Mentorsphir

One platform, infinite mentoring opportunities

Comprehensive User guide

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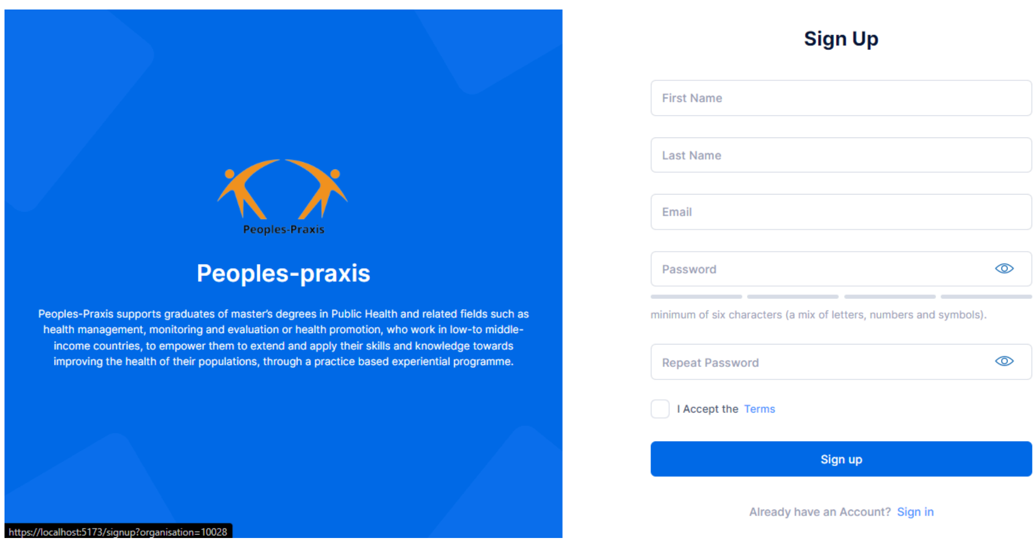
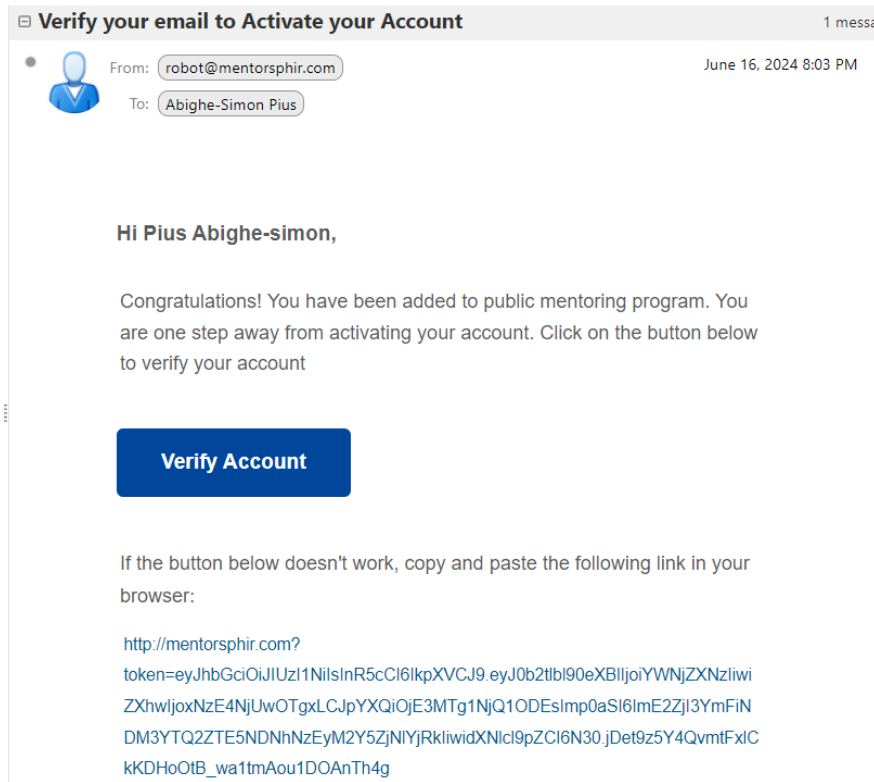
Authentication

Sign up

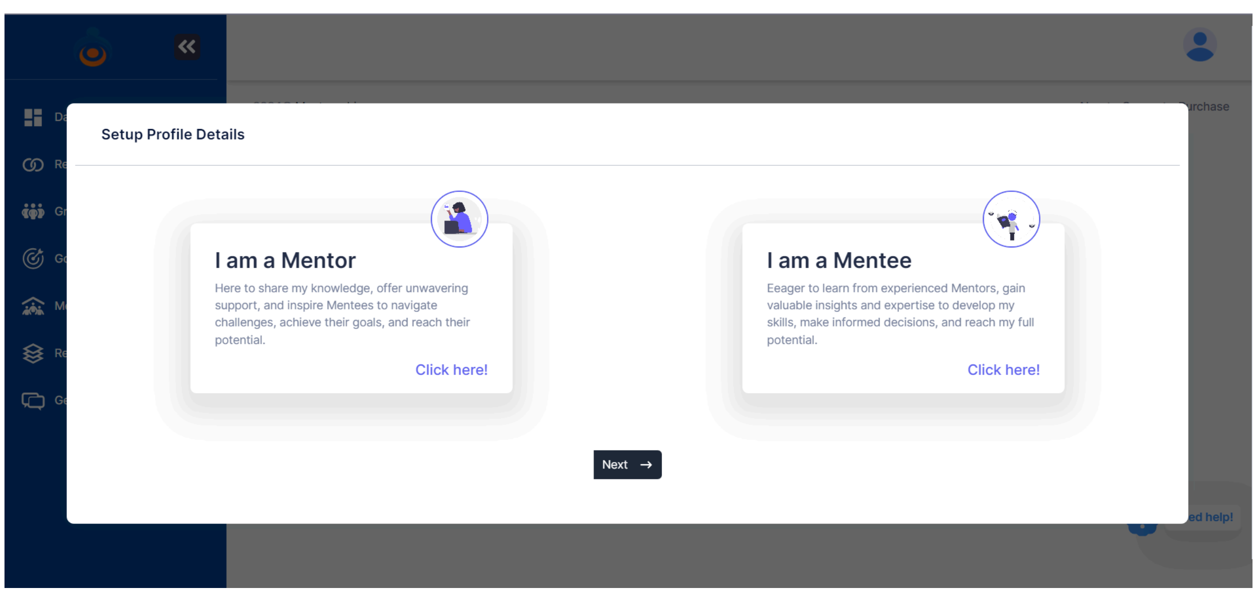
To sign up, retrieve a registration link from the organization registered under Mentorsphir. You can find this link on their website or by contacting their support team via email. The figure below shows the registration page, which provides some information about the organization you intend to register with. Fill out the form, verify your email, and update your profile.



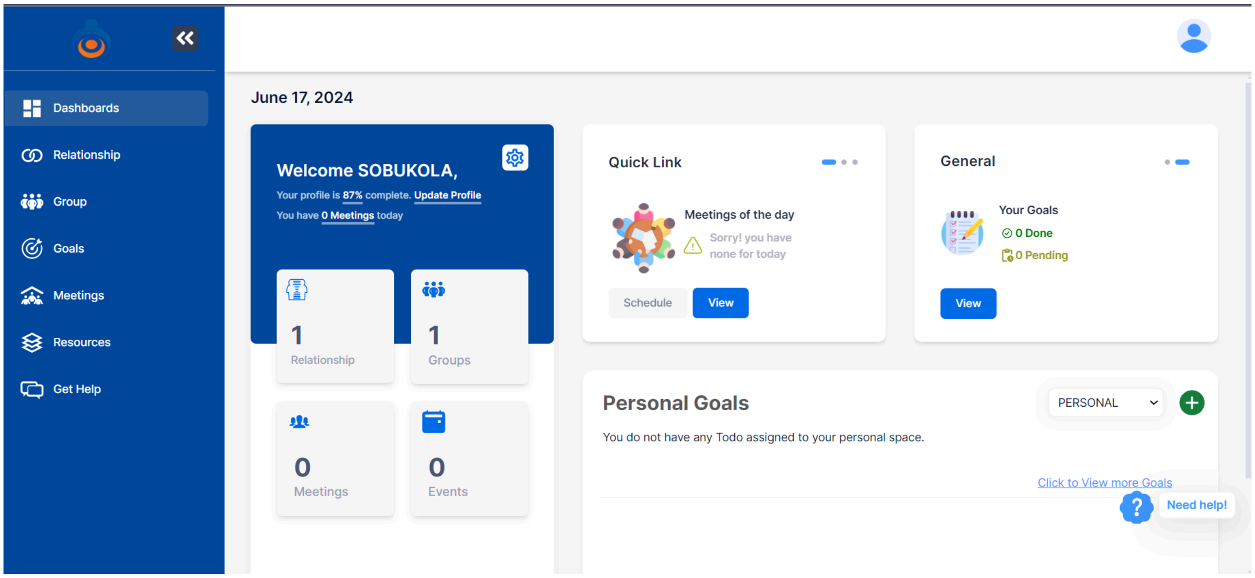
When you have successfully registered, an email will be sent to you to **verify your email.** Click on the **'Verify Account'** button or the link in the email to verify your account.



You will be redirected to the login page. Enter your login credentials, and you will be taken to a page to set up your profile.

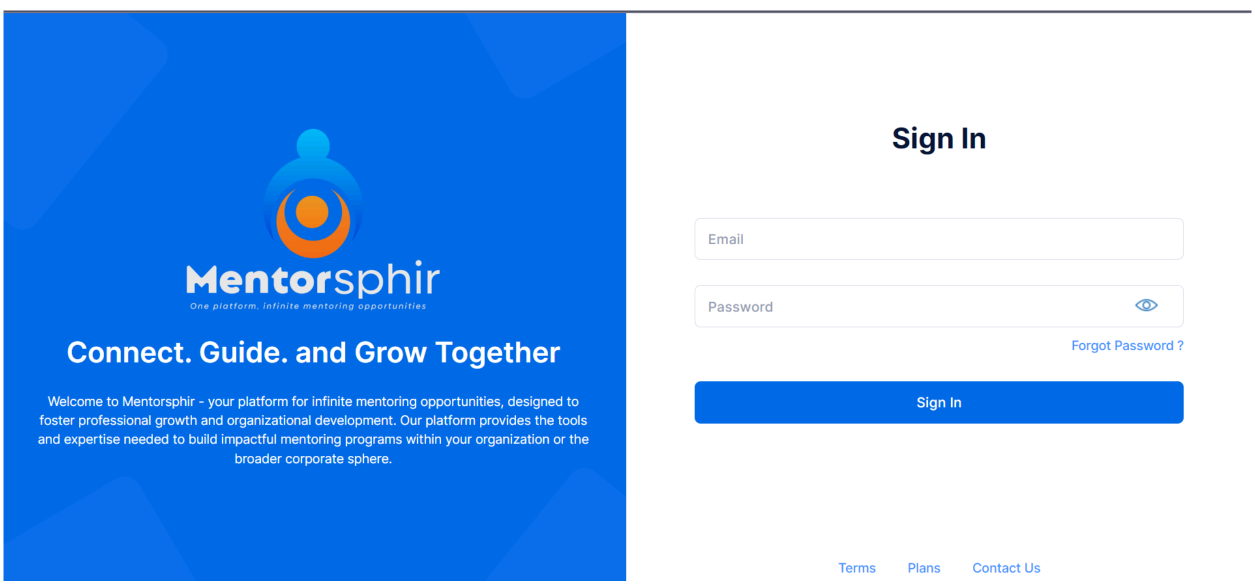


After setting up your profile, you will be taken to the **user dashboard.** This is shown below:



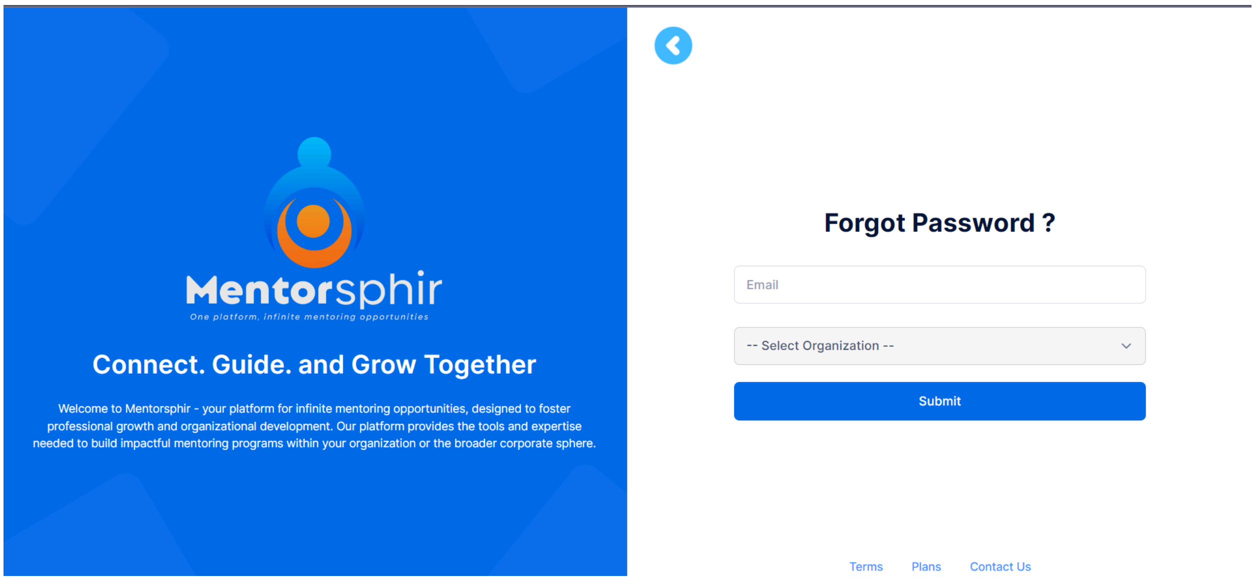
Sign in

To log in to the platform, ensure you have already registered. You can then go to the Mentorsphir login page: **https://hub.mentorsphir.com/**



Forgot password

On the login screen, you will find the "Forgot Password" link just below the password input. Click on it, or enter this URL: **https://hub.mentorsphir.com/forgotpassword**



Enter your email, wait a few seconds, then select your affiliated organization from the "Select Organization" dropdown. You will receive an email with a link to reset your password. Click the link in the email and follow the instructions to change your password.

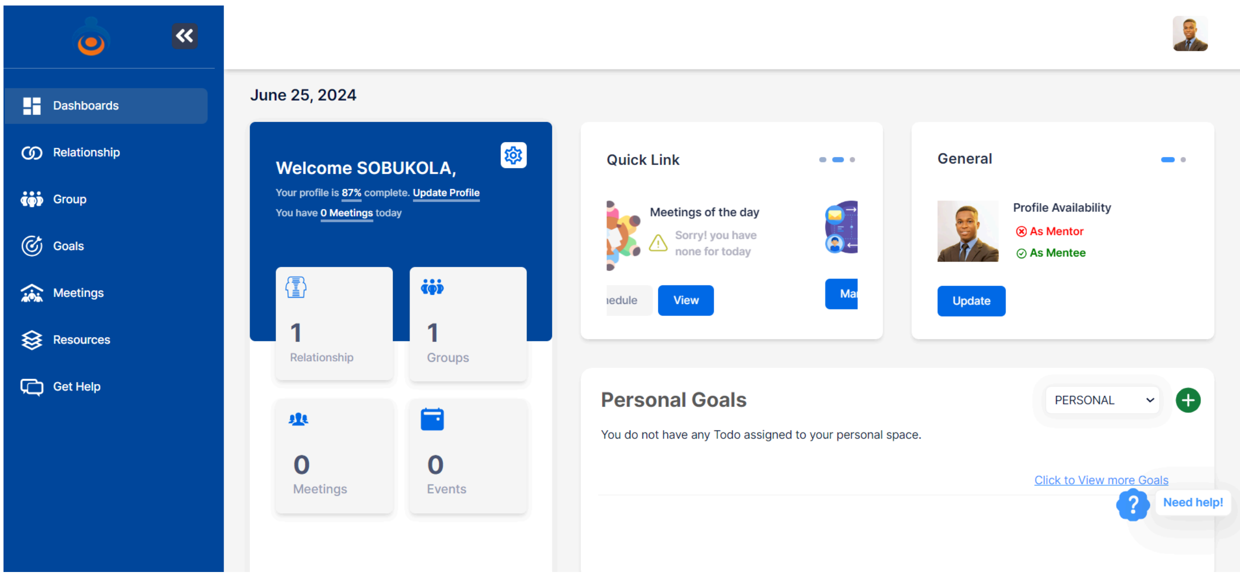
Logout

To log out, hover over the profile image at the top right corner of the platform. You will see a **"Sign Out"** link. Click on it to log out.

User Profile Management

User Dashboard

The User Dashboard provides an intuitive overview and access to various features and functionalities designed to facilitate effective mentoring relationships.



Welcome Section

This section greets the user by name and displays the profile completion percentage. Users can see if they have any meetings scheduled for the day and update their profile as needed.

Quick Links

This card is a carousel slide that contains:

a. **Relationships Card:** Displays the number of active mentoring relationships. Users can quickly view their current relationships or request new ones.

b. **Meetings Card:** Shows the total number of meetings a user has scheduled. Clicking on this card will take the user to the meeting page, where they can view and manage all their meetings.

c. **Communication Modes:** Displays the different communication channels selected by the user during account creation. Users can update their communication preferences through this card.

General

a. Profile Availability: Indicates the user's profile availability status for mentoring roles. Users can update their availability to be a mentor or mentee.
b. Goals: Shows the status of the user's goals (done and pending). Users can add new goals (personal or relationship goals) or view detailed goal information.

Statistics

Provides a quick snapshot of the number of relationships, groups, meetings, and events the user is involved in.

Goals

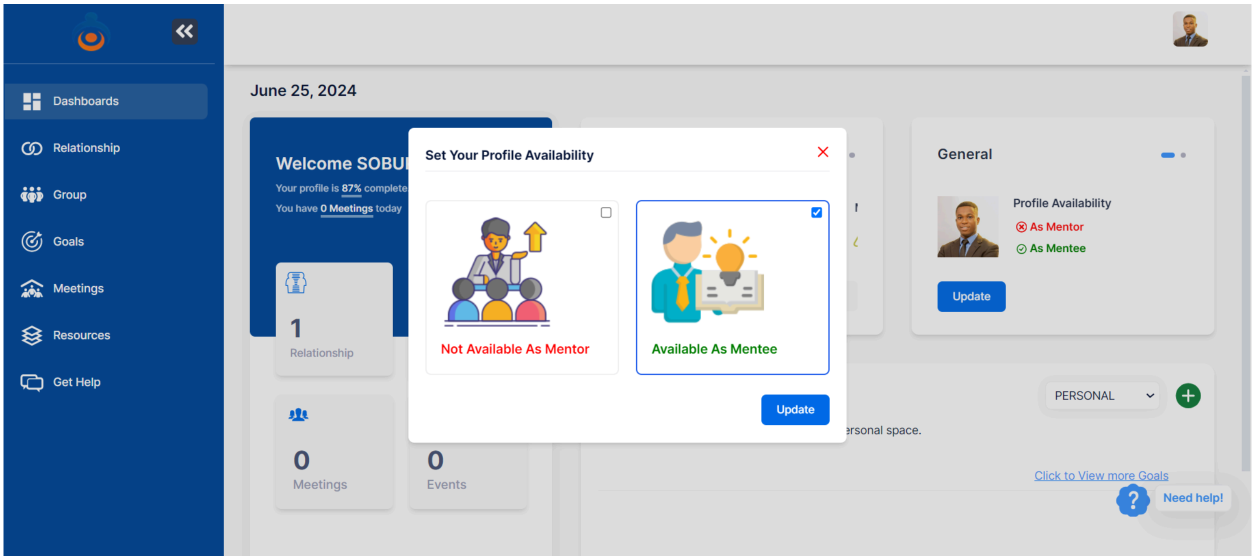
Displays any personal goals or tasks assigned to the user. Users can add new goals or view detailed goal information.

