

Leiden University Mentor Network

How to register for the Leiden University Mentor Network Quick guide (for alumni)

Signing up

Signing up for the Leiden University Mentor Network is easy if you follow the steps below. After signing up, please activate your mentor profile and complete your personal and mentor profile as fully as possible to make sure mentees will be able to find you and send you a mentor request.

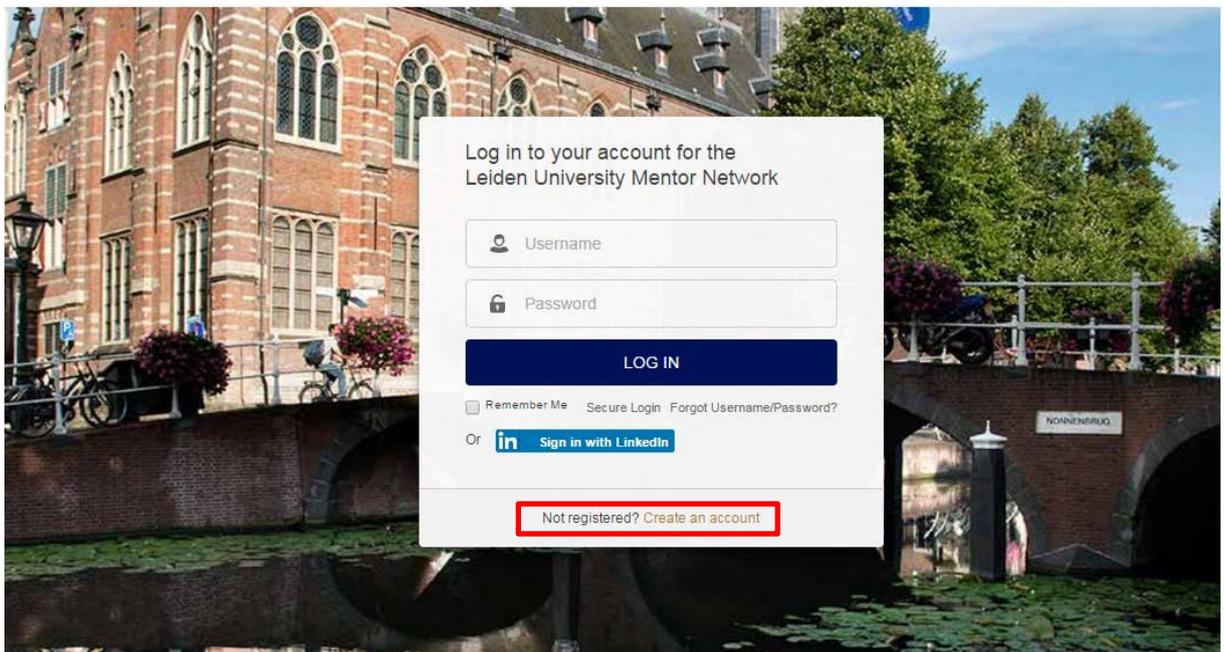
Please note: You'll be taken through the steps below only once and this will take a few minutes. Once you've created your account, the next time you log in, you'll be taken to the mentoring dashboard immediately.

1. Go to mentornetwerk.universiteitleiden.nl
2. Click on the 'create an account' or 'sign up now button'



English | Nederlands

Haven't registered yet? [SIGN UP NOW](#)



Service updates



Need help?

Contact us for support

[CONTACT HELPDESK](#)

More information

[Leiden University Alumni Office](#)
[Privacy Policy](#)
[Terms and Conditions](#)
[Cookie Policy](#)

3. Choose a registration method - Sign up manually or register with LinkedIn.

If you choose to register with LinkedIn, instead of having to enter the mentor network's username and password, in the future you can use the 'sign in with LinkedIn' button on the homepage to log in.

