

Mentor Express User Guide for Mentors

If you have any questions, please contact Customer Service by [email](#) or at 1.800.661.9003.

1. Mentorship Rocket is the platform the Law Society of Alberta uses for the Mentor Express Program. Access the website by going to https://www.mentorshiprocket.com/LSA_2023-2024. The site is compatible with any web browser. To make it as easy as possible to visit the Mentor Express site in the future, we recommend that you bookmark this link or add it to your favourites.
2. Click **Login** in the top right corner.

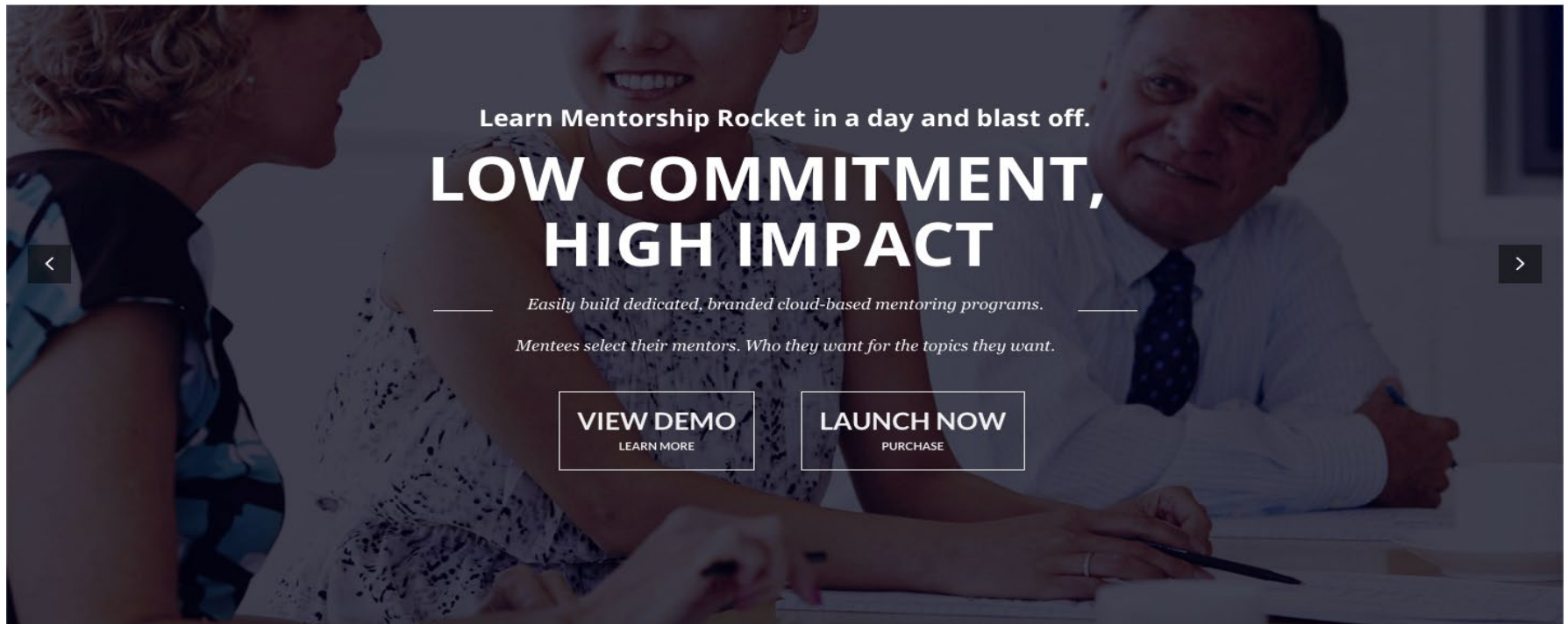
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Learn Mentorship Rocket in a day and blast off.

LOW COMMITMENT, HIGH IMPACT

Easily build dedicated, branded cloud-based mentoring programs.


Mentees select their mentors. Who they want for the topics they want.

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PURCHASE


- This will bring you to a page to fill in your email address. You must use the email address that you provided when you initially signed up to participate in Mentor Express through the registration form on the Law Society website.
- Click the **Next** button.

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 LOGIN




Your email


Welcome. Please enter your email address

Email


Next

- On the registration page, add your name and create a password. Please document your password in a secure location so you have it for future reference. You will be asked for these credentials each time you log into the platform.

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LAW SOCIETY OF ALBERTA



Register

This is your first time here! Please create a login using the form below in order to access your mentorship program(s).