Getting Support

There is a 'Need Help' icon at the bottom right section of the dashboard that allows users to get support. Users can easily find help and support through the platform's help section, ensuring they can resolve issues and get the most out of the system.

Profile Availability

The Profile Availability module allows users to set and update their availability status for mentoring roles.



Accessing Profile Availability

Go to the User Dashboard and locate the "Profile Availability" card in the "General" section on the right side. Click the "Update" button. A modal will appear as given below:

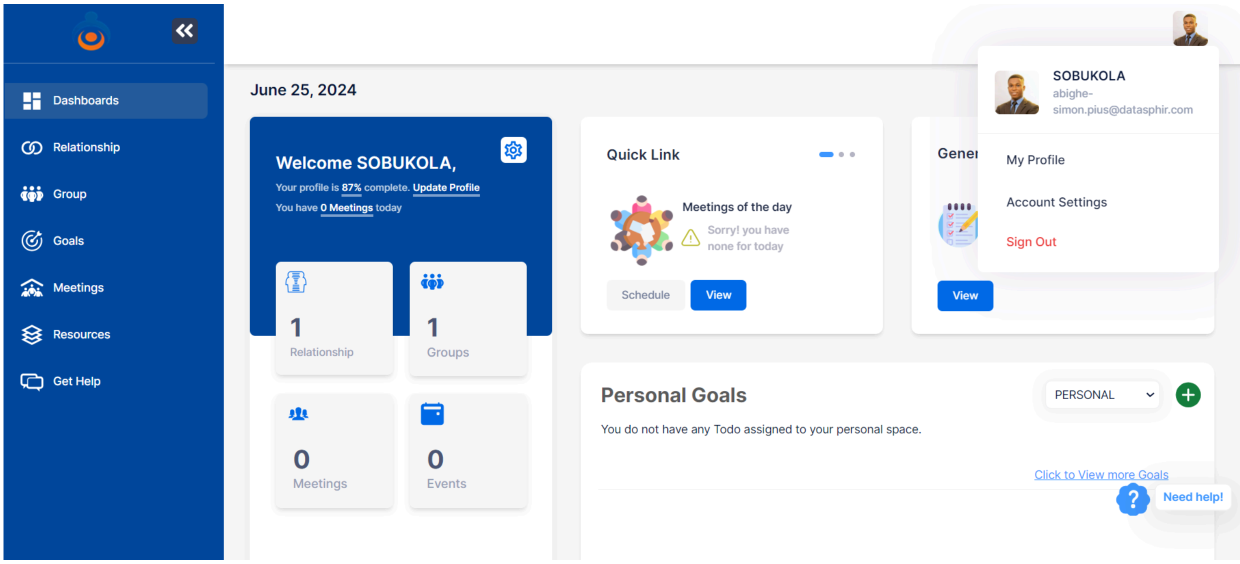
Updating Availability

a. Select your availability options (Mentor or Mentee).
b. Click "Update" to save your changes.

Profile and Account Settings

Profile Icon Menu

At the top right-hand corner of the User dashboard, you will see a profile icon.



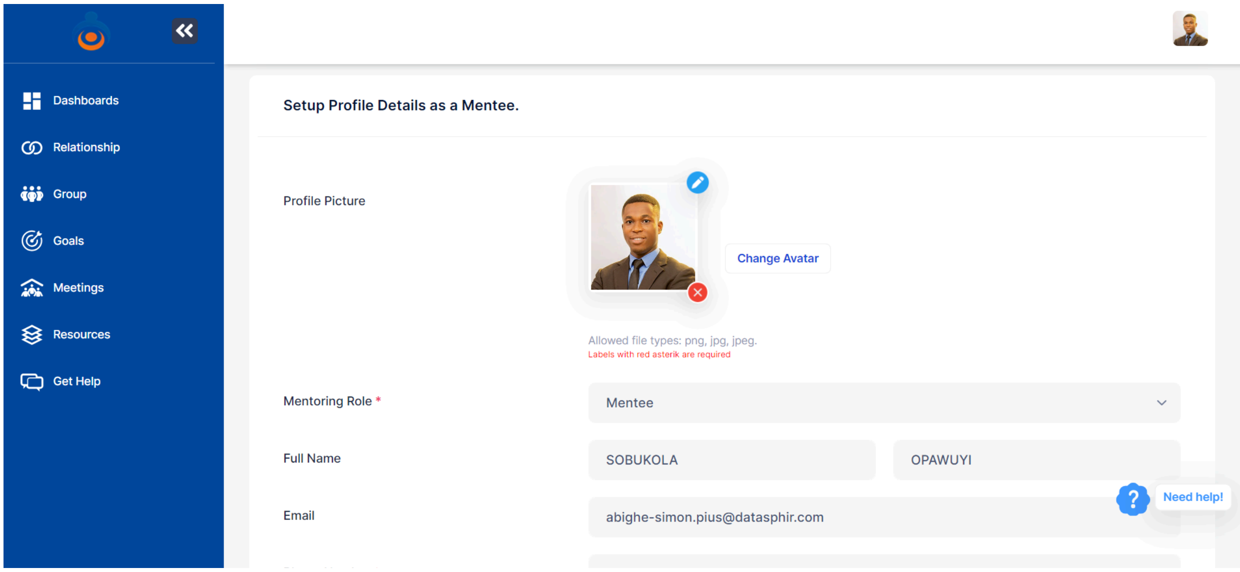
Clicking on this icon will reveal a dropdown menu with the following options:

a. **My Profile:** This is where you can update your profile information.
b. **Account Settings:** This is where you can change your email and password.
c. **Sign Out:** This option allows you to log out of the system.

Updating Your Profile

Accessing the Profile Update Module:

a. Click on the profile icon at the top right corner of the dashboard.
b. Select "My Profile" from the dropdown menu.



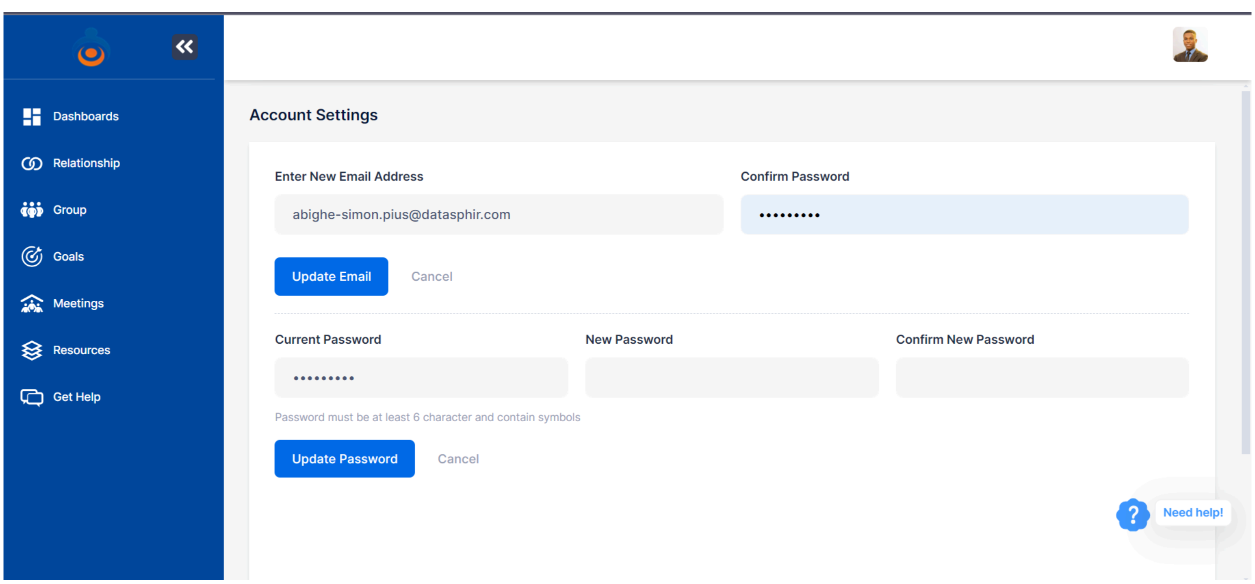
c. You will be directed to a page as given above, where you can update your profile information such as your name, contact details, and other personal information.

Account Settings

Accessing Account Settings:

a. Click on the profile icon at the top right corner of the dashboard.

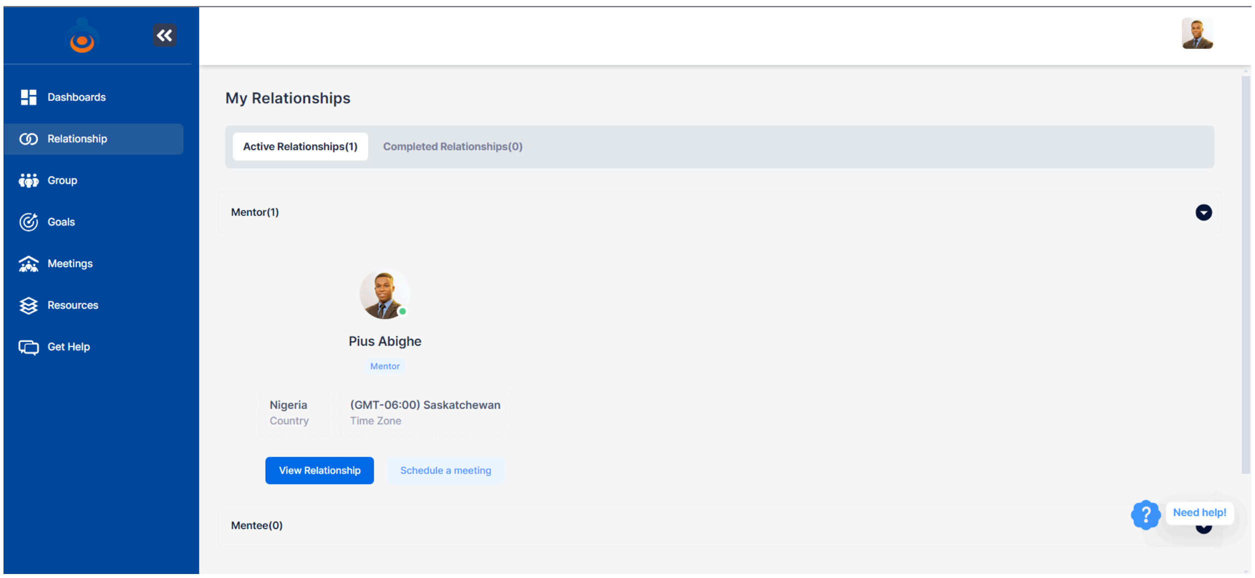
b. Select "Account Settings" from the dropdown menu.



c. On the Account Settings page as given above, you can change your email address and update your password to ensure your account remains secure.

Relationship

The relationship module serves as a central hub for managing mentor-mentee connections. Users can track their mentoring relationships and activities here. The relationship module can be accessed by clicking on the **"Relationships"** menu located in the right sidebar.



This module is essential for managing mentor-mentee connections within the platform.

Tabs within the Relationship Module:

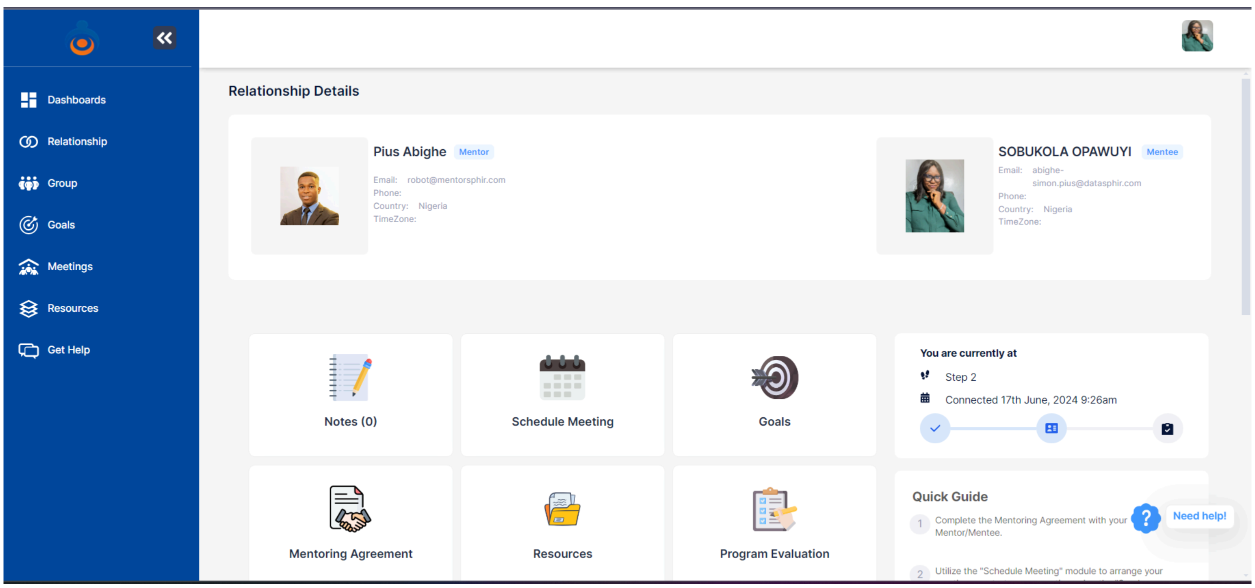
The module consists of two tabs:

a. **Active Relationships:** In this tab, users can view ongoing mentor-mentee connections.

b. **Completed Relationships:** Here, users find information about past mentorships that have concluded.

Relationship Dashboard

The relationship dashboard serves as a central module where users manage all aspects of their mentoring relationships. It facilitates effective communication, goal-setting, progress tracking, and program evaluation. Users can access and update mentoring agreements, set goals, schedule meetings, and maintain communication through integrated chat features. Additionally, The platform will later support the synchronization of external calendars for seamless scheduling and provide enhanced tools for evaluating and concluding mentoring relationships as it continues to be developed.



For Mentees:

a. To access the mentoring relationship dashboard, follow these steps:

b. Navigate to the '**relationship**' menu in the left navigation bar.

c. Click on the name of your '**mentor'.**

d. You will be directed to the mentoring relationship dashboard where you can:

   i. Complete your mentoring agreement.

   ii. Take notes on your interactions and progress.

   iii. Set personal and relationship goals.

iv. Schedule meetings with your mentor.
v. Communicate with your mentor via the '**Send message card**'.
vi. Evaluate the mentoring program.
vii. End the mentoring relationship when necessary.

For Mentors:

a. To access the mentoring relationship dashboard, follow these steps:
b. Navigate to the '**relationship'** menu in the left navigation bar.
c. Click on the name of your '**mentor'.**
d. Click on the name of any of your '**mentees'.**
e. You will be directed to the mentoring relationship dashboard where you can:
    i. Verify the mentoring agreement set by your mentee.
    ii. View and add mentee's goals and track their progress.
    iii. Take notes on your interactions and progress.
    iv. Schedule meetings with your mentee.
    v. Communicate with your mentor via the '**Send message card**'.
    vi. Complete a program evaluation.
    vii. End the mentoring relationship when it concludes

Overview of the Relationship Dashboard

Note

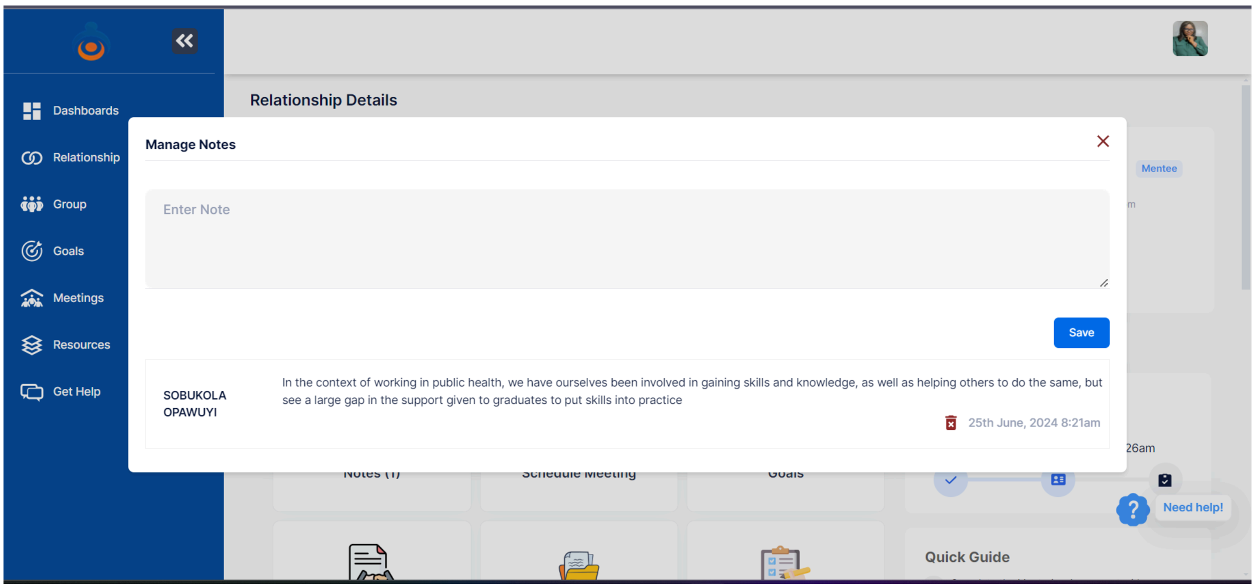
The **"Note"** card within the relationship dashboard is designed for jotting down observations, recording meeting summaries, or capturing any relevant information for reference within the mentoring relationship.

Steps to Use the Note Card:

a. Navigate to the relationship dashboard.

b. Click on the "Notes" card.

c. A modal window will appear where you can enter and save your notes.

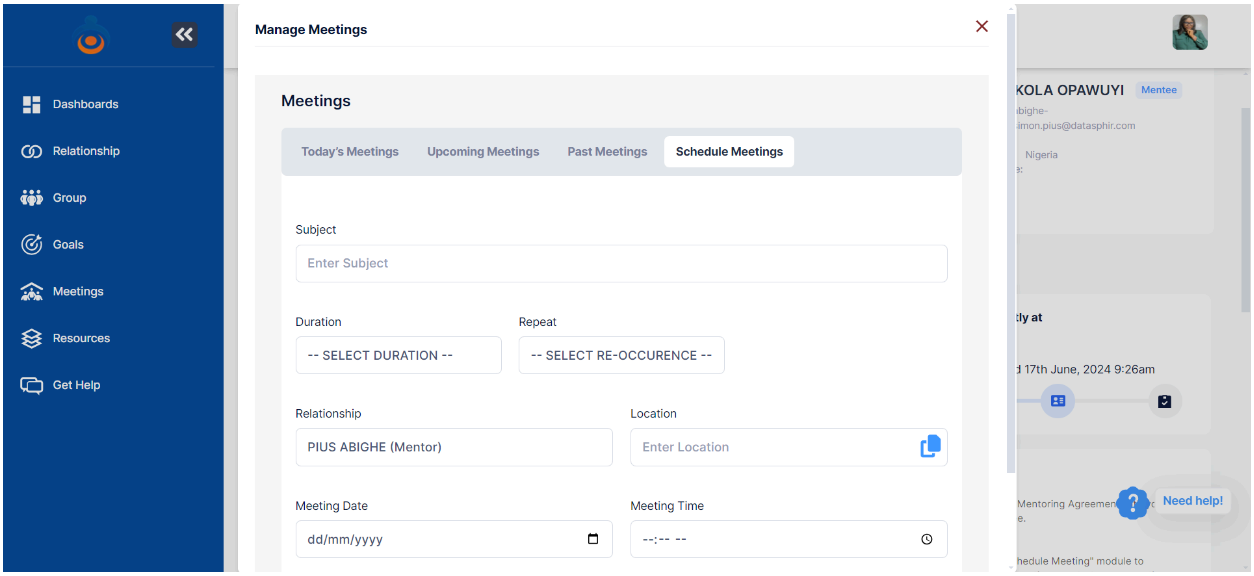


d. Ensure to save the note to keep it stored within the platform for future reference.

e. You can also delete notes if they are no longer needed or require revision.