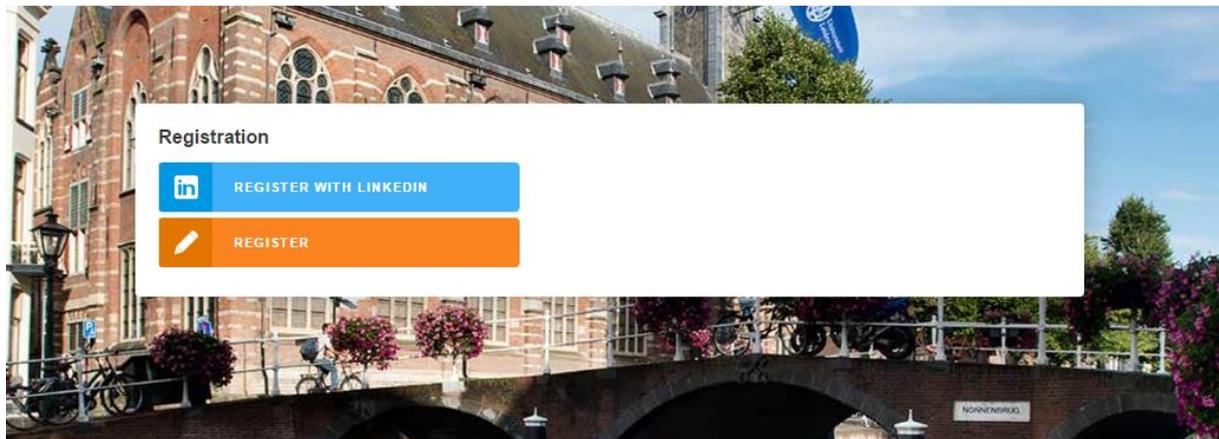


Universiteit
Leiden

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Haven't registered yet?

SIGN UP NOW



4. Create an account – choose your username, password and security question

In case you chose to sign in with LinkedIn, your first name, last name, birth date (if available) and email will be copied from your LinkedIn account. Check these details carefully before going further.

Please note: after filling out your first and last name, the username is automatically created (*firstname.lastname*) but can still be edited. Please change this into a username you find easy to remember.

Registration

Basic Information

First Name*

Middle Names

Last Name*

Maiden Name

Date of Birth*

Your Account

This is your login used to manage your account for the Leiden University Mentor Network.

Username* ?

Availability Choose username

Password* ?

Confirm Password*

Account Security

Email* ?

Confirm Email*

Security Question* ?

Security Answer*

Service Policies

Please read and then check the boxes to confirm acceptance of the following:

Privacy Policy

Terms and Conditions

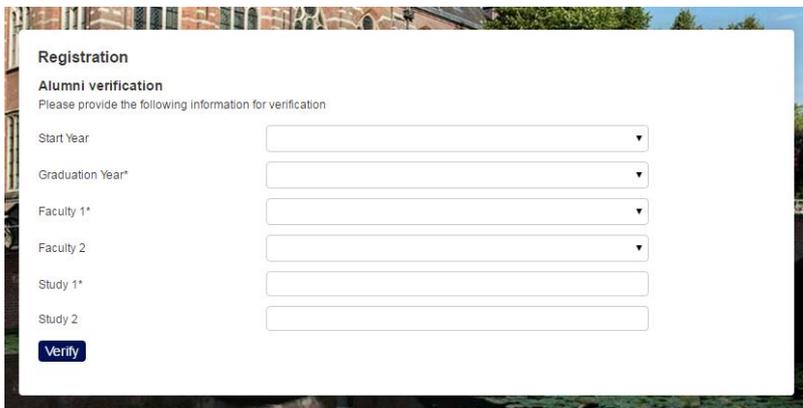
5. Verify whether you are an alum, student or staff member



The image shows a registration form titled "Registration" with a sub-section "Verification". Below the title, it says "I am ...". There are three radio button options: "an alum", "a student", and "a staff member". The "an alum" option is selected and highlighted with a red rectangular box. Below the options is a blue button labeled "Select".

