UCLA Alumni Mentor Program

Registration Process for Students
As a mentor program participant, I will seek to...

✓ Find an inspirational Mentor: Review the list of potential mentors and request **ONE** distinct professional to serve as your mentor. Each student is limited to one mentor through this 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 fostering a positive relationship. It is your responsibility to get the most out of this program!

✓ Stay Involved: Students and mentors 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!

*Note: Please do not contact or request more than one mentor. Your account will be monitored. Failure to comply with these instructions will result in you being removed from the system for 2015-16.*
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)
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”
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 your personal email address

1. Complete your profile information
   - Name
   - Email Address
   - Select 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 and you believe this was in error, please contact alumnimentor@alumni.ucla.edu or (310) 825-8736 so that we can assist you. Common reasons why your account might have been declined: you are not a current, registered UCLA student or you are a current student attempting to create an alumni account.
Mentor Selection Timeline

• **Monday, October 19 at 9AM:** Students who attended a Mentor Program Info Session on 10/15 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 authorized for the early registration time.

• **Monday, October 19 at 5PM:** All UCLA students can begin registering and selecting a mentor at [www.uclaone.com](http://www.uclaone.com)

• **Sunday, October 25:** Final day for UCLA students to select a mentor
1. Click on "Directory" from the top menu
2. Under the left menu, Refine your search, select “UCLA Alumni Mentor Program”
3. Search the list of available mentors by name, location, major, or company!

Starting October 19, you will be able to search for and request your UCLA Alumni Mentor!
Requesting your mentor

1. Click on the users 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”
How do I contact my mentor?

1. Click on the “You” 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

You will continue to use the above process to contact your mentor throughout the UCLA Alumni Mentor Program