First Name

Last Name

E-Mail Address

Password

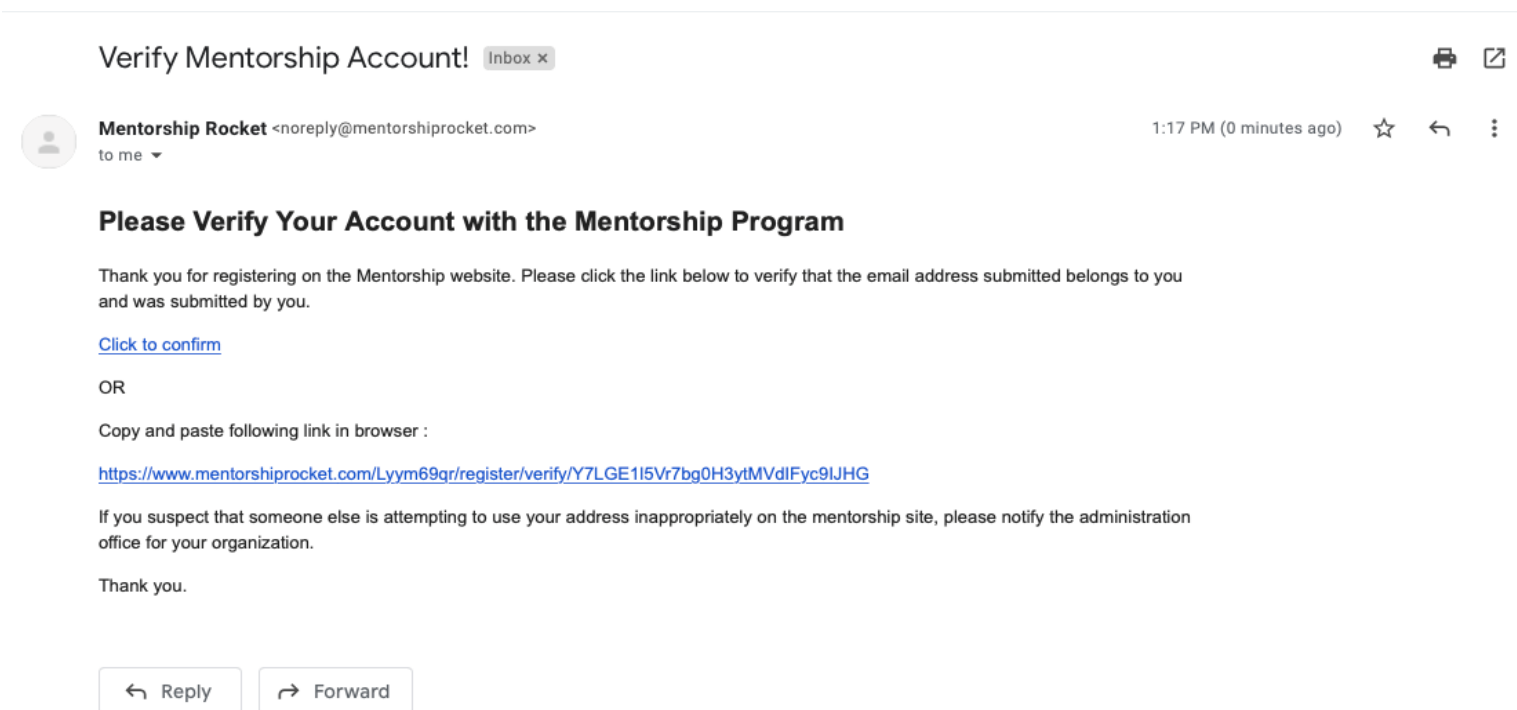
① Password requires a minimum of 8 characters that include minimum one upper, one lower, number & special character like (& ! \$ @ # . %)

Confirm Password

☒ I have read and agree to: [TERMS & CONDITIONS](#)

- Review the **Terms & Conditions**, check the box and click **Register**.

7. You will receive a confirmation email from Mentorship Rocket asking you to verify your email address. Check your junk email folder if you do not see the email in your inbox. If you do not receive an email, contact [Customer Service](#) at the Law Society. Follow the instructions in the email and select **Click to Confirm**.



8. You will be directed back to the Mentor Express site with confirmation that you have completed the mentor registration process. Log back into the platform using your email and newly created password.


9. Once you have logged in, click on the **Mentor Portal** button to be redirected to the following page.



The screenshot shows the Mentor Portal interface. At the top, there is a navigation bar with links: HOME, MENTORING MATCHES, MY SESSIONS, MENTOR PORTAL (highlighted with a red circle), HOW MENTEES & MENTORS CONNECT, and MY ACCOUNT. Below the navigation bar is a banner image of a diverse group of people. Overlaid on the banner is the text "MENTOR EXPRESS 2021" and "LAW SOCIETY OF ALBERTA". Below the banner, the text "Welcome: Jane Doe" is displayed. The main content area features a video player with a blue sky background and the text "Congratulations, You are a Mentor!". To the right of the video player, there is a text box that reads: "This short video will help you know what to do and to enjoy the best experience." The video player has a progress bar at the bottom showing 02:36.

10. Scroll down the page and you will see that your name, firm or company name, and email address are pre-loaded into the system based on your initial registration. Continue to fill in the contact information by adding your phone number. You may also add a link to your LinkedIn profile as a way of sharing more information, but this step is optional.

