MENTOR PROGRAM OPT-IN

**STEP 1**
Register or Sign in at connects.emory.edu. (We recommend connecting with LinkedIn.)

**STEP 2**
From the drop down next to your profile picture, click to edit your profile.

**STEP 3**
Opt in to offer or seek mentoring in the Oxford Mentor Program.

**STEP 4**
Scroll down to the *Other Information* section and answer the Mentor Program question.

**STEP 5**
From the Mentoring tab, select Settings and indicate the maximum number of mentees you’re comfortable accepting. Click Update Mentee Limit.

**STEP 6**
During the match period, be on the lookout for emails from prospective mentees. Click Accept/Decline in the email to be redirected to Emory Connects.

**STEP 7**
Click to view the mentee’s profile, then navigate back to Mentoring Relationships to accept or decline the request.