Schedule meeting

The **"Schedule Meeting"** card within the relationship dashboard allows users to manage meetings related to their mentoring relationship. When clicked, a modal window appears where users can organize and plan meetings efficiently.



Subtabs in the Schedule Meeting Modal:

a. **Today's Meetings:** This subtab displays meetings scheduled for the current day. Users can view details such as meeting time, agenda, and participants. It provides quick access to upcoming meetings for immediate preparation and updates.

b. **Upcoming Meetings:** Here, users can see a list of all scheduled meetings that are yet to occur. Details such as meeting date, time, agenda, and attendees are visible. It helps users to plan ahead and prepare for upcoming mentoring sessions.

c. **Past Meetings:** This subtab lists meetings that have already taken place. Users can review past meeting notes, outcomes, and any action points discussed. It serves as a reference for tracking progress and maintaining continuity in the mentoring process.

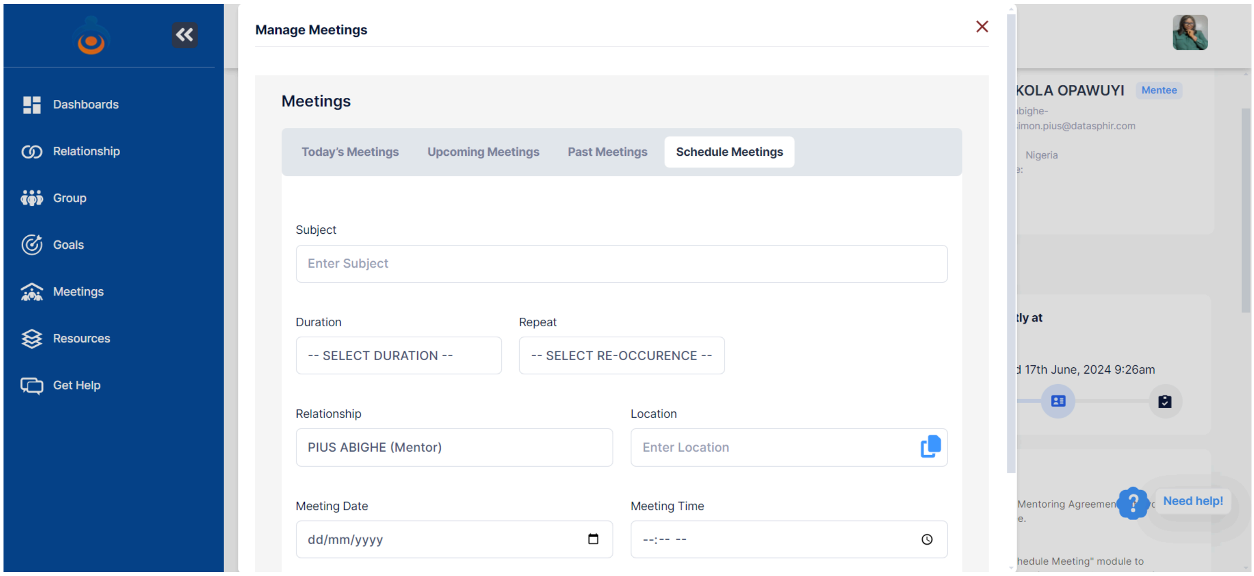
Schedule a meeting

Steps to Access and Use the Schedule Meeting Feature:

a. Navigate to the relationship dashboard.

b. Click on the **"Schedule Meeting"** card.

c. A modal window will appear with the subtabs: Today's Meetings, Upcoming Meetings, Past Meetings, and Schedule Meeting.



d. Fill out the meeting form with the required details.

e. Click on the **"Schedule"** button to set up the meeting.

Notification and Acceptance:

f. After scheduling the meeting, an email will be sent to the recipient informing them that a meeting has been scheduled. This is given below:

From: robot@mentorsphir.com
To: robot@mentorsphir.com

Dear Pius Abighe,

You have been invited to a meeting by SOBUKOLA OPAWUYI.

Meeting Details:

- **Subject:** First Meeting to Discuss objectives of Relationship
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 25, 2024
- **Time:** 12:23 PM

Please click on the following link to accept the meeting:
Accept Meeting

Or, if you cannot attend, you can reject the meeting by clicking on the following link:
Reject Meeting

Please visit https://hub.mentorsphir.com/meetings to view details of other scheduled meeting.

For further assistance, please email robot@mentorsphir.com

g. The recipient is expected to **accept** or **reject** the meeting request.

h. If the meeting is **accepted**, it will appear in the **"Today's Meetings"** subtab if scheduled for today, or in the **"Upcoming Meetings"** subtab for future dates as accepted.

i. If the meeting is not accepted, it will remain pending.

Note: ***If a meeting is accepted, you can't reject it. You will have to reschedule the meeting.***

Confirmation to Sender:

j. An email will be sent to the sender **(mentor/mentee),** confirming that the meeting has been successfully scheduled. The details of the scheduled meeting and its status will be provided in the email.

From: robot@mentorsphir.com June 25, 2024 11:21 AM

To: Abighe-Simon Pius

Dear SOBUKOLA OPAWUYI,

You have successfully scheduled a meeting with Pius Abighe.

Meeting Details:

- **Subject:** First Meeting to Discuss objectives of Relationship
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 25, 2024
- **Time:** 12:23 PM

You can contact Pius Abighe for further details or if you need to reschedule.

Please visit https://hub.mentorsphir.com/relationship to view details of other scheduled meetings.

For further assistance, please email robot@mentorsphir.com

You're receiving this email because you have an account on **mentorsphir**

Meeting Acceptance Notification:

k. When the meeting has been successfully accepted by the recipient (mentor/mentee), a notification email is sent to the sender (mentor/mentee). The email will include the details of the scheduled meeting and its acceptance status.

From: robot@mentorsphir.com
To: Abighe-Simon Pius

MEETING ACCEPTANCE NOTIFICATION

Dear SOBUKOLA OPAWUYI,

We are pleased to inform you that the meeting with Pius Abighe has been accepted.

Meeting Details:

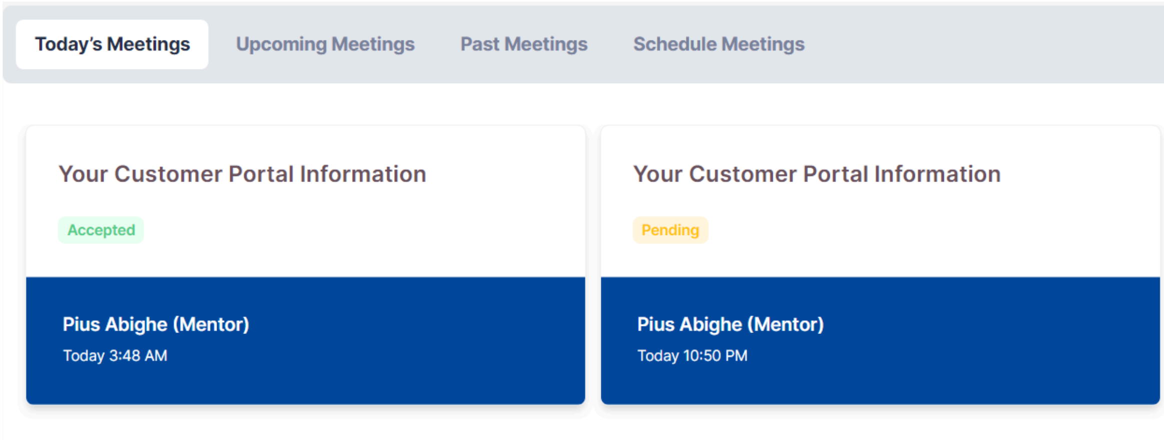
- **Subject:** Your Customer Portal Information
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 25, 2024
- **Time:** 6:07

Please visit https://hub.mentorsphir.com/meetings to view details of other scheduled meetings.

For further assistance, please email robot@mentorsphir.com

Meeting Card

The meeting card provides a quick summary of the meeting details. It contains:

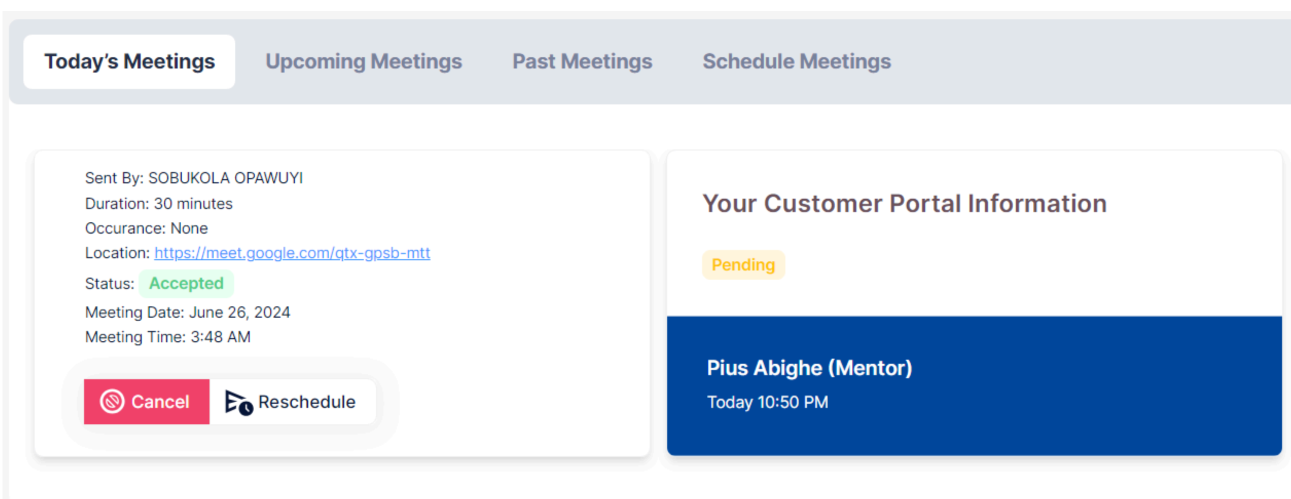


a. **Title of the Meeting:** This is displayed at the top of the card.

b. **Meeting Status:** This can show various states such as "pending," indicating that the other party has not yet approved or rejected the meeting request.

c. **Blue Section:** This section contains the name of the person you are meeting with, along with the date and time of the meeting.

When you hover your cursor over the blue section of the card, additional details about the meeting become visible.



At the bottom of the card, you will find action buttons which may include:

a. **Cancel:** This button allows you to cancel the meeting at any time.

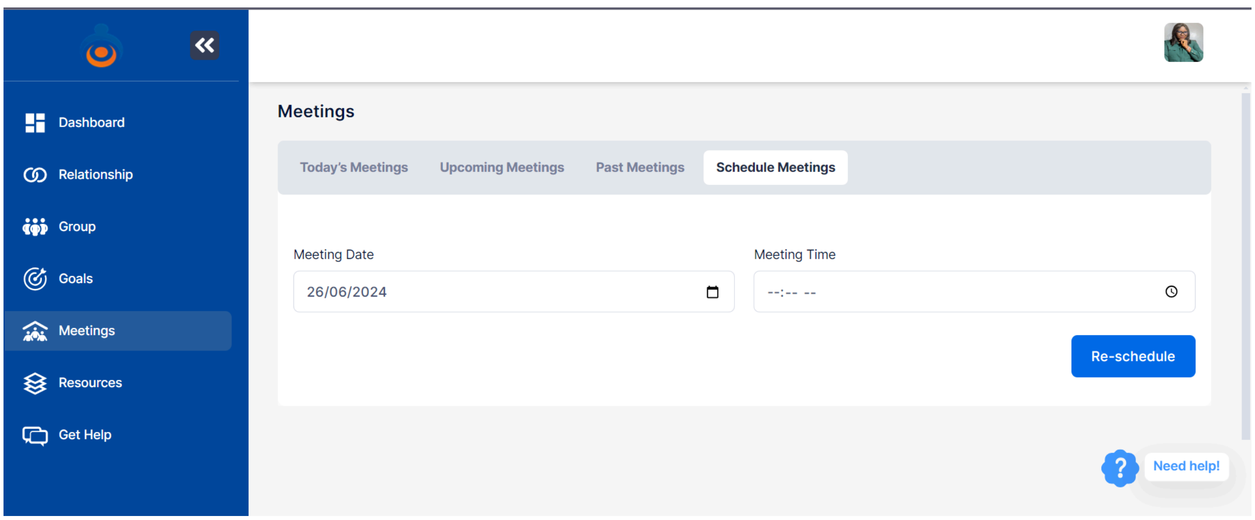
b. **Reschedule:** This button enables you to change the date or time of the meeting.

Rescheduling a Meeting

Steps

a. **Hover on the Meeting Card:** When you hover over the meeting card, the option to reschedule the meeting will appear.

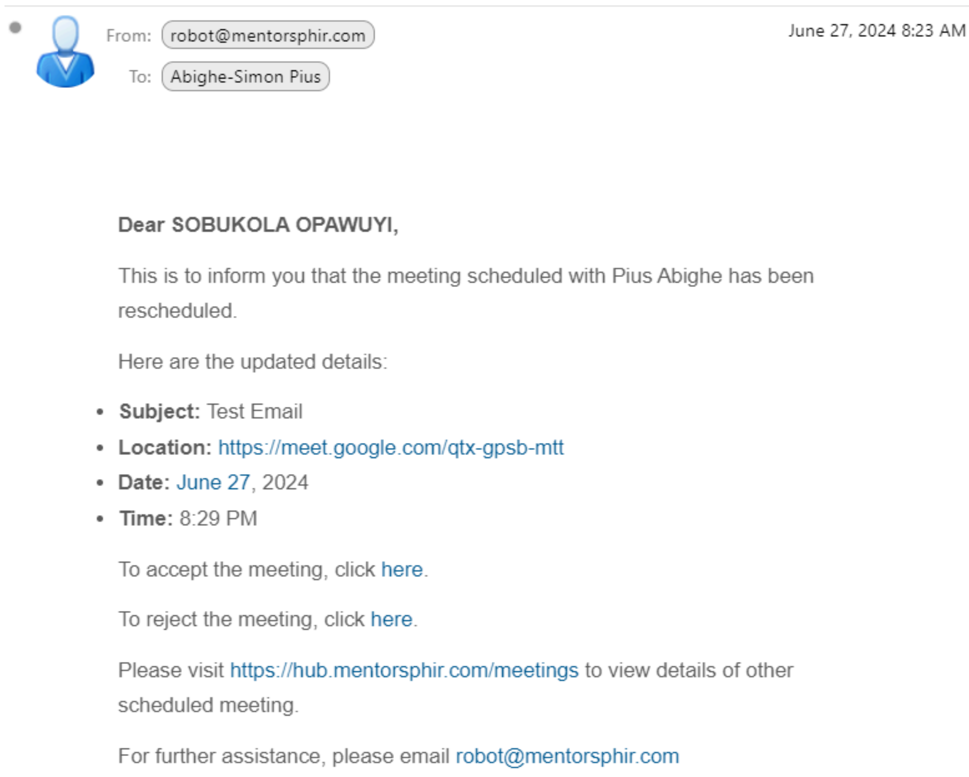
b. **Click on the Reschedule Button:** This action will open a form where you can enter a new date and time for the meeting.



c. **Enter New Date and Time:** Use the provided interface in the form to choose a suitable new date and time.

d. **Click on the Reschedule Button:** After entering the new details, click on the **reschedule button** to submit your changes.

e. **Notification Email:** A notification email will be sent to the recipient (mentor/mentee) regarding the rescheduled meeting. The recipient is expected to either accept or reject the new meeting time.



From: robot@mentorsphir.com
To: Abighe-Simon Pius
June 27, 2024 8:23 AM

Dear SOBUKOLA OPAWUYI,

This is to inform you that the meeting scheduled with Pius Abighe has been rescheduled.

Here are the updated details:

- **Subject:** Test Email
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 27, 2024
- **Time:** 8:29 PM

To accept the meeting, click here.

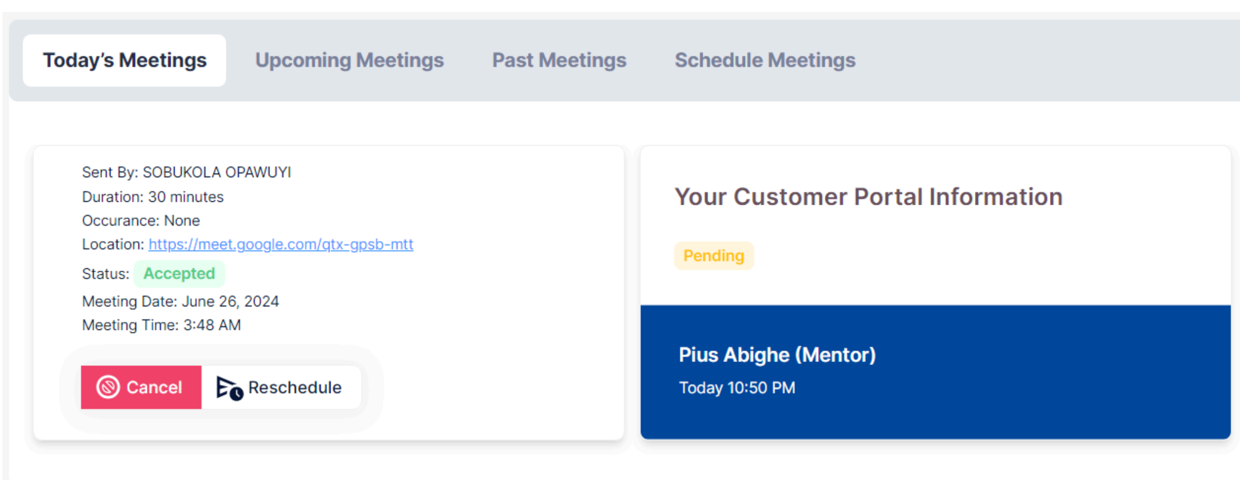
To reject the meeting, click here.

Please visit https://hub.mentorsphir.com/meetings to view details of other scheduled meeting.

