Signing up for the CUmentor program

1. Sign-up

Create an account by visiting: https://clariongateway.com/. You have the option of registering with LinkedIn, Google, Facebook, or by email. We encourage you to use your Eagle Mail.

2. Complete your Profile

If you registered using LinkedIn, Google, or Facebook make sure the information that was automatically imported is accurate. If you used your Eagle Mail begin filling out your profile.

Pay special attention to the following sections. **Items in green are a requirement.**

- **Company and Job Title:** You do *not* need to complete the Company or Job title sections, but if you'd like to share if you are currently employed feel free to do so.
- **Industry:** Select the industries you *are interested in pursuing*. Select as many that apply.
- **Profession:** Select one profession that you *are interested in pursuing*. It is common for this to mirror one of the industries selected. We encourage students to update this field if you are not happy with your suggested mentors or if your plans change.
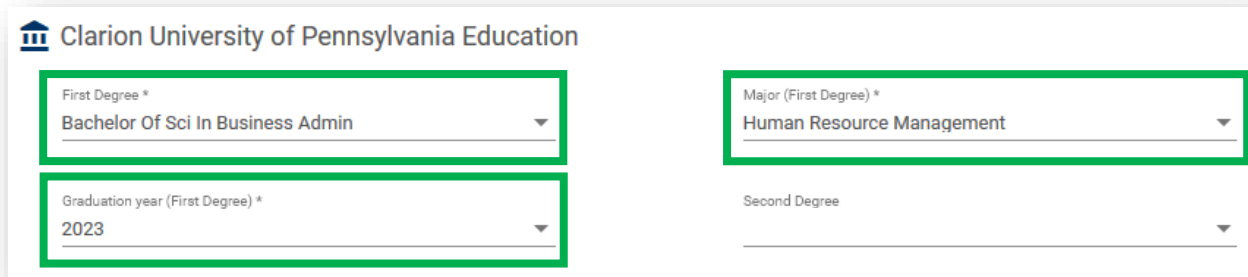

- **Social Media:** Not a requirement. Ask yourself, "Would I be embarrassed if a professional saw my social media page?" If you answer yes, we recommend not listing any accounts, and scheduling a meeting with our office to clean it up.
- **Seek Mentoring:** Select categories that you are interested in speaking with a mentor about.

- **Education:**
  - First degree, major, and graduation year: Select the degree and major you are *pursuing* and your *expected* graduation year. If your plans change be sure to update it!

- **Experience:** Add any employment experience (i.e., part-time, full-time, internships, etc.)
- **Other information:** Add any fraternity/sorority, athletic, or campus activity involvement.
- Save your profile

3. Update your Settings

In the top right corner by your picture, select the drop down arrow and click Setting. Review and update your account, notification, and privacy settings.

4. Find a Mentor

From the dashboard select Mentoring > Find a Mentor

- "Suggested mentors" are listed at the top of the page, which are based off of your profile. Mentors who match your industries and profession will have a higher match percentage. **We suggest looking for mentors with a percentage *greater than 76%.***
- You can also search for mentors by name, company, industry, location, and job function.
- To request mentoring, view the mentors profile and select "Request mentoring" in the right hand column.
  - Select the type of mentoring you would like, add a personalized message, and click send. An email will be sent to the mentor.
  - Note: You are limited to 5 requests at a time.
- If the mentor accepts the request you will be notified via email.
- You can message and schedule a meeting with your mentor using the system.

That's it! Meet with you mentor as often as you'd like, whether that is by phone, text, virtual, or in-person. When you'd like to network with a new mentor start searching.

5. Prepare for your Meeting

We encourage students to review our recommend resources at www.clarion.edu/cumentor to prepare for your meeting.

Questions? Contact the Center for Career and Professional Development at cumentor@clarion.edu