

MENTOR REGISTRATION INSTRUCTION

International Alumni Mentoring Program

adelaide.edu.au

International Alumni Mentoring Program is a new program that creates value by connecting the past with the present. The program will give you the opportunity to support and encourage the next generation of international university graduates through this time of uncertainty and challenge.

MENTOR REGISTRATION INSTRUCTION

Thank you for your interest being our international alumni mentor and we look forward to working with you. This document will guide you through registering as a mentor in this program step-by-step. Kindly remind that **the mentor registration will be closing on 2nd August** (Sunday).

Click <u>HERE</u> to get access to CareerHub Portal of International Alumni Mentoring Program, scroll down the web page and see "**Program Registration**":

If you already have an individual account in UofA CareerHub, please click <u>HERE</u> to submit your International Alumni Mentor Profile after logging in.

NEW MENTOR

If you are a new mentor, we will invite you to:

- Firstly register as an individual in CareerHub
- Then complete a mentor profile form

Please follow steps below to complete your registration.

> STEP 1:

COMPLETE CAREERHUB INDIVIDUAL ACCOUNT REGISTRATION FORM

- Please click <u>HERE</u> and choose "Individual".
- Please provide your information, and **the fields with** a star sign (*) are mandatory to fill.
- Click "Finish" button when completed.

We recommend you to use your **personal email address** when registering your account as we would like to build a long-standing relationship with you and provide sufficient support in this program.

CareerHub Portal:

International Alumni Mentoring Program main page



Individual account registration

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THE UNIVERSITY #ADELAIDE		
REGISTER	× Employer Registration	
LOG IN	→ Step 1: Employer Type	
INDUSTRY	Organisation / Employer	For registered businesses or organisations that recruit students or graduates for paid employment.
What opportunities can our organisation list?	Non-profit Organisation	For registered charities, non-profit organisations, volunteering organisations or industry associations.
VIRTUAL ENGAGEMENT	Agent for Employer	For recruitment agencies and similar that recruit on behalf of other organisations.
CAREERS EXPO	Individual	For career mentors or individuals not representing a registered business.
Career Access Mentoring Program		_ ick "Individual"
"A Career Coffee With" Mentoring Sessions		
International Alumni Mentoring Program		

Enter individual details

* Address	
* City	State
* Country	* Postcode
Login Details * Username	
* Password	Confirm Password
* I have read and arree to the Caree	Click "Finish" button when completed
	Back Finish

> STEP 2:

EMAIL CONFIRMATION

Once submitted your details, you will be asked to confirm your email address.

Please check your email with the title **"Confirm your** email address" and click the link provided in the email to confirm your email address.

You will also receive another email with the subject **"CareerHub registration complete"** with your login username provided for your record.

Notes:

- Please **check your junk/spam folders** if you cannot find these two emails.
- You can also click **"Resend confirmation email"** button to receive a new copy.
- If you have problems receiving these emails, please contact UofA Careers International Project team at **global_career@adelaide.edu.au**

After confirming your email address, a short message **"Email Confirmed"** will pop up on the screen.

Please click **"CareerHub Home/Continue"** to return to the **CareerHub homepage**, and now let us move to the second part of submitting your mentor profile!

Notes:

- Please do not worry about the message "Your registration is currently awaiting approval" on your CareerHub page. You can still submit your mentor profile while your account is pending for approval.
- You will be notified by email when your account registration has been processed and it usually takes 1-2 business days once your details have been submitted.

Email confirmation message

🐣 Email Confirmation
Welcome to The University of Adelaide CareerHub.
Your email address <u>wijney klikabad@email.com</u> is not confirmed. To use CareerHub, you must confirm your email address. (thange email). If you have load revisitered relates there's your email for a messare titled "Cenfirm your email address". Blaste dirk the levi erended in the email to renfirm your email.
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Receive email with title "Confirm your email address"

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Click this link to confirm your email address	Hi John, Please use the following link to confirm your email address with The University of Adelaide CareerHub. https://careerhub.adelaide.edu.au/employers/email/ confirm/individu/2508632/emaild=1146&code=AcOWFL- GOCPa5XAtkLe_EA2 If your email client does not support HTML formatted email you may need to confirm your email address manually To do this enter the confirmation code below on https://careerhub.adelaide. edu.au/employers/semail/confirm/individual/2508632/email/e=1146 Confirmation Code: AcOWFL-GQCPa5XAtkLe_EA2

Email confirmed message



Your account is pending for approval



> STEP 3:

COMPLETE MENTOR PROFILE FORM

To complete your mentor profile, please select "International Alumni Mentoring Program" from the navigation panel on the left when returned to the Careerhub homepage. Then scroll to the bottom of the page and click the hyperlink "International Alumni Mentor Profile Form".

Notes:

- It takes approximately 5-10 minutes to complete this form based on your experience and skills.
 Fields with a star sign (*) are mandatory to fill.
- You can only submit this form once. For any updates after form submission, please contact us at global_career@adelaide.edu.au

Thank you for your patience going through the mentor registration process!

We will stay in touch with you and provide you with Mentor Program Handbook in August.

Support

Careers Service International Project team is available to answer your questions and provide guidance throughout the program. For any enquiries relating to this program, please contact us at **global_career@adelaide.edu.au**

Go to "International Alumni Mentoring Program"



Open "International Alumni Mentor Profile Form"

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Complete International Alumni Mentor Profile Form

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