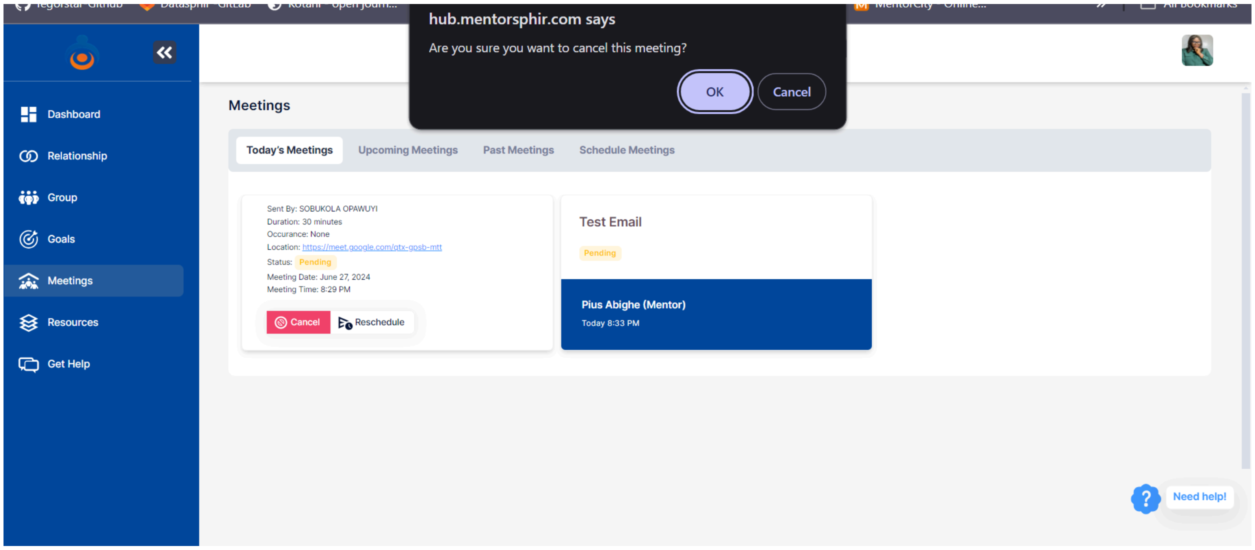
For further assistance, please email robot@mentorsphir.com

Canceling a Meeting

a. Hover on the meeting card, and the option to cancel the meeting will appear.

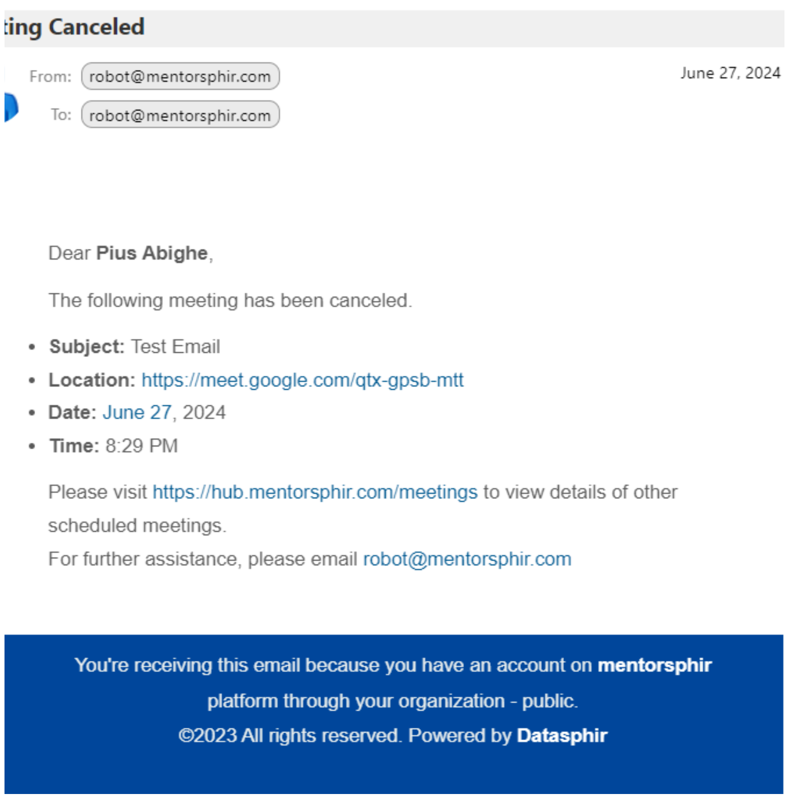


b. Click on the cancel button to initiate the cancellation process.



c. Confirm the cancellation by clicking on the confirmation button to finalize the cancellation and stop the action.

d. **Notification Email:** A notification email will be sent to the recipient (mentor/mentee) regarding the cancellation of the meeting.



ting Canceled

From: robot@mentorsphir.com — June 27, 2024

To: robot@mentorsphir.com

Dear **Pius Abighe**,

The following meeting has been canceled.

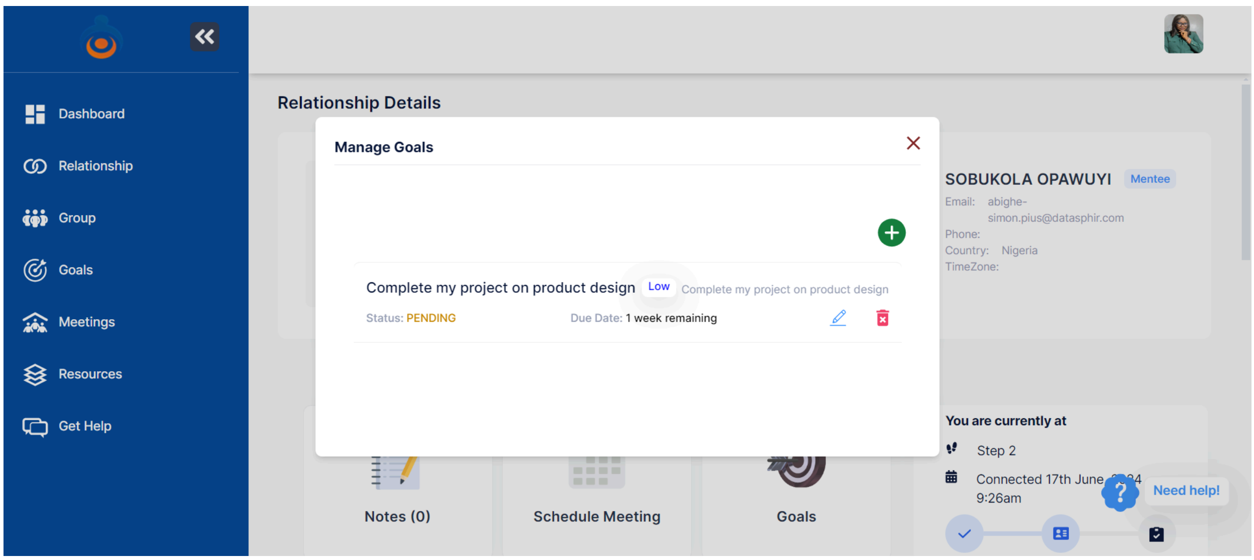
- **Subject:** Test Email
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 27, 2024
- **Time:** 8:29 PM

Please visit https://hub.mentorsphir.com/meetings to view details of other scheduled meetings.
For further assistance, please email robot@mentorsphir.com

You're receiving this email because you have an account on **mentorsphir** platform through your organization - public.
©2023 All rights reserved. Powered by **Datasphir**

Goals

The **"Goals"** card within the relationship dashboard allows users to manage goals they set for their mentoring relationship. Clicking on this card opens a modal where users can define and track their goals effectively.

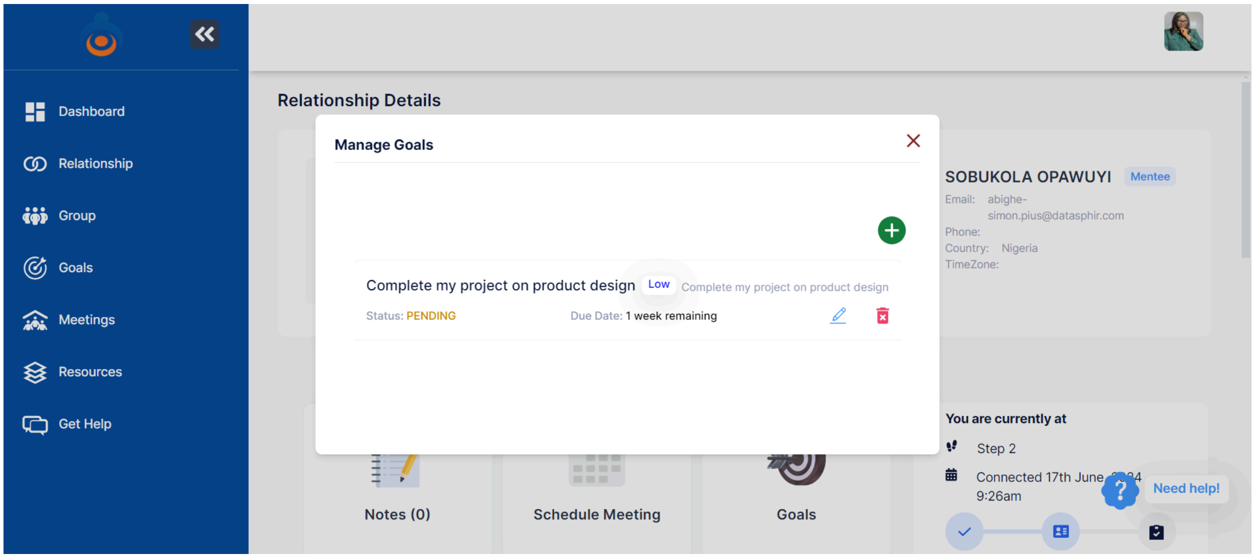


Creating Relationship Goals:

a. Navigate to the relationship dashboard.

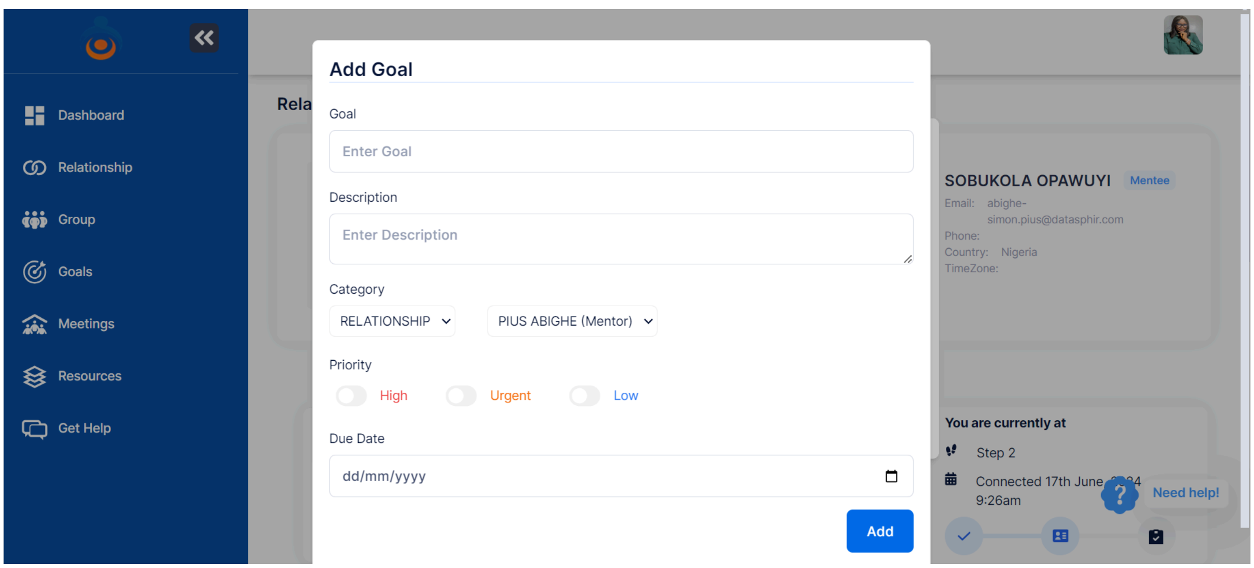
b. Click on the "Goals" card.

c. In the modal window that appears:



d. Click on the circled plus icon at the top right of the goal modal.

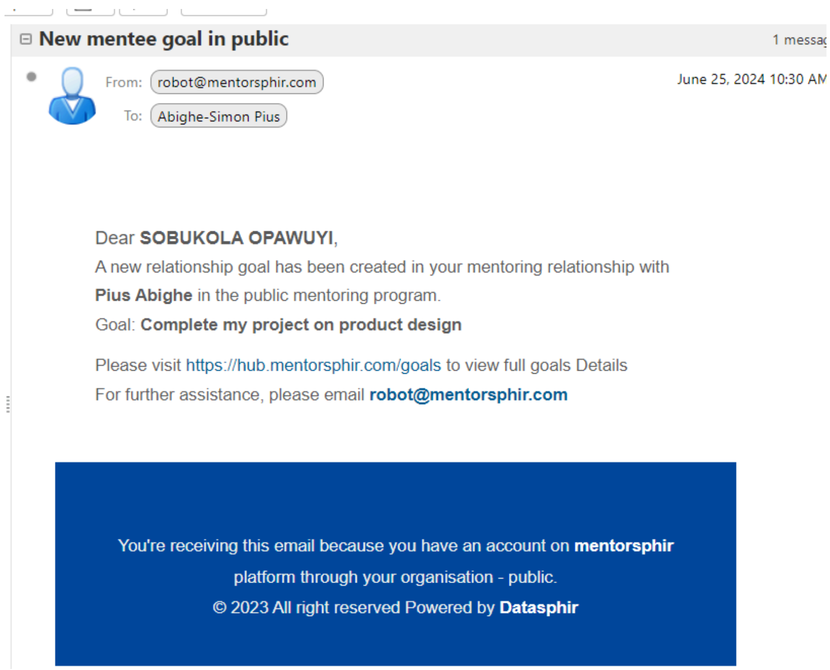
e. The form below will display for you to create your goal.



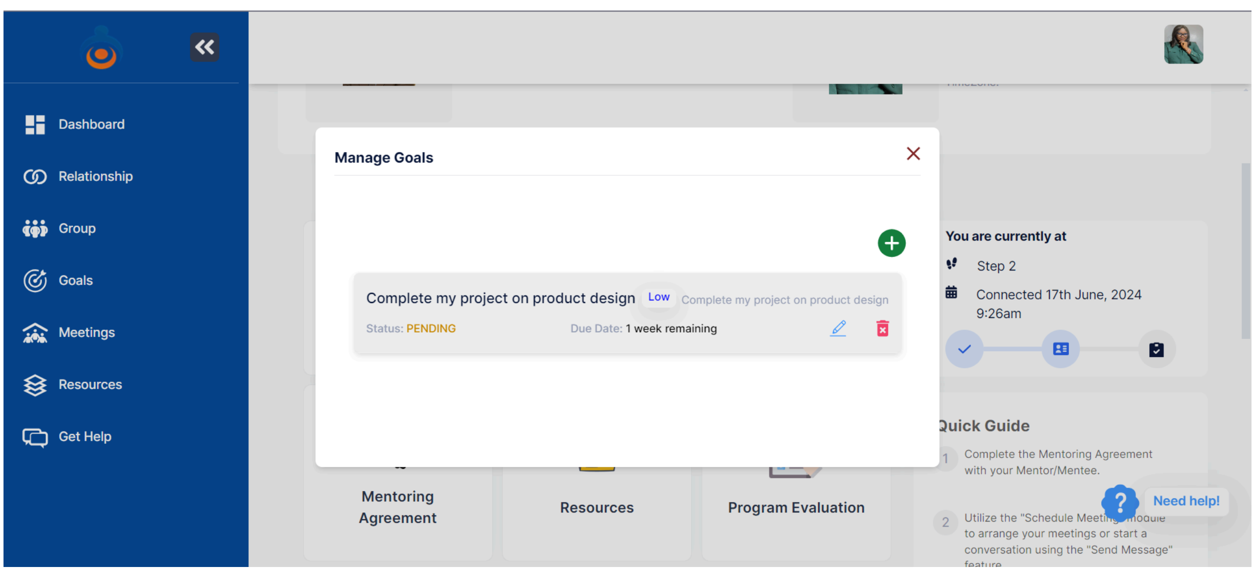
Define specific goals you want to achieve in the mentoring relationship. These can include personal development objectives or milestones for the relationship itself. Set clear objectives with measurable outcomes to track progress over time.

f. Save the goals to ensure they are recorded within the platform for reference.

g. After saving the goal, both members of the relationship will receive an email notification that a goal has been created. This is given below:

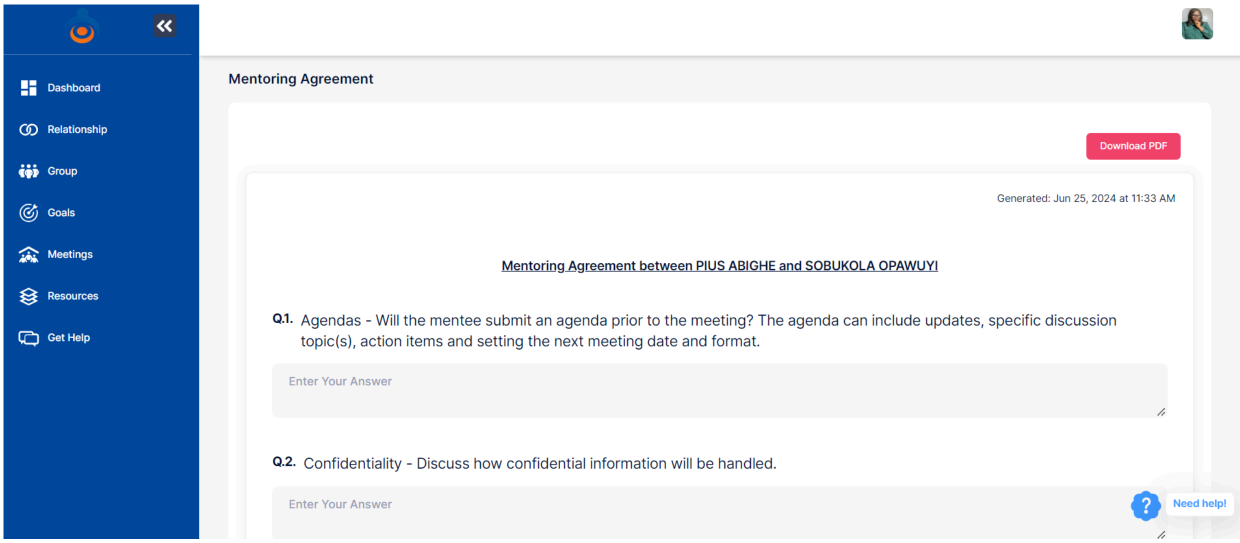


h. You can also edit and delete goals created within a relationship. To do so, click on the edit icon in the manage goals modal, or click on the delete recycling bin icon to remove a goal.



Mentoring Agreement:

The Mentoring Agreement within the relationship dashboard serves as a formal document where '**mentors**' and '**mentees**' establish and document the expectations, goals, and guidelines for their mentoring relationship.

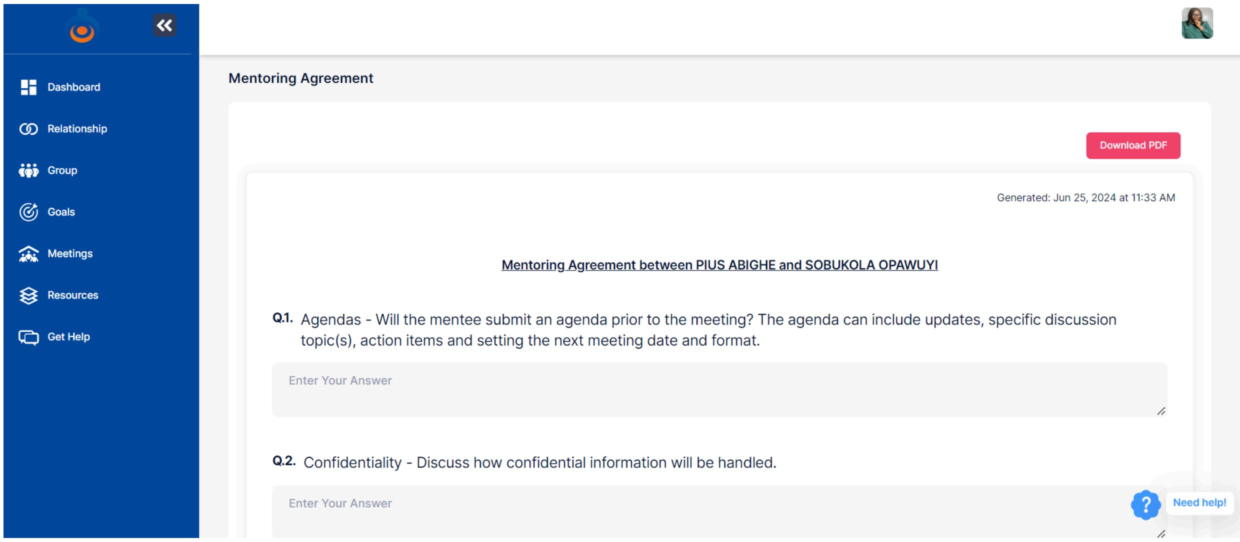


Accessing the Mentoring Agreement:

a. Navigate to the relationship dashboard.

b. Locate and click on the "**Mentoring Agreement**" card.

c. You will be directed to a dedicated page designed for completing the mentoring agreement as given below:



d. The page present a series of questions and fields related to the mentoring relationship. Provide thoughtful responses to each question, outlining mutual expectations, goals, communication preferences, and any other pertinent details.