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Mentor First name: *

Mentor Last name: *

Company name: (max 85 characters) *

Mentor Contact Phone:

Mentor Contact Email: * **Jane.doe@email.com**

Mentor LinkedIn URL: (e.g https://www.linkedin.com/in/linkedinID)

Email is not editable. Contact your program administrator if it is necessary to use a different email address. Changing the address will require you to re-register.

If you prefer mentee meeting arrangements to be managed by an assistant, please add alternate contact details here:

Alternate Contact Person Name:

Alternate Contact Person Email:

Mentor Bio: * (You have 675 characters.)


In this bio you can insert a 100-word biography about yourself. This bio is what the mentee will see when they are booking sessions. Please include information about yourself, hobbies, interests, past and current work experience, where you went to school, what year you were called to the bar, what areas of law you work in.

11. If you want mentees to contact your assistant or someone else when booking meetings with you, add their name and email address under the “Alternate Contact” fields. If you leave this blank, mentees will use your email address.
12. In the final form field, include a 1000-character bio about yourself. You can either type it directly into the form or copy and paste it from another source. This bio is what mentees see when they look at the mentor gallery, so it is important that it is clear, succinct and up to date. You may choose what to include in your bio, but some common ideas include:
 - a. current work-related information,
 - b. educational background,
 - c. when and where you articulated,
 - d. past work experiences,
 - e. or other professional interests.

You may also include information about your hobbies or community involvement.

13. Scroll down to choose your available meeting dates. On the left side of the screen, you have the option of hosting up to 8 sessions with mentees. For each session, click in the empty box and select a date from the dropdown calendar. We ask that you select a date for all 8 available sessions.

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Mentorship Sessions: Select dates here: *

The calendar will restrict you to the months or weeks programmed by the administrator. Contact the administrator if you have questions.

1

4 February, 2021

2

5 February, 2021

3

6 February, 2021

4

7 February, 2021

5

6

7

8

Mentor Photo: *

Auto-cropped to 250x250 pixels.

Choose File

mentee photo


Accepted formats: jpg, png, Max file size 2Mb

14. On the right side of the same screen, upload a profile photo. This is the photo that will accompany your profile in the mentor gallery, so please choose a clear, professional headshot that is appropriate for this context. Click **Choose File** to browse and upload your photo. The photo can be in either jpg or png format and cannot be larger than two megabytes. If you have any trouble uploading your photo, contact [Customer Service](#) at the Law Society.

15. Scroll to the bottom of the page to identify the topics you are interested in discussing with mentees. These subject 'tags' indicate the areas you have experience in or would be interested in discussing and/or the jurisdictions you are familiar with. These tags help mentees determine the mentors they are interested in meeting with.

To add tags to your profile, scroll through the listings in the boxes on the left side of the screen until you find something that applies to you. Click on it to highlight it in blue, then press the right arrow above the left box to add that topic to your selections, which display in the right box.

Repeat the process for any other tags you want to add. You can include as many or as few tags as you want.

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Mentor Program Categories: Click on categories that apply to you and click the arrow to move categories to the right. In the Mentor Gallery, mentees can find you by filtering the categories placed in the column on the right.

Primary Categories

»

Pro Bono Work
Public Law - Government Roles
Real Estate
Retirement
Returning to work after a career break

Move all

»

«

Accounting
Constitutional & Human Rights

«

Secondary Categories

»

Calgary
Edmonton
Europe
Foothills
Grande Prairie

»

«

«

SAVE ➔

16. To remove any topics from your list, simply click on the selection in the right box to highlight it blue and click the left-pointing arrow above the right box to move it back to the general pool of topics.
17. Click **Save** in the bottom right corner.
18. If you need to make changes to your profile or availability in the future, click on the Mentor Portal button in the top menu to edit your information.
19. View your booked sessions by clicking on **My Sessions** in the menu bar at the top of your screen. This page displays a complete list of your upcoming meetings, along with your mentees' names and email addresses for each session.

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My Mentees

Important, please read the bulleted points here:

- When the session-booking stage activates, check here to see which mentees booked sessions with you.
NOTE: The website does not send email notices regarding bookings.
- Your mentees will be identified below, including their contact information.
- It is the responsibility of these **mentees to contact you** to ask about final arrangements for mentorship sessions (time and location). You also may reach out to your mentees, if you wish to be proactive.
- We recommend that you compare this information below with any email inquiries you may receive. Only the mentees shown here will have selected you as a mentor via the program.
- Need to RESCHEDULE a meeting date? Please communicate directly with your mentee.
Need to CANCEL a booking and make it available to other mentees? [Contact the program administrator.](#)

Thursday February 4th 2021 [Add to Calendar](#)

Jon Doe - Jon Doe Professional Corporation

Please coordinate with Jon Doe @ Jane.doe@email.com