6. Fill out your study details

This information is required for your account and makes it possible for other users to search on these details.



The image shows a registration form titled "Registration" with a sub-section "Alumni verification". Below the title, it says "Please provide the following information for verification". There are six input fields: "Start Year", "Graduation Year*", "Faculty 1*", "Faculty 2", "Study 1*", and "Study 2". Each field is a text input with a dropdown arrow on the right. Below the fields is a blue button labeled "Verify".

7. Your account is being created

It may take a few seconds before you'll be taken to the next step.

8. Getting started with the Leiden University Mentor Network

This wizard first offers you the opportunity to easily fill out your personal profile by connecting to your LinkedIn profile. This saves you a lot of time at a later stage.

In case you don't want this or you don't have a LinkedIn profile, you can click the green 'next' button at the bottom right.

The screenshot displays a wizard window titled "Getting Started with Leiden University Mentor Network". At the top, there are tabs for "Personal" and "Mentor". The left sidebar contains three items: "Welcome" (with a green progress indicator), "About Mentoring", and "Important Details". The main content area is titled "Welcome to Leiden University Mentor Network" and contains the following text: "This getting started wizard will help you get the most out of this platform. Please do try to complete all steps however everything in this process can also be done yourself later." Below this, under the heading "Your Personal Profile", it states: "Everyone on the Leiden University Mentor Network has a personal profile. By far the easiest way to complete this is to sync your data from your LinkedIn profile. If you do not have a LinkedIn profile or if you don't want to sync this, don't worry. Just click on the Next button and you can fill in your details at the end of this process." A blue button labeled "Get my data from LinkedIn" is highlighted with a red box. At the bottom right, a green button labeled "Next" is also highlighted with a red box. Below the "Next" button, there is a question: "Should I include an invitation to my place of work or for workplace experience?" followed by the text "This is entirely up to you and you can decide to offer a work experience invitation to someone whom you were initially mentoring".

9. Activate your Mentor Profile

This page answers some of the frequently asked questions on becoming a mentor. If you would like to become a mentor, click the green 'Activate Mentor Profile' button.

Please note: It's always possible to pause from mentoring if you don't want to be available as a mentor for a while.

In case you are a young alumnus looking for a mentor yourself, it's up to you if you'd like to become a mentor for students as well. As an alumnus it's possible to be mentor and mentee at the same time.

If you don't want to become a mentor yet, click the green 'next' button at the bottom right. You can skip step 10 - 13 of this quick guide and read further at step 14.

Getting Started with Leiden University Mentor Network

Welcome

About Mentoring

Important Details

Mentor FAQ

Would you like to become a Mentor? [Activate Mentor Profile](#)

What does it mean to be a mentor?

Mentoring is an opportunity to help someone, generally a student or young alumnus, by sharing your experiences and expertise. The specific shape of the relationship is up to you and can range from taking a phone call to inviting them to see where you work. It is a rewarding experience that generally results in personal growth for the mentor as well as the mentee.

What level of commitment is there?

You decide exactly how much you feel comfortable offering through this service. When volunteering as a mentor you choose from a list of mentor 'services' that range from taking a few questions over email through to offering work shadowing/experience opportunity. You stay in control, being able to modify your offered services at any time.

How many alumni should I mentor?

A mentor can decide how many mentees s/he wishes to accept. For those who are new to mentoring, it may be appropriate to engage with just one or two to begin with, monitor progress with them, and take on others as and when you feel comfortable to do so.

Do I have to accept someone's mentor request?

The platform affords the mentor the opportunity to accept or decline a mentee, dependent upon the information given by the mentee. If insufficient information is given initially, you may request more before making a determination.

Should I include an invitation to my place of work or for workplace experience?

This is entirely up to you and you can decide to offer a work experience invitation to someone whom you were initially mentoring over the phone. There are no hard and fast rules as to how the relationship should progress.