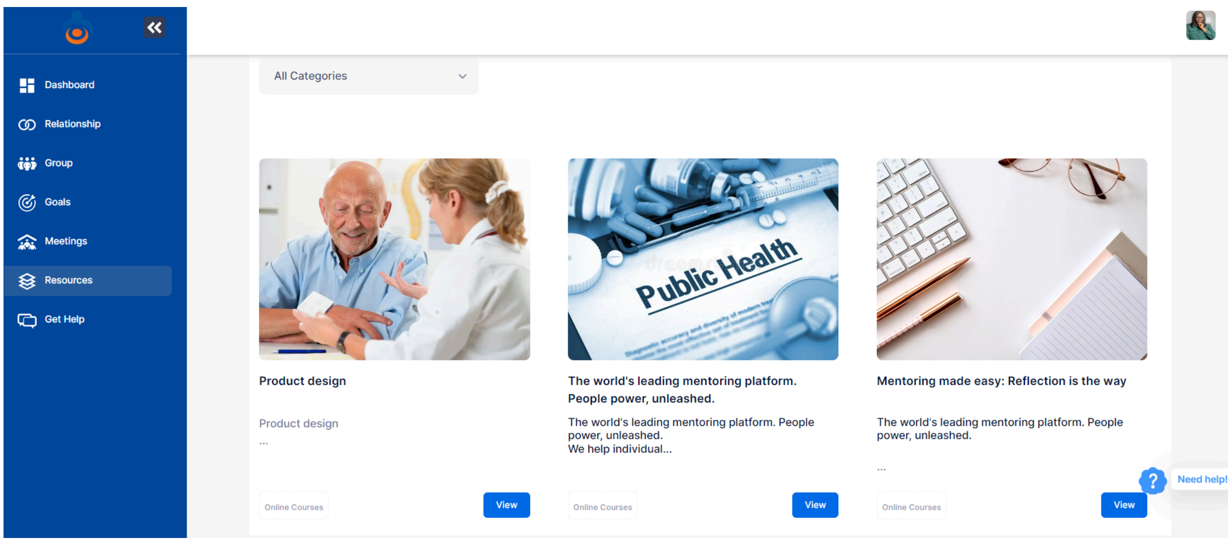
e. After filling out the agreement, save your responses within the platform.

f. Saving ensures that your mentoring agreement is recorded and accessible for future reference.

g. On the mentoring agreement page, there is a **download button** available. Clicking this button allows you to download a copy of your completed agreement and answers in PDF format. This downloaded document serves as a record of the agreed-upon terms and can be kept for personal or organizational records.

Resources

The Resources page offers access to a variety of materials and tools provided by your organization, designed to support personal development, professional growth, and enhance mentoring relationships. Clicking on the Resources card directs you to this page, where you can browse and utilize these resources. Additionally, you can filter resources by categories using the dropdown menu, simplifying the process of finding specific materials. The page is given below:

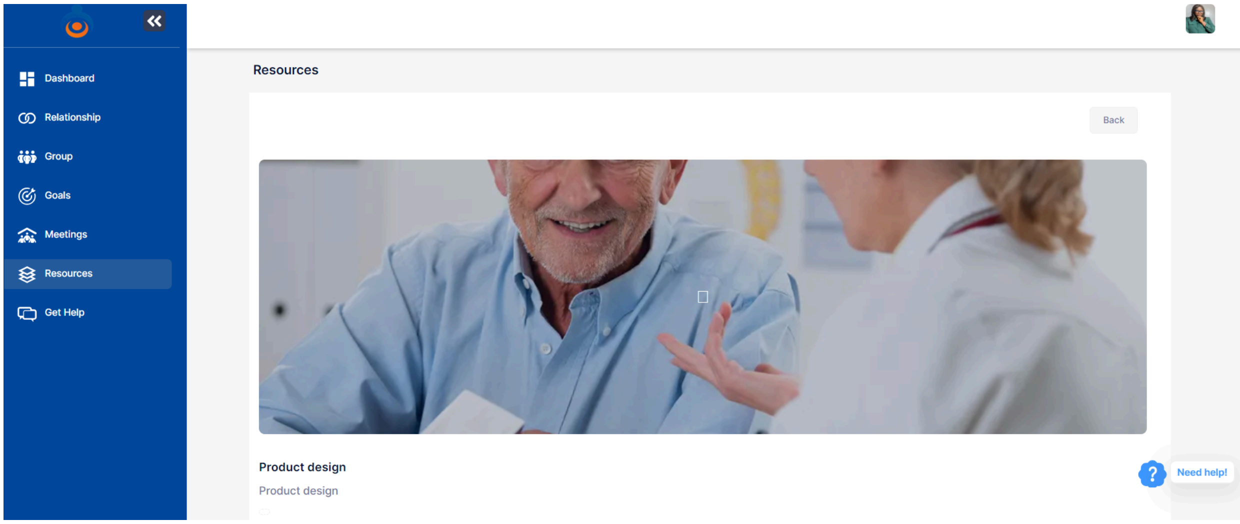


Resource Listing

a. Each resource is listed with a summary that includes:
b. Cover Image: Displayed above the title.
c. Title: The name of the resource.
d. Brief Details: A short description of the resource content.
e. Resource Category: Displayed at the bottom left.
f. View Button: Located at the bottom right.

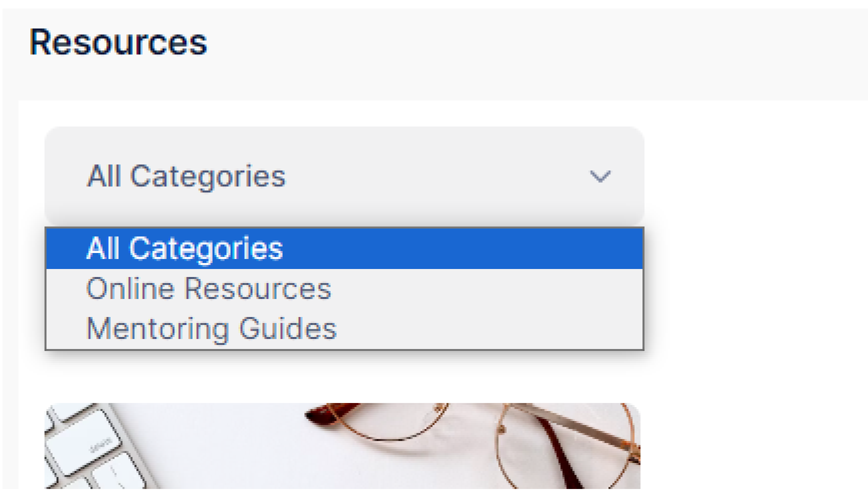
Viewing a Resource

a. Locate the Resource: Find the resource you are interested in from the list.
b. Click the View Button: This button will expand the resource to show its full content as given below:



Filtering Resources by Category

a. Select a Category: Use the category filter option at the top of the interface to choose a specific category.



b. View Filtered Resources: The resource list will update to display only the resources that match the selected category.

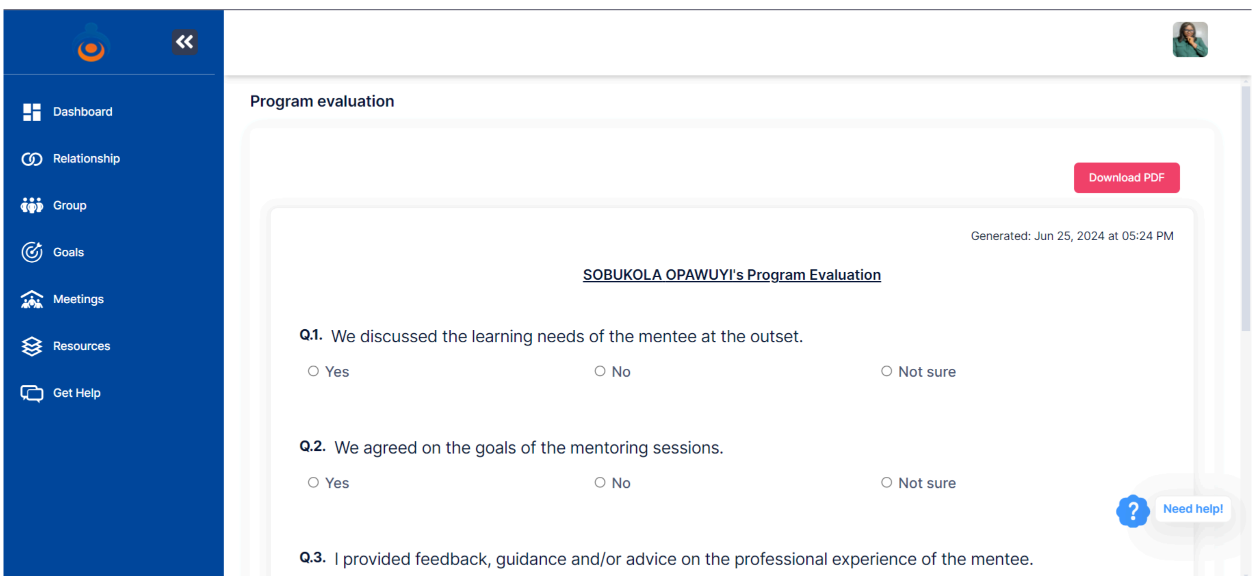
Program Evaluation

The Program Evaluation module is designed to gather comprehensive feedback and insights regarding the impact and effectiveness of the mentoring program. It allows both mentors and mentees to provide valuable input on their mentoring experience, which is essential for continuous improvement and ensuring a meaningful learning journey.

Accessing Program Evaluation through the Relationship Dashboard:

a. Click on the **"Program Evaluation"** card within the relationship dashboard.

b. You will be redirected to the Program Evaluation page.



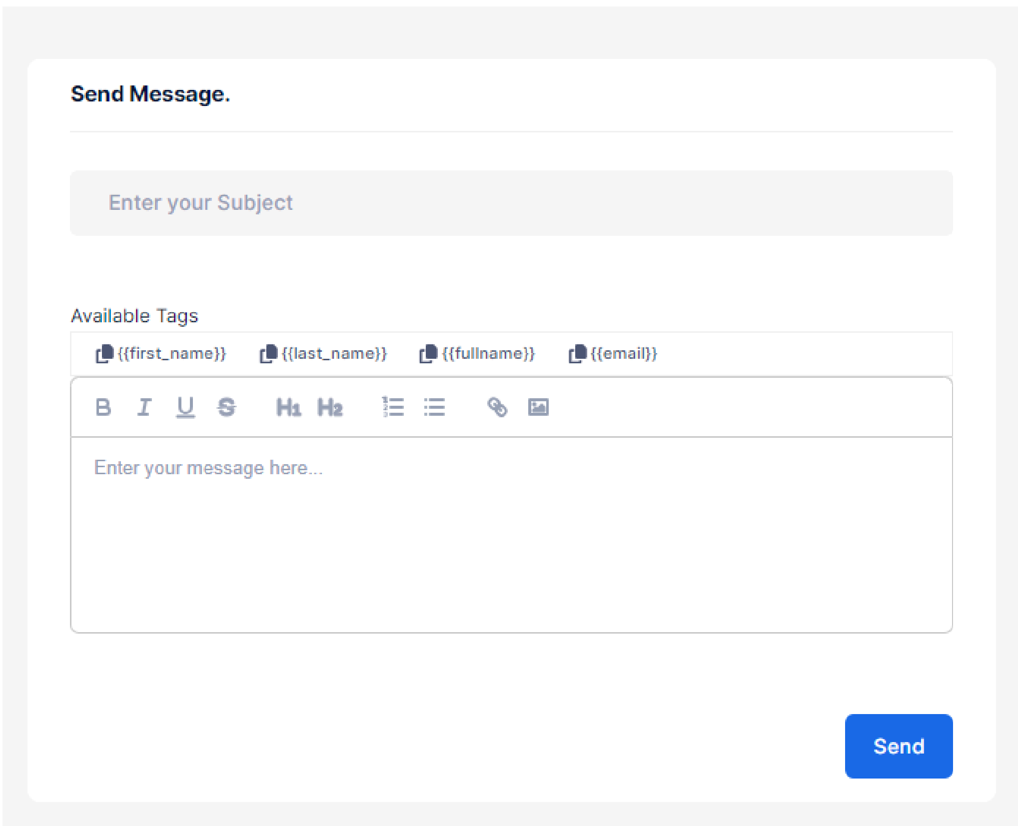
c. Fill out the evaluation questions and provide answers based on your assessment.

d. Save the evaluation to record your feedback and assessment.

e. Optionally, use the **download button** to obtain a PDF copy of your evaluation for reference or sharing.

Send Message

In the Send Message section of the relationship dashboard, participants can communicate directly with each other. This feature allows individuals within a mentoring relationship to send messages, facilitating ongoing communication and collaboration.



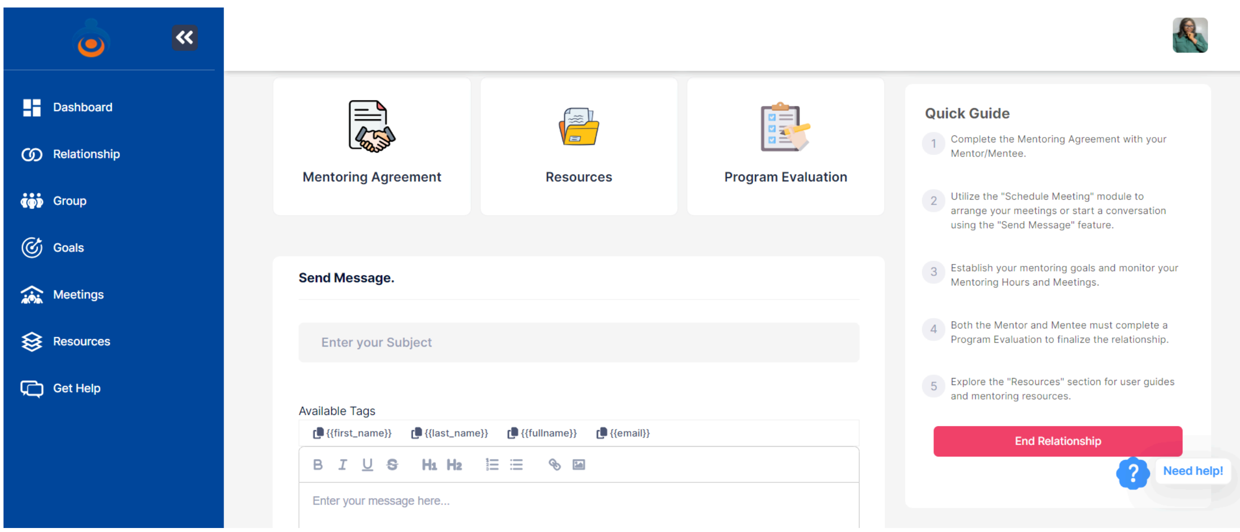
Functionality: Enables participants to send messages to each other directly from the relationship dashboard.

Notification: Recipients receive message notifications via email for prompt response.

Purpose: Enhances communication within the mentoring relationship, fostering dialogue and support.

End Relationship

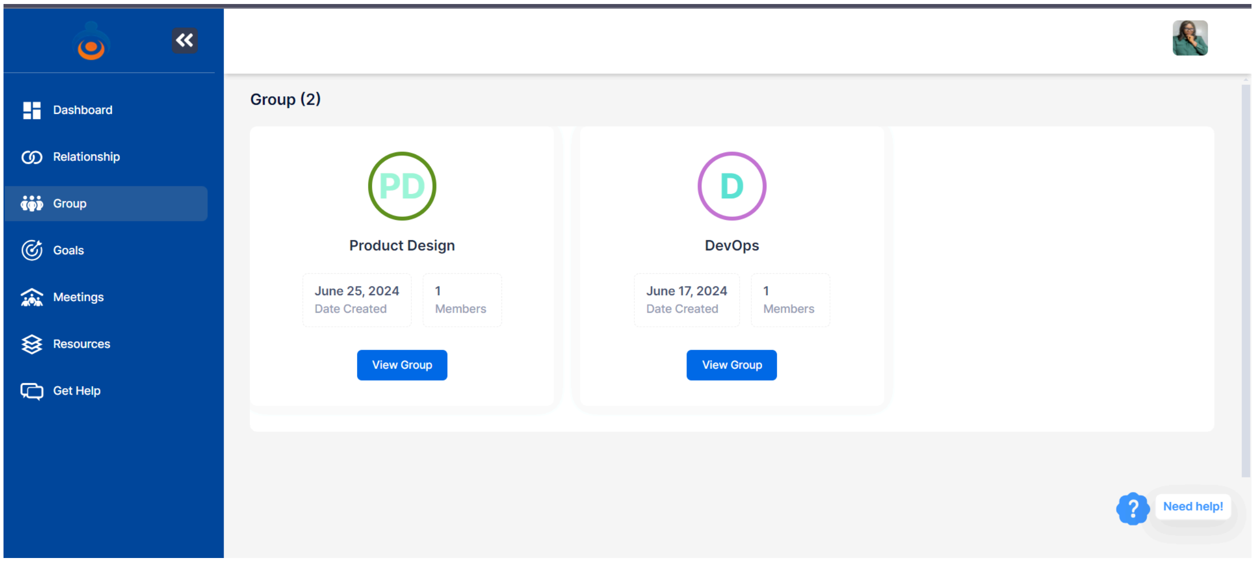
When a relationship is completed, a mentor/mentee can end their relationship from their relationship dashboard using the “**End relationship”** button (at the lower righ-hand corner) as given in the figure below:



Note: Before they end a relationship, mentee and mentor must have completed their program evaluation.

