

# AAPN Mentorship Program

## *Quick Reference Guide*

### 1) Register

- Click on the email from MentorCity or AAPN with login details for joining the AAPN Program
  - *Because this Program is open to AAPN members, invitations are being emailed to the email address we have for you in our online database. You will need to notify AAPN if you want to register using a personal email address so that an invitation can be sent to that email address. You will not be allowed to register otherwise.*
- Download the MentorCity App at the [App Store](#) or [Google Play](#). Also, you can use the browser on any device, tablet or computer.

### 2) Log In

- Visit [https://mentorcity.com/en/sign\\_in](https://mentorcity.com/en/sign_in) or click on Login
- Enter your email address.
- Enter your password. If you have forgotten your password – click on Forgot Password.

### 3) Create Profile

- Under the Profile tab, select Edit Profile and complete the following sections:
  - Basic Information - Option to import your profile from LinkedIn.
  - Employment - Include your employment experience.
  - Competencies – rate the areas that you would like to develop and those that you are strong in.
- *Your suggestions are welcomed in editing the Industry, Job Functions & Competencies lists.*

### 4) Conduct a search based on the criteria that are important to you, such as specialized skills/development areas, industries, job functions, languages and/or meeting cities

Tip: Select only one or two criteria when starting your search and then refine your search by adding other necessary criteria as you go along.

Note: In some mentoring programs the administrator will match you with a mentor/mentee.

**5) Review the mentor or mentee profiles that return from your search criteria to determine which one would be a good fit**

Tip: Look at the symbol at the top right corner of each profile. It indicates your compatibility with the other person based on the strengths you list in your profile.

**6) Invite your selected mentor or mentee to an initial meeting by sending a message explaining why you would like to establish a mentoring relationship with them and then wait for a response**

Tip: For ideas on what to say in your invitation, read [3 ways to get your mentor to say “Yes” to a meeting.](#)

**7) If you have received an email notification from a potential mentor or mentee, click on the link to view the invitation, review the invitation as well as the person’s profile and then accept or decline the invitation**

Tip: If you don’t believe the other person is a good mentoring fit, read [How to say ‘no’ to a mentoring request.](#)

**8) Once your mentoring relationship is established, schedule meetings by syncing your calendars or by using the ‘Send Message’ section on the MentorCity platform**

Tip: The mentoring relationship page can also be used throughout your mentoring relationship to: complete a mentoring agreement outlining the expectations of the relationship, post agendas, set goals, ask/respond to questions in-between meetings, record time spent, upload files, have in-person meetings or video and audio calls through Skype, take notes, review content on how to have successful mentoring relationships, and fill in a program evaluation at the end of the mentoring relationship detailing how you benefited from the relationship.