Alumni Mentor Program
Registration Process

Enhancing the Bruin community by connecting UCLA students with alumni mentors
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, Degree, Graduation Year, Field of Study, Company & Position
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

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”
To participate in the 2016-17 UCLA Alumni Mentor program you must check the box “UCLA Alumni Mentor Program”

If you would like to volunteer and help UCLA Alumni Career Connections in other ways, we encourage you to check additional boxes that will allow you to help both alumni and students achieve their academic, professionals and personal goals.

Note: The system defaults to having all boxes checked. Simply uncheck any ways in which you are unwilling to help. If you change your preferences later on, you can easily adjust your preferences under the “account settings”
**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](http://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 may have been declined because you had a different name while attending UCLA.
How is the mentorship match made?

1. Students search through a list of available alumni mentors in the UCLA ONE directory and narrow their search to match their interest by major, company, name or location.

2. Once students find a mentor they are interested in, they click “Request Mentorship” which sends a message to their selected mentor.

3. Alumni will receive an email from UCLA ONE indicating that a student has requested them as their mentor with the subject line “[Student name] has made a mentoring request.”

   • Note: The message alumni receive from UCLA ONE will be sent to the email address connected to your LinkedIn account, Facebook account, or email address you used when registering for UCLA ONE.
Accepting a student’s request

1. From the mentor request email, click the “Accept/Reject” Button OR log in at www.uclaone.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
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
Contacting your student

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
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 “UCLA Alumni Mentor Program” 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
   • Under “willing to help” you will see a profile change confirming that your mentoring status has been changed