Group Mentoring

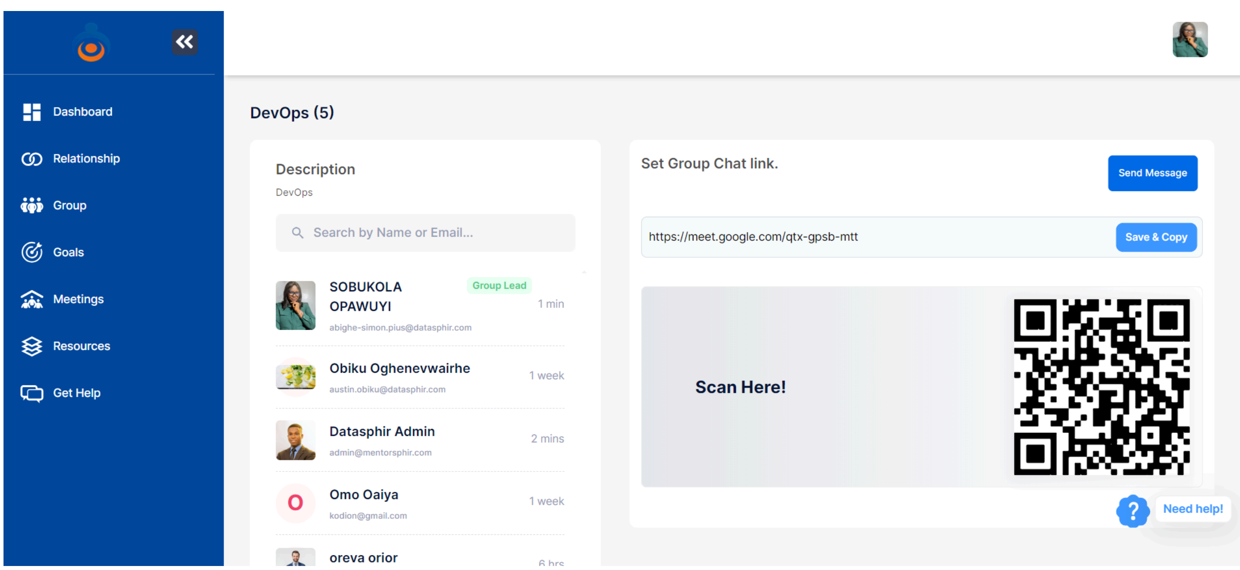
The Group module in our platform facilitates collaborative learning and interaction through group mentoring. Group mentoring allows members to engage collectively, share knowledge, collaborate on common goals, and support each other's development within a structured environment.



To access the **'Group module'**, navigate to the platform's left sidebar and click on the **"Groups"** menu option. This action directs you to a listing of all groups that you are a part of as given above.

To gain an overview of a specific group:

a. Click on the **"View Group"** button associated with that group.



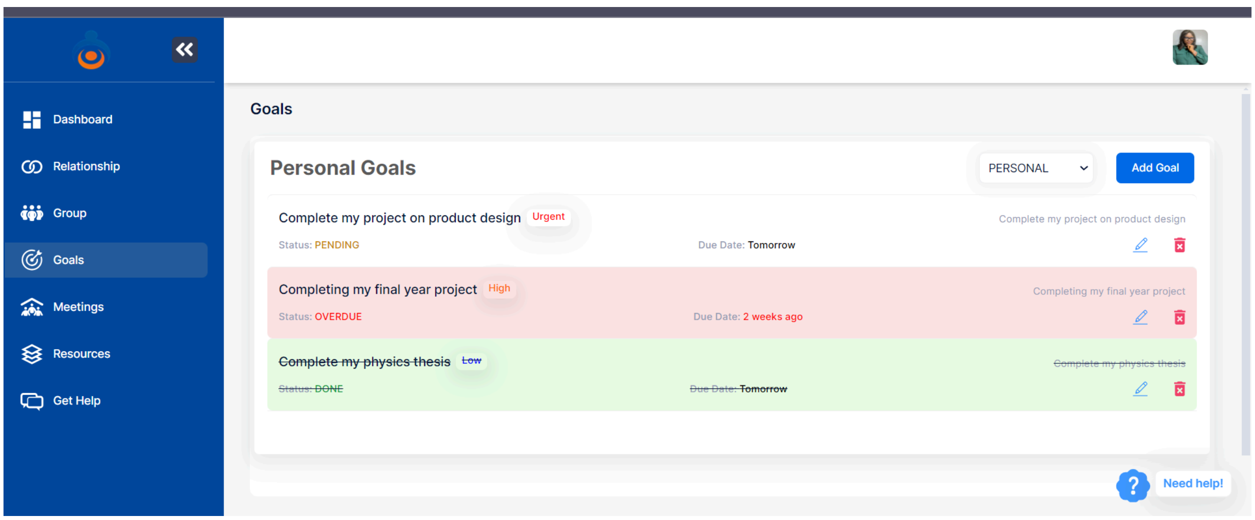
This displays the figure as given below, containing detailed information such as:

a. **Group Members:** Listed on the left-hand side of the interface as given above.

b. **Group Chat Link:** A link to an external communication tool chosen for group discussions. Note that only group leaders can set this group chat link and send messages to members.
c. **QR Code Option:** Provides an alternative method for members to access the group's resources and communication channels.

Goals

The Goals module is designed to help users set, track, and manage both personal and relationship goals. This module is crucial for fostering personal development and strengthening mentoring relationships by setting clear, achievable objectives.



Types of Goals

Personal Goals

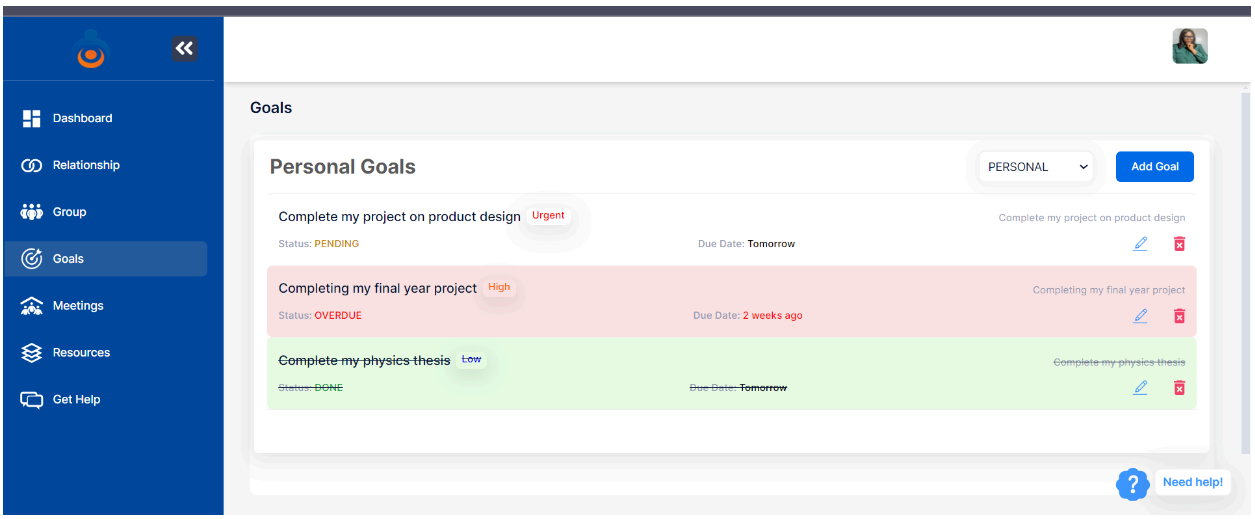
Personal goals are user-related objectives set for individual growth and development. These goals can be categorized and prioritized to help users focus on what is most important.

Personal goals include:

a. Goal Title: The name of the goal.
b. Goal Priority: Options are [low, high, urgent].
c. Goal Description: A detailed description of the goal.

d. Due Date: The deadline for achieving the goal.
e. Goal Status: Indicates whether the goal is pending, completed, or overdue.
f. Edit Goal: Allows the user to modify the goal.
g. Delete Goal: Allows the user to remove the goal.

It is important to note that the background color of the goal card indicates its status: white for pending, green for completed, and red for overdue. This is show below:



Relationship Goals

Relationship goals are objectives set for the mentoring relationship. These goals are intended to enhance the mentor-mentee connection and ensure mutual growth.

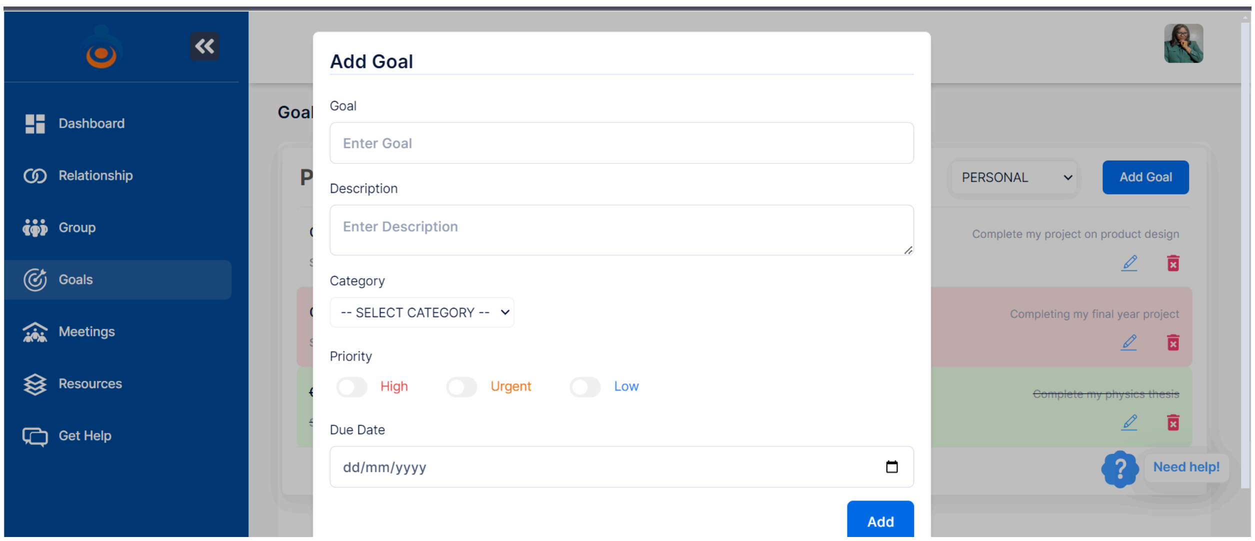
In the relationship goal category, users will find:

a. Goal Title: The name of the goal.
b. Goal Description: Details about the goal.
c. Goal Priority: Options are [low, high, urgent].
d. Due Date: The deadline for achieving the goal.
e. Edit Goal: Allows modification of the goal details.
f. Delete Goal: Allows removal of the goal.
g. Accessing and Managing Goals

Adding Goals

Steps:

1. **Navigate to the Goals Interface:** Go to the goal menu on the left sidebar, which directs you to the goal page where you have the list of goals created.
2. Click the **"Add Goal"** button to open a modal form as given below:

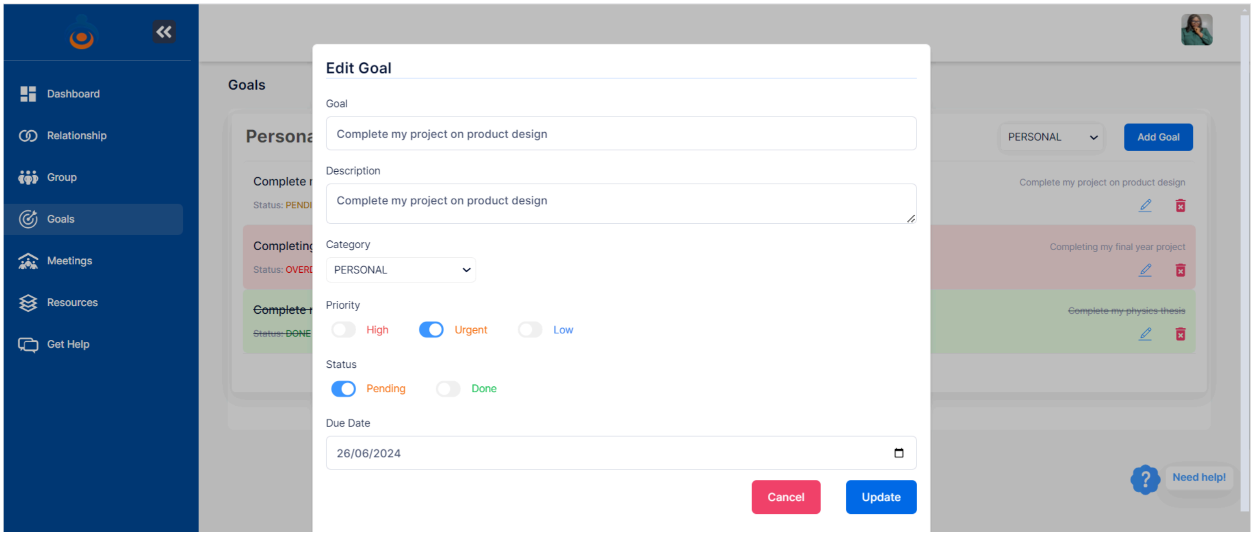


3. Fill Out the Form: Enter the goal title, description, category, priority, and due date. Assign to Relationship (if applicable): If setting a relationship goal, select the specific relationship from the dropdown menu.
4. Save the Goal: Click **"Add"** to save the goal. The new goal will appear in the listing under its set category.

Editing Goals

Steps:

1. Click the **"Edit Goal"** icon on the specific goal card, the below modal will display to edit your goal.

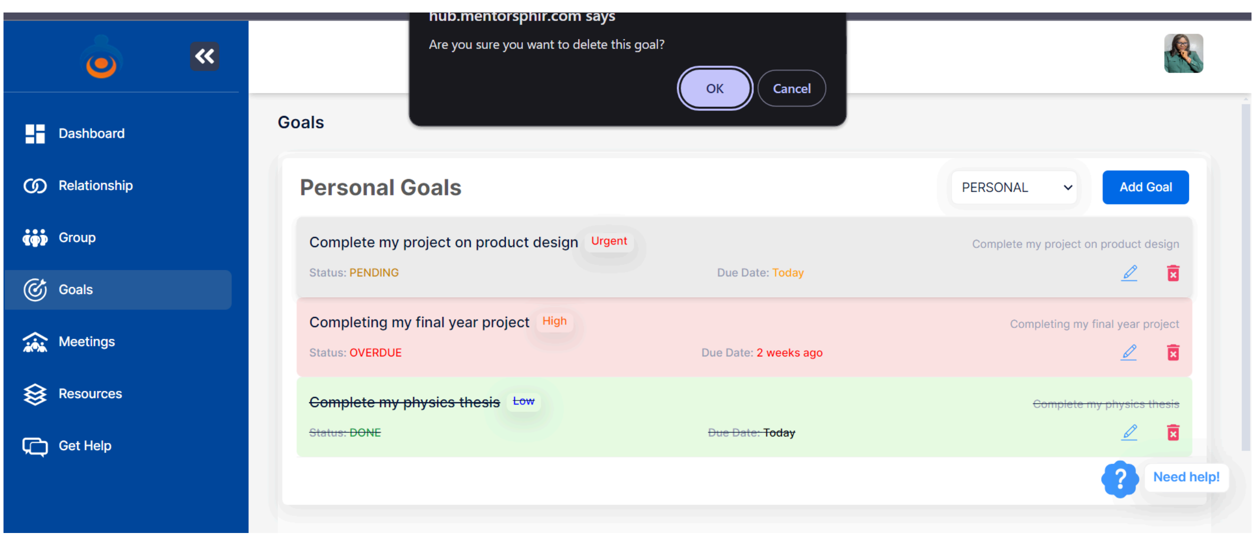


2. Modify the goal details as needed.
3. Save Changes: Click **"Update"** to apply the changes or **"Cancel"** to discard them.

Deleting Goals

Steps:

1. Click the **"Delete Goal"** icon on the specific goal card.
2. Click on “**Ok**” to delete the goal or **"Cancel"** to discard action.



Visual Indicators

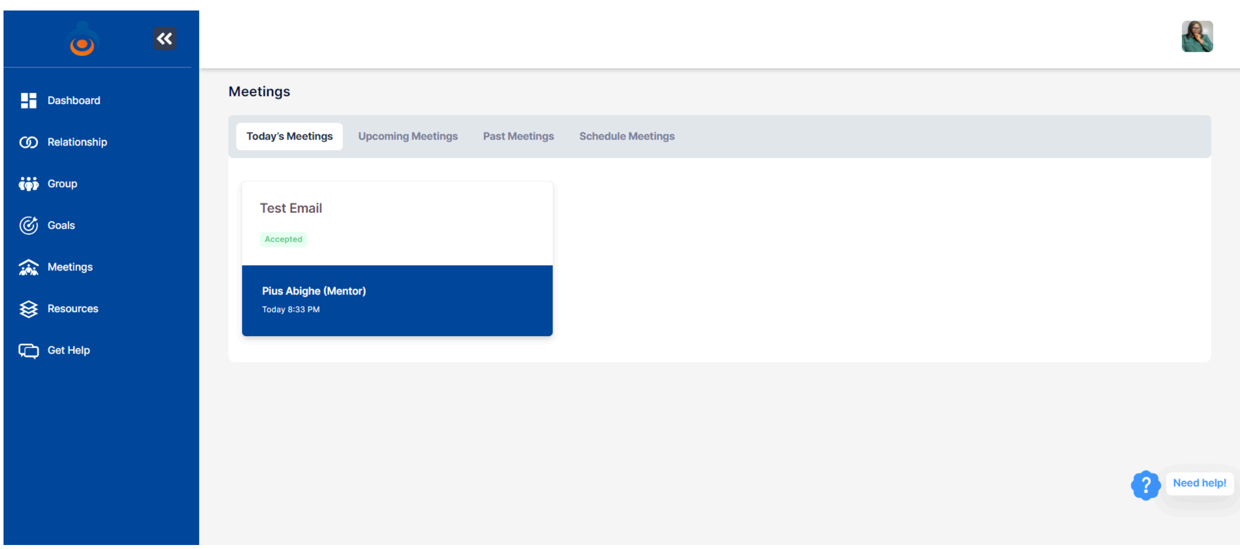
Orange Background: The goal is still pending.

Green Background: The goal is completed.

Red Background: The due date has passed.

Meetings

The **"Schedule Meeting"** dashboard allows users to manage meetings related to their mentoring relationship. When clicked, a modal window appears where users can organize and plan meetings efficiently.



Subtabs in the Schedule Meeting Modal:

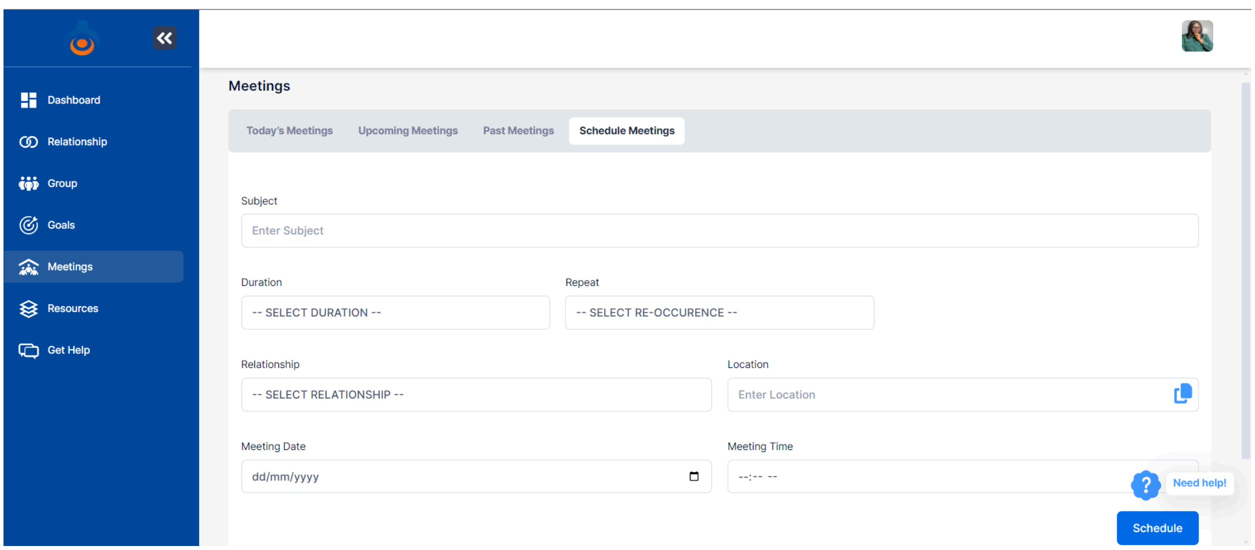
d. **Today's Meetings:** This subtab displays meetings scheduled for the current day. Users can view details such as meeting time, agenda, and participants. It provides quick access to upcoming meetings for immediate preparation and updates.

e. **Upcoming Meetings:** Here, users can see a list of all scheduled meetings that are yet to occur. Details such as meeting date, time, agenda, and attendees are visible. It helps users to plan ahead and prepare for upcoming mentoring sessions.

f. **Past Meetings:** This subtab lists meetings that have already taken place. Users can review past meeting notes, outcomes, and any action points discussed. It serves as a reference for tracking progress and maintaining continuity in the mentoring process.

