you are a current student attempting to create an alumni account.
Mentor Selection Timeline

• **Monday, October 10 at 8 AM:** Students who attended an Alumni Mentor Program Info Session on 10/4 or 10/6 can begin registering and selecting a mentor
  • Please make sure that you sign-in upon arriving for your information session. Only students who sign-in at the session will be approved for the priority registration time.

• **Monday, October 17 at 8 AM:** All UCLA students can begin registering and selecting a mentor on UCLA ONE (www.uclaone.com)

• **Friday, October 28 at 5 PM:** Final day for UCLA students to select a mentor
Searching for a mentor

1. Click on “Directory” from the top menu
2. Under the menu, Refine your search, select “UCLA Alumni Mentor Program”
3. Search for mentors by name, location, major or company or industry
Requesting your mentor

1. Click on the user’s name to review their profile
2. Once you find the ideal mentor, click “request mentorship”
3. Personalize your message
   • Make sure to tell the mentor why you want them to mentor you!
4. Click “Send”
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
Questions?

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