



## Registration User Guide for Mentee:

1. Enter your email address or sign up through SSO with your network ID or sync with LinkedIn

The screenshot shows the top portion of the registration page. At the top, the Vault and Firsthand logos are displayed. Below the logos, the text reads "Hard-earned career advice. Delivered on-demand." followed by "Please provide your e-mail address\*" and an empty input field. A blue "Sign Up" button is positioned below the input field. Underneath, the text "OR SIGN-UP WITH" is centered, followed by two blue buttons: "Login with your Network ID" and "Continue with LinkedIn".

2. Enter in first name, last name and password and agree to Terms & Services

**Please note passwords must be 8+ character long and contain an upper- and lower-case number, and a special character.**

The screenshot shows the "Let's Get Started" section of the registration page. It includes the Vault and Firsthand logos and the heading "Let's Get Started". Below the heading, a sub-heading reads "First things first. Let's cover the basics with the setup of your account so you may access career exploration and development resources." The form contains four input fields: "First Name\*" (with "Bethany" entered), "Last Name\*" (with "Galch" entered), "Password\*" (with "....." entered), and "Confirm Password\*" (with "....." entered). Below the input fields, there is a note: "Passwords must be 8+ characters long and contain an upper and lower case letter, number and a special character." Three checkboxes are present: "I agree to the Terms of Service and have read the Privacy Policy", "I consent to receiving updates and promotional emails about Firsthand and related services.", and "I also agree to abide by the Community Code of Conduct." At the bottom, a note states "Once you create an account, you will start receiving Firsthand emails. You may unsubscribe at any time." and a "Create Account" button is visible.



3. How Can We Help – Complete Information on what role your signing up for (mentor, mentee or both). Select Industries of interest from the drop-down menu:

The screenshot shows a registration form titled "How Can We Help?". It includes a "Submit" button and a dropdown menu for "Select Industries to Customize Your Experience".

**vault | FIRSTHAND**

### How Can We Help?

Firsthand helps students, professionals, and job-seekers find the right career path through career exploration and connections with mentors and employers.

**What brings you to Firsthand? Select one.\***

- I want to connect with mentors to get advice.
- I want to mentor others and give advice.
- I want to both give advice and get advice.

**Select Industries to Customize Your Experience\***

Select one or more

Submit

4. Verify Your Email

5. Fill in Your Profile - Once in the platform, you will see the below pop up. You can choose to how you'd like to complete your profile. Depending on the Platform settings, the options may look different.

The screenshot shows a user profile for "Bethany Gaich" with a "Career Seeker..." status. A pop-up notification is displayed, encouraging the user to complete their profile and offering an "Autofill with LinkedIn" option.

**FIRSTHAND**

Search

**Bethany Gaich**

Avatar

Career Seeker...

+ Add Profile Photo

PERSONAL INFO ABOUT ME ADDITIONAL INFO CAREER ADVICE TOPICS CAREER GOALS EDUCATION WORK EXPERIENCE GROUPS AVAILABILITY

**Personal Info**

You're a mover and a shaker! That's awesome. Let's get things going!

But, you need to complete your profile first! This info will ensure that we match you with both the mentors that can help you and the career seekers who could benefit from your experience. At Firsthand, it's about making productive and meaningful connections!

Save TIME and SYNC Your LinkedIn PROFILE with Firsthand!

**Autofill with LinkedIn**

No, thanks. I'll complete it myself.



Complete your Profile Information – Complete the attributes in each Profile section. These options may change depending on your Platform Settings. (\*\*Fields required for Complete Registration)

**\*Personal Info** - In addition to the basics, provide details to optimize your experience:

### Personal Info

In addition to the basics, provide details to optimize your experience.

<b>First Name*</b>	<b>Last Name*</b>
<input type="text" value="Bethany"/>	<input type="text" value="Gaich"/>

**eMail\***

<b>Current Location*</b>	<b>Languages*</b>
<input type="text" value="Select your location"/>	<input type="text" value="Select your languages"/>

**Mobile Phone Number\***

<input type="text" value="Country"/>	<input type="text" value="Type your phone number"/>
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Receive text message reminders. Normal text and data rates apply\*

**About Me** – Tell others a little about your background, how you'd like to get help as a Mentee:

### About Me

Tell others a little about your background, how you'd like to help as a Mentor and/or get help as a Mentee.

**Headline**

[Show example](#)

**Short Professional Bio**

[Show example](#)



**Additional Info** – This section will vary by Platform:

### Additional Info

This will not appear on your Public profile

In addition to the basics, provide details to optimize your experience.

Tell us a little more about you. [Learn more about why we ask](#)

**\*Career Goals** – Tell us where you'd like to go in your career. We'll match you with mentors who've been there and can lead the way:

### Career Goals

Tell us where you'd like to go in your career. We'll match you with mentors who've been there and can lead the way.

**Industries\***

Accounting

**Employers\***

Select up to 10

**Roles\***

Select up to 10

**Locations\***

Select up to 10

**\*Education** – Add education information to your profile to help us match with mentees:

### Education

Add education information to your profile to help us match you with mentees.

I do not have a degree, nor am I currently pursuing a degree

**School\***

Enter a school

**Degree\***

Enter a degree

**Field of Study\***

Enter a field of study

[+ Add Field Of Study](#)



**\*Work Experience** – Share information about your professional background to give member a snapshot of your career journey to date.:

### Work Experience

Share information about your professional background to give members a snapshot of your career journey to date.

**Employer\***

  

**Industry** [Why we ask](#)

  

**Title**

  

**Role** [Why we ask](#)

  

**Location**

  

**I'm currently working in this role**

**Start Date**  **End Date**

[+ Add Experience](#) [X Remove Experience](#)

**Groups** – Add groups to your profile to connect with others who may share similar interests and career goals. (Group options will differ by Platform):

### Groups

Add groups to your profile to connect with others who may share similar interests and career goals.

**Athletic Organizations**

  

**Clubs**

  

**Greek Organizations**