Schedule a meeting

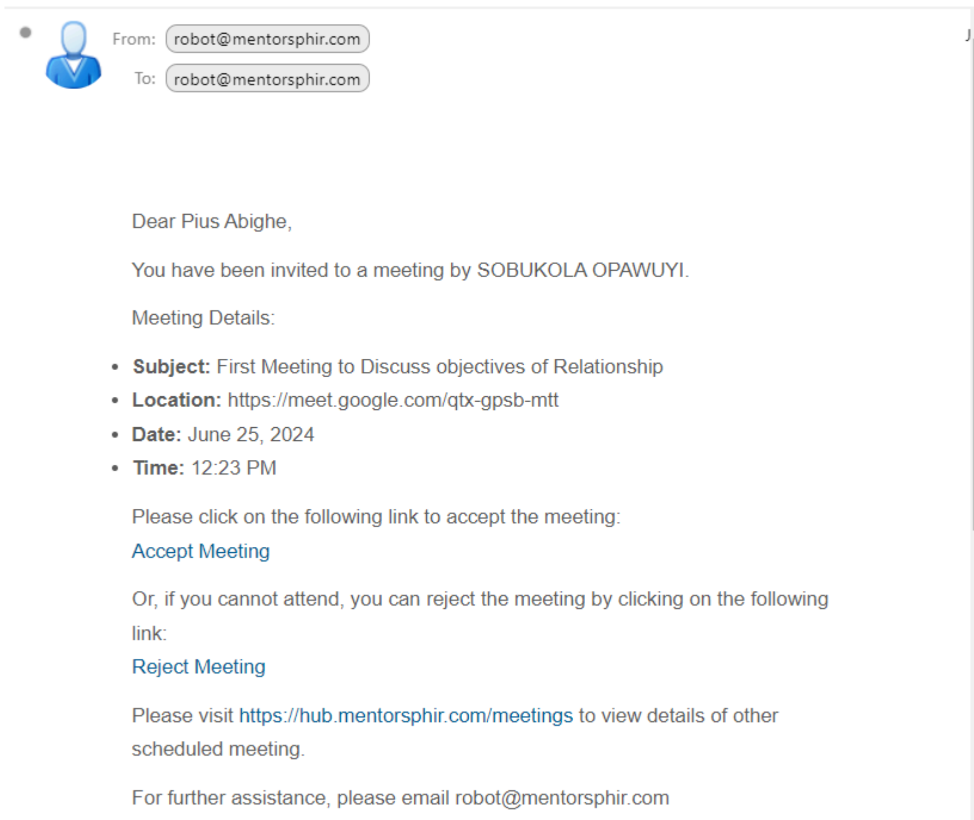
1. Navigate to the Meeting dashboard by clicking on the **"Meeting"** menu .
2. Click on the **"Schedule Meeting"** tab.



3. Fill out the meeting form with the required details.
4. Click on the **"Schedule"** button to set up the meeting.

Notification and Acceptance:

5. After scheduling the meeting, an email will be sent to the recipient informing them that a meeting has been scheduled. This is given below:



From: robot@mentorsphir.com

To: robot@mentorsphir.com

Dear Pius Abighe,

You have been invited to a meeting by SOBUKOLA OPAWUYI.

Meeting Details:

- **Subject:** First Meeting to Discuss objectives of Relationship
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 25, 2024
- **Time:** 12:23 PM

Please click on the following link to accept the meeting:
Accept Meeting

Or, if you cannot attend, you can reject the meeting by clicking on the following link:
Reject Meeting

Please visit https://hub.mentorsphir.com/meetings to view details of other scheduled meeting.

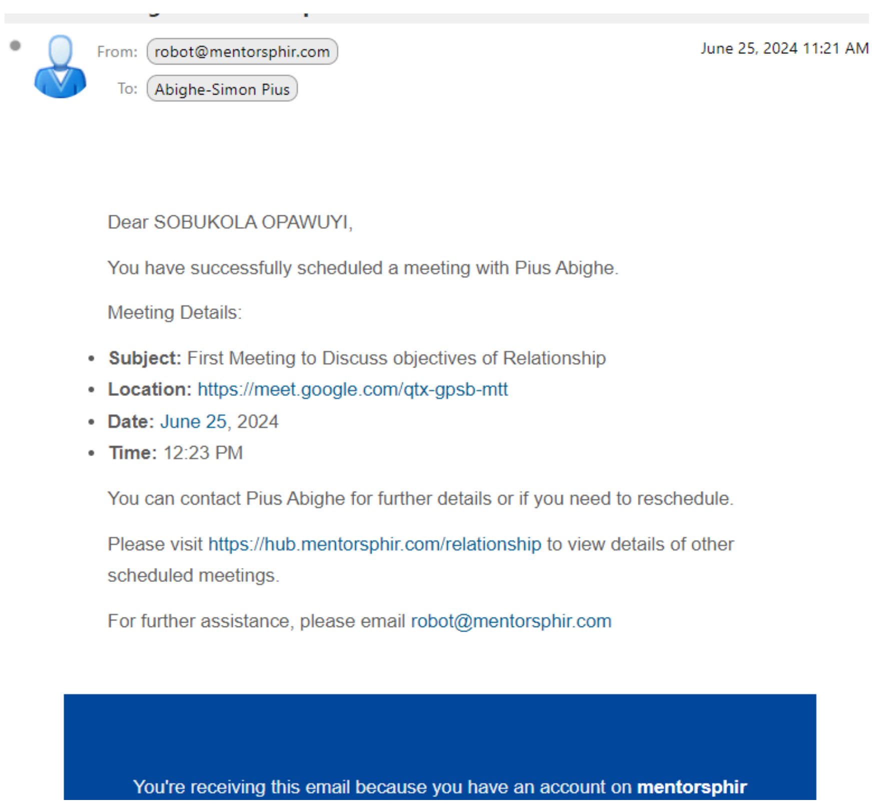
For further assistance, please email robot@mentorsphir.com

6. The recipient is expected to **accept** or **reject** the meeting request.
7. If the meeting is **accepted**, it will appear in the **"Today's Meetings"** subtab if scheduled for today, or in the **"Upcoming Meetings"** subtab for future dates as accepted.
8. If the meeting is not accepted, it will remain pending.

Note: ***If a meeting is accepted, you can't reject it. You will have to reschedule the meeting.***

Confirmation to Sender:

9. An email will be sent to the sender **(mentor/mentee),** confirming that the meeting has been successfully scheduled. The details of the scheduled meeting and its status will be provided in the email.



From: robot@mentorsphir.com

To: Abighe-Simon Pius

June 25, 2024 11:21 AM

Dear SOBUKOLA OPAWUYI,

You have successfully scheduled a meeting with Pius Abighe.

Meeting Details:

- **Subject:** First Meeting to Discuss objectives of Relationship
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 25, 2024
- **Time:** 12:23 PM

You can contact Pius Abighe for further details or if you need to reschedule.

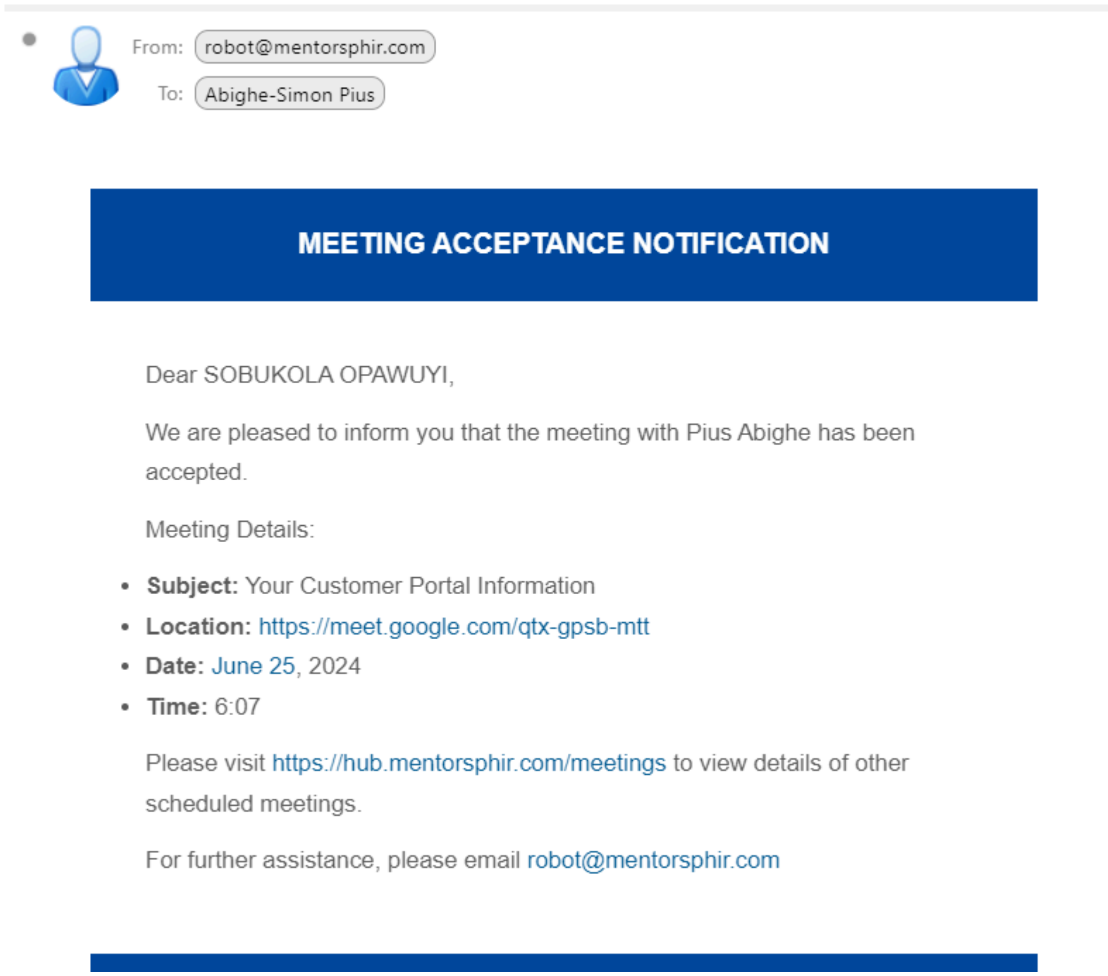
Please visit https://hub.mentorsphir.com/relationship to view details of other scheduled meetings.

For further assistance, please email robot@mentorsphir.com

You're receiving this email because you have an account on **mentorsphir**

Meeting Acceptance Notification:

10. When the meeting has been successfully accepted by the recipient (mentor/mentee), a notification email is sent to the sender (mentor/mentee). The email will include the details of the scheduled meeting and its acceptance status.



From: robot@mentorsphir.com

To: Abighe-Simon Pius

MEETING ACCEPTANCE NOTIFICATION

Dear SOBUKOLA OPAWUYI,

We are pleased to inform you that the meeting with Pius Abighe has been accepted.

Meeting Details:

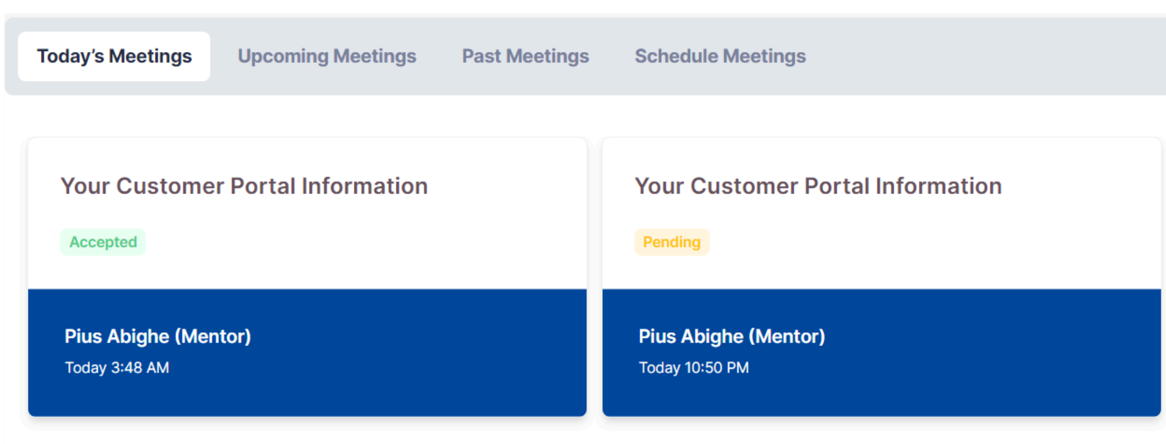
- **Subject:** Your Customer Portal Information
- **Location:** https://meet.google.com/qtx-gpsb-mtt
- **Date:** June 25, 2024
- **Time:** 6:07

Please visit https://hub.mentorsphir.com/meetings to view details of other scheduled meetings.

For further assistance, please email robot@mentorsphir.com

Meeting Card

The meeting card provides a quick summary of the meeting details. It contains:

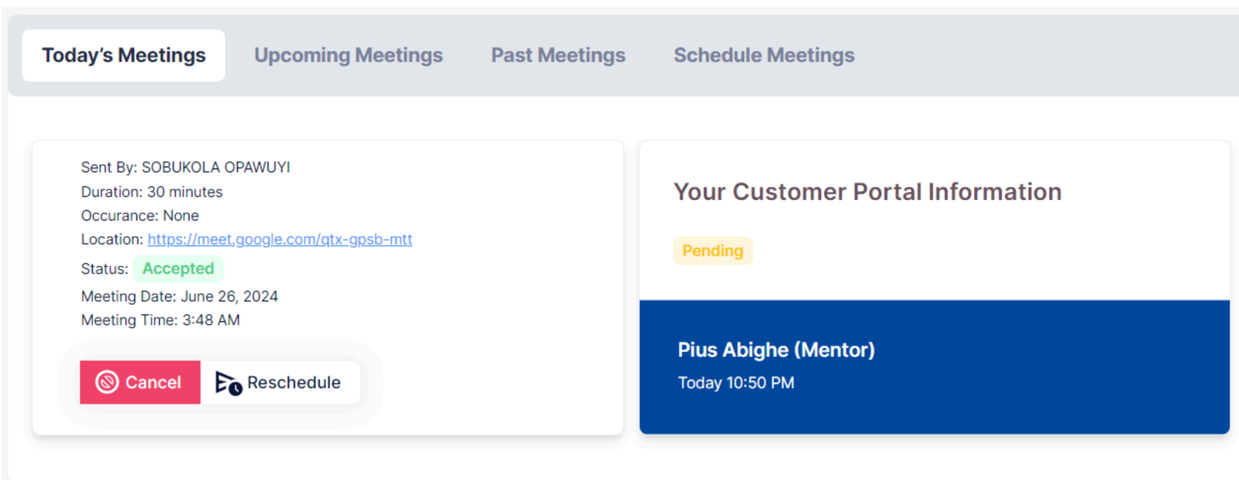


d. **Title of the Meeting:** This is displayed at the top of the card.

e. **Meeting Status:** This can show various states such as "pending," indicating that the other party has not yet approved or rejected the meeting request.

f. **Blue Section:** This section contains the name of the person you are meeting with, along with the date and time of the meeting.

When you hover your cursor over the blue section of the card, additional details about the meeting become visible.



At the bottom of the card, you will find action buttons which may include:

c. **Cancel:** This button allows you to cancel the meeting at any time.

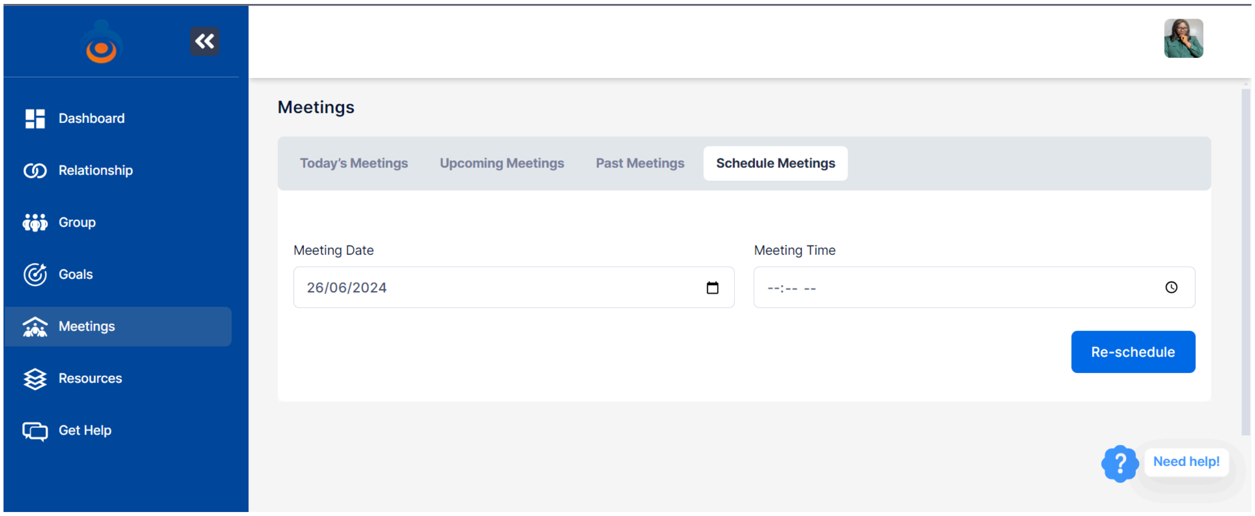
d. **Reschedule:** This button enables you to change the date or time of the meeting.

Rescheduling a Meeting

Steps

f. **Hover on the Meeting Card:** When you hover over the meeting card, the option to reschedule the meeting will appear.

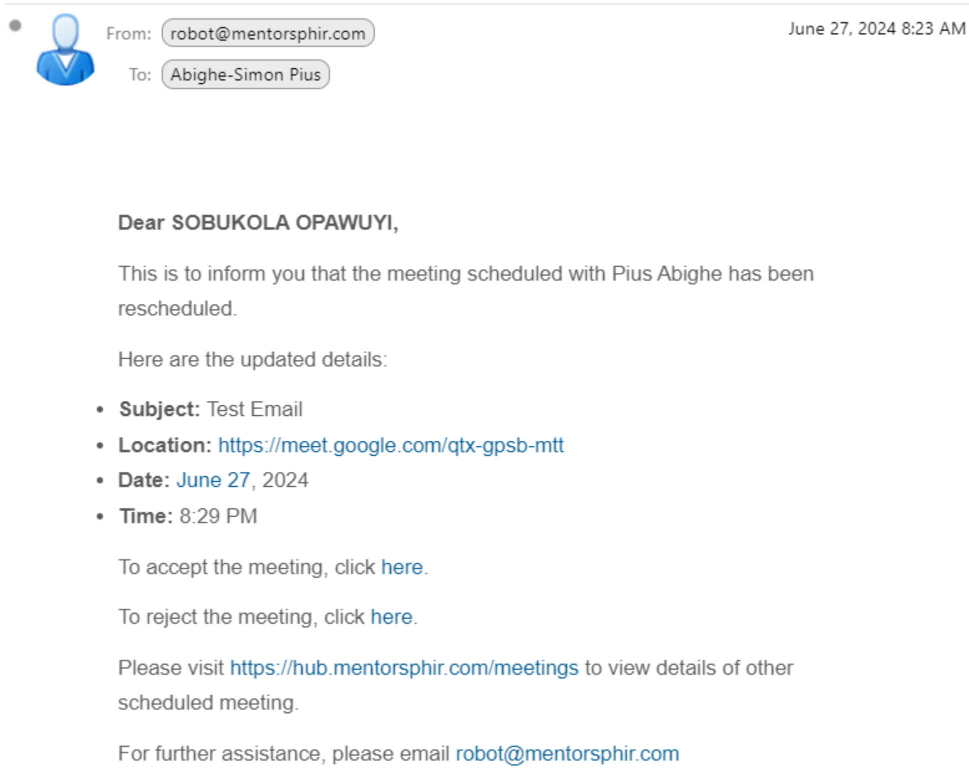
g. **Click on the Reschedule Button:** This action will open a form where you can enter a new date and time for the meeting.



h. **Enter New Date and Time:** Use the provided interface in the form to choose a suitable new date and time.

