UCLA Alumni Mentor Program

Registration Process for Alumni Volunteers
1. Go to www.uclaone.com

2. Click “Join Now”
   • Select the best option for you
     - Join using your LinkedIn Account (see Slide 2)
     - Join using your Facebook Account (see Slide 3)
     - Join using your email address (see Slide 4)
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, Company and Position

4. Click “Continue”
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, Company and Position

4. Click “Continue”
Creating your Account
Using your personal email address

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

2. Click “Continue”
To participate in the 2015-16 UCLA Alumni Mentor program you must check the box “UCLA Alumni Mentor Program”.

In the spirit of Bruins helping Bruins, UCLA ONE offers a number of ways for you to help support the UCLA community. If you’d like to volunteer to help UCLA Alumni Career Programs and Partnership UCLA, you have the option of volunteering to serve as a panelist, guest lecturer or to help us explore how we can build connections at your company, like internships for students.

Note: The system will default to having all boxes checked, simply uncheck any activity that you do not wish to volunteer for. 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 and use the login credentials you created during registration.

PLEASE NOTE: If you receive notification that your account was not approved and you believe this was in error, please contact mentorprogram@alumni.ucla.edu or (310) 825-8736 so that we can assist you. Common reasons why your account might have been declined: you used a different name while at UCLA, you do not hold a degree or certificate from UCLA, or you are a current student attempting to create an alumni account.
Mentor Selection Timeline

• **Friday, October 16:** Last day for alumni volunteers to complete UCLA ONE account registration and “UCLA Alumni Mentor Program” sign-up

• **Saturday, October 17:** Students in the UCLA Alumni Scholars Club begin registering and selecting a mentor
  • **FUN FACT:** The UCLA Alumni Mentor program was first launched by the UCLA Alumni Scholars Club. As such, we like to honor the UCLA Alumni Scholars by allowing students to have early access to the mentor program

• **Monday, October 19:** All UCLA students can begin registering and selecting a mentor

• **Sunday, October 25:** Final day for UCLA students to select a mentor
1. Starting October 17, students will have an opportunity to join the UCLA ONE community to search for their UCLA Alumni Mentor
   • Students will search the list of available mentors by major, company, name or location

2. Once a student finds a mentor, they click “Request Mentorship” on the mentor’s profile to send a request to their selected mentor

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

*Note: The message will be sent to the email address connected to your LinkedIn account, Facebook account, or email address you provided when registering for UCLA ONE.
1. From the mentor request email, click the “Accept/Reject” Button OR log in to your UCLA One account directly 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

Note: Receiving a mentor request from a student means that they really want YOU to be their mentor. We expect that mentors will accept this request. If for some reason you are unable to accept a mentor request, please contact our office at (310) 825-8736 to discuss how to communicate this with the student.
How do I contact my mentee?

1. Click on the “You” 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

You will continue to use the above process to contact your mentee throughout the UCLA Alumni Mentor Program
To ensure optimal success, we recommend that volunteers take 1-2 mentees. Please follow the steps below to “turn off” your status as a mentor volunteer once you have reached your limit.

NOTE: If you do not complete this step students may continue to contact you for mentorship.

1. Click on the “You” tab from the top toolbar
2. Click “Update your profile”
3. Unclick the “UCLA Alumni Mentor Program” box, under Willing to help section
4. Click “Update”
5. A green checkmark will confirm the update

5. Click “I’m done updating” in the upper right-hand corner.
6. You will be redirected back to your profile
   • Under “recent activity” you will see a profile change confirming that your willing to help status has been updated
• **Maintain your connection**: Students and mentors are expected to check in with one another on a regular basis, typically 1-2 times per month.

• **Remain Active**: We understand that you are busy in both your professional and personal life. Please respond to your mentee’s correspondence in a timely and professional fashion as this is an important part of fostering a positive mentor relationship.

• **Get Involved**: Mentors and students are invited to a variety of on campus, regional and virtual events throughout the year to network and socialize. We hope you’ll join us as often as you can!
• We'd be sorry to see you go, but if you decide that UCLA ONE is not meeting your expectations, you can delete your account anytime by clicking “Delete account” under your Account Settings.

• If you have a student mentee as part of the UCLA Alumni Mentor Program, we ask that you inform our office so that we can identify a new volunteer for that student.

As we launch this new system we need feedback from our users, please let us know what we can do better by emailing careerprograms@alumni.ucla.edu