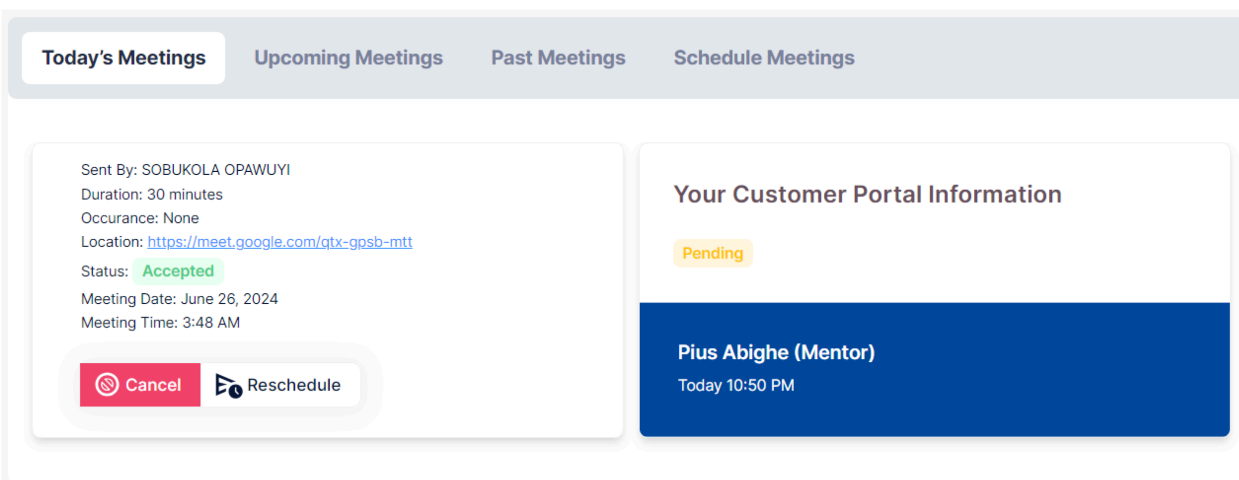
i. **Click on the Reschedule Button:** After entering the new details, click on the **reschedule button** to submit your changes.

j. **Notification Email:** A notification email will be sent to the recipient (mentor/mentee) regarding the rescheduled meeting. The recipient is expected to either accept or reject the new meeting time.

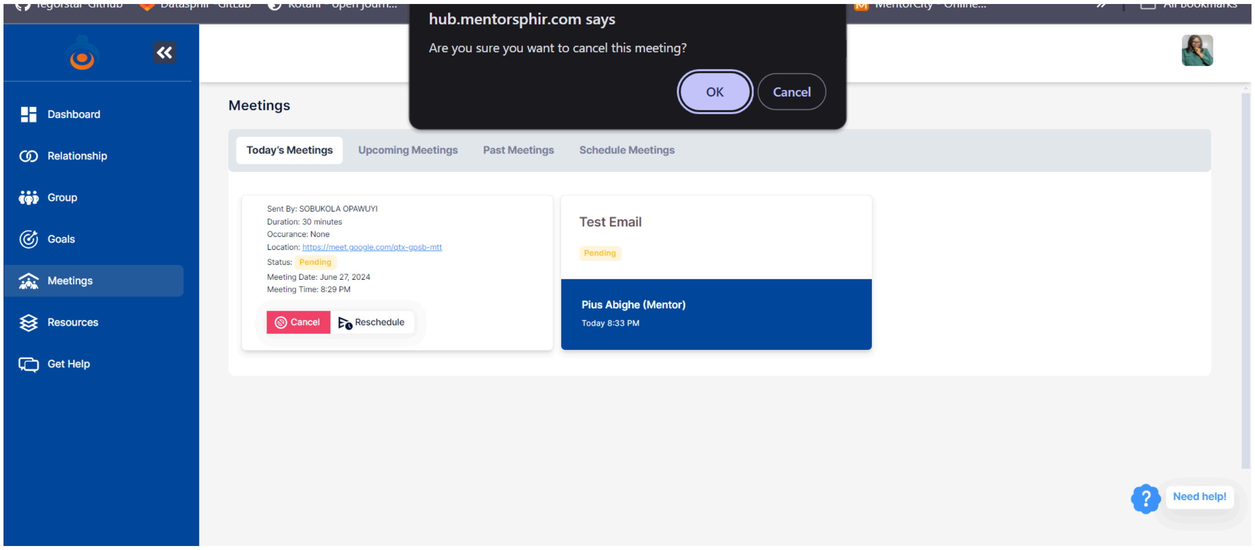


Canceling a Meeting

e. Hover on the meeting card, and the option to cancel the meeting will appear.

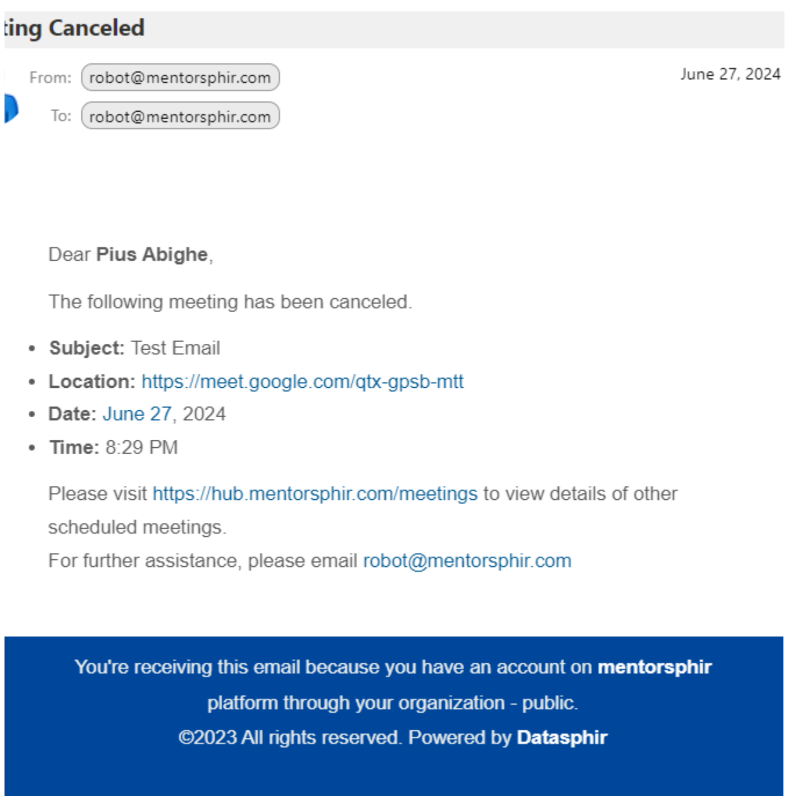


f. Click on the cancel button to initiate the cancellation process.



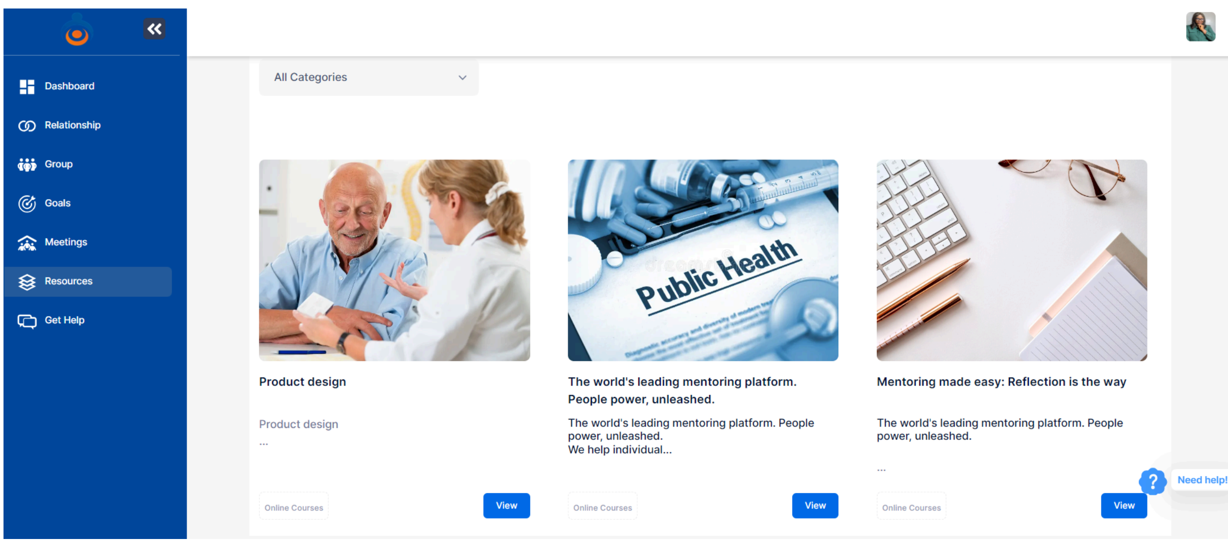
g. Confirm the cancellation by clicking on the confirmation button to finalize the cancellation and stop the action.

h. **Notification Email:** A notification email will be sent to the recipient (mentor/mentee) regarding the cancellation of the meeting.



Resources

The Resources page offers access to a variety of materials and tools provided by your organization, designed to support personal development, professional growth, and enhance mentoring relationships. Clicking on the Resources card directs you to this page, where you can browse and utilize these resources. Additionally, you can filter resources by categories using the dropdown menu, simplifying the process of finding specific materials. The page is given below:



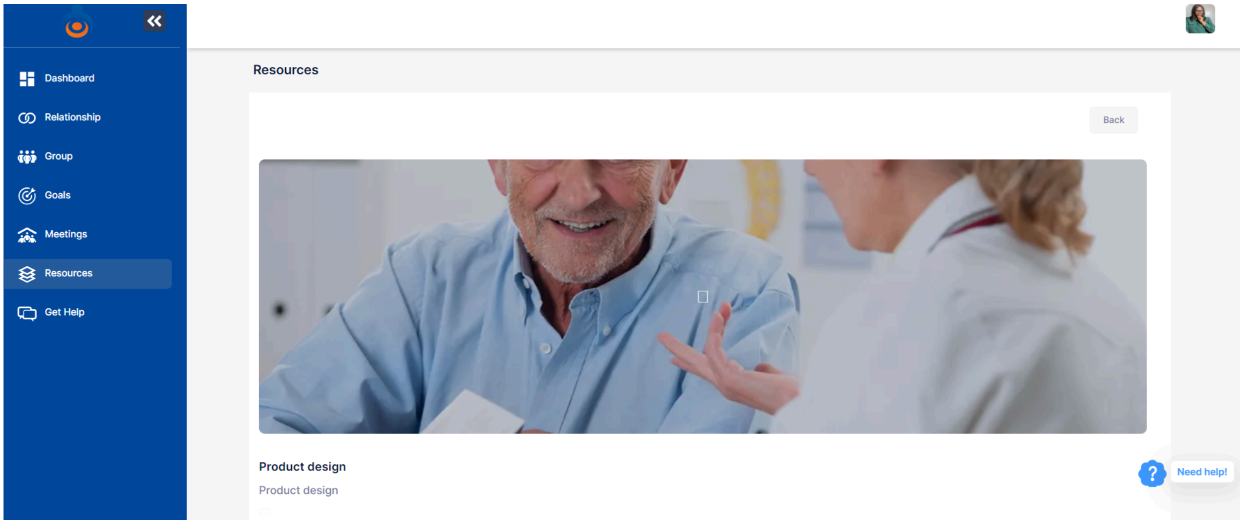
Resource Listing

g. Each resource is listed with a summary that includes:
h. Cover Image: Displayed above the title.
i. Title: The name of the resource.
j. Brief Details: A short description of the resource content.
k. Resource Category: Displayed at the bottom left.
l. View Button: Located at the bottom right.

Viewing a Resource

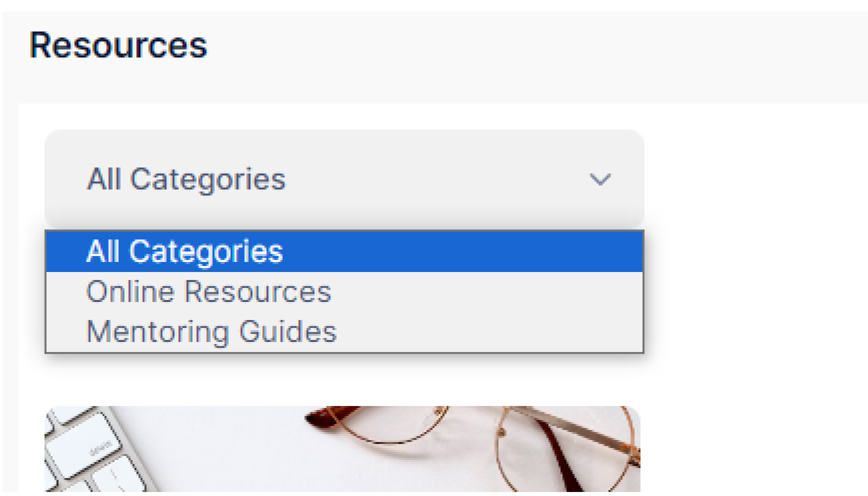
c. Locate the Resource: Find the resource you are interested in from the list.

d. Click the View Button: This button will expand the resource to show its full content as given below:



Filtering Resources by Category

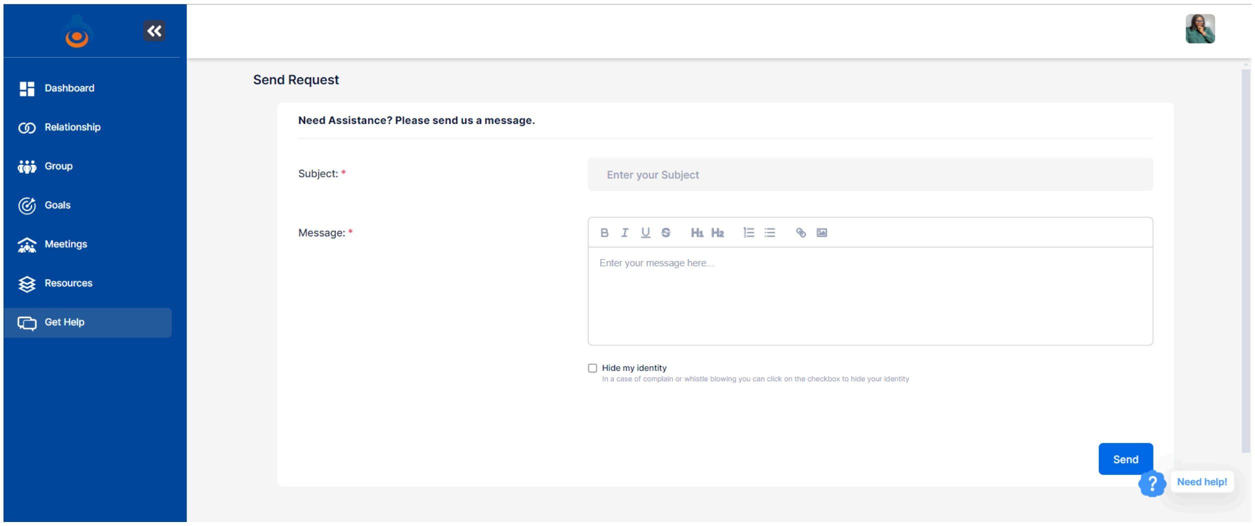
c. Select a Category: Use the category filter option at the top of the interface to choose a specific category.



d. View Filtered Resources: The resource list will update to display only the resources that match the selected category.

Get help

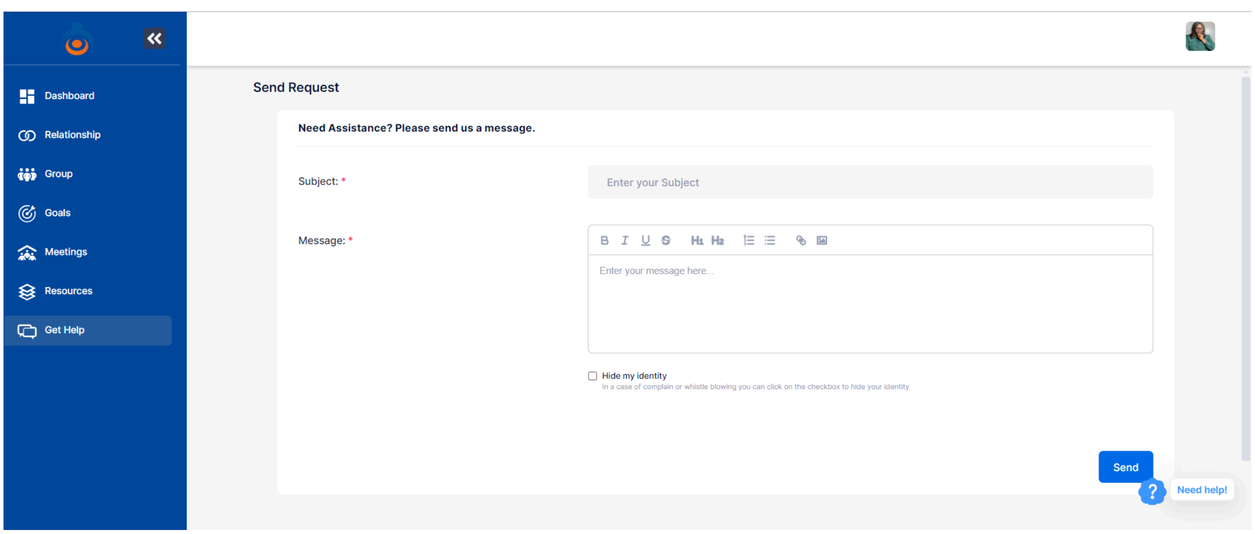
The Get Help module allows users to communicate their concerns and suggestions directly to organization admins, with an option for anonymous submissions. Responses are followed up via email.



Steps to Access and Use the Get Help Module

a. Navigate to the Get Help Menu: Click on the "Get Help" menu located at the left sidebar of the user dashboard. Alternatively, click on the "Help" icon positioned at the bottom left corner of the user dashboard.

b. Access the Get Help Form: This action will display a page containing the Get Help form.



c. Fill Out the Form:

i. **Enter Subject:** Input the subject/title of your concern or suggestion.

ii. **Compose Message:** Use the message field to write the details of your message.

iii. **Choose Anonymous Option (Optional):** Select whether to submit your message anonymously or not.

d. Submit Your Message: Click the "Submit" button to send your message to the organization admins.