What does it mean to be a mentor?

To become a mentor you switch on your mentor profile by clicking the toggle at the top of this page asking if you would like to be a mentor to 'Yes'. You will be taken through a quick mentor set up process after which you will be searchable on the platform.

Would you like to become a Mentor? [Activate Mentor Profile](#)

[Previous](#) [Next](#)

10. Read the guidelines and click on 'I agree'*

Please indicate your acceptance of these terms at the bottom of the page.

Mentor Guidelines

I understand that as a mentor participating in the Leiden University Mentor Network, any advice I provide in the course of the mentoring relationship is solely for the purpose of guiding the mentee in his/her career. I understand this relationship is an educational resource to discuss career issues confronted by the mentee and my role is to provide relevant advice and suggestions. I understand that the mentee will not rely upon my advice and/or statements as legal advice, nor as a substitute for his/her own independent judgment or professional opinions.

I understand that the sole involvement of Leiden University will be to verify that the mentees are either current students or alumni and that Leiden University has no further role in the mentor and mentee relationship.

Mentee Guidelines

I understand that as a mentee participating in the Leiden University Mentor Network, any advice I receive in the course of the mentoring relationship is solely for the purpose of guiding me in my career. I understand this relationship is an educational resource to discuss career issues confronted by me and to receive relevant advice and suggestions from my mentor. I agree that I will not rely upon the mentor's advice and/or statements as legal advice nor as a substitute for my own independent judgment or professional opinions.

I understand that the sole involvement of Leiden University will be to verify that the mentors are Leiden University alumni and that Leiden University has no further role in the mentor and mentee relationship. I understand that it is my sole responsibility to assess the professionalism, credentials and references of the mentor.

General Agreement and Waiver

I understand and agree this program is not intended for commercial purposes, i.e. mentors should not request payment for any advice rendered.

I hereby agree that in no event will I file suit or otherwise attempt to hold liable for damages, Leiden University, any mentor, mentee, alumni or member of staff of Leiden University as a result of my participation in this program. As a participant in the Leiden University Mentor Network, I agree to indemnify and hold harmless Leiden University and its members and staff from any and all claims, suits, actions or proceedings of any kind arising out of, or in connection with my participation in the Leiden University Mentor Network.

I understand that either party may terminate their involvement in the Leiden University Mentor Network at any time without notice or liability.

* In case you choose not to agree on these guidelines, unfortunately it won't be possible to join the mentor network.

11. Set up your Mentoring Profile

You'll be guided to a quick set up of your mentoring profile.

These details are not required, but this information gives mentees an idea of what you can offer them as a mentor and if there are only specific mentees you are available for.

You can adjust this info easily and at any time on your mentor profile.

Getting Started with Leiden University Mentor Network

About Mentoring ●

Mentor Services ●

Completed ●

Set up your mentoring profile

Before you become a mentor, we need to set up your mentor profile. This allows potential mentees to know a little bit about you as a mentor and increases the chances of a good match.

The fields below are not required. You can edit this information any time on your mentor profile page.

Briefly describe your experience and expertise:
Summarise the skills and experience you can offer as a mentor

Ideal mentees
If there's a specific type of mentee you'd like to assist (i.e. mentees with a specific background or focus on a specific industry), please enter a description here.

12. Mentor services

To complete your mentor profile, please fill out how many mentees you're willing to mentor at one time and what services mentees can contact you for. These details can also be adjusted at any time.

The screenshot shows a web interface titled "Getting Started with Leiden University Mentor Network". On the left, a sidebar contains three items: "About Mentoring" (grey circle), "Mentor Services" (green circle), and "Completed" (grey circle). The main content area is titled "Mentor Services" and includes the following text: "Not all mentoring relationships need to be long. This platform allows you to connect to mentees on short term basis so they can ask you a few questions about your job, life or experience." Below this, it says "Please decide how many mentees you would be willing to answer questions for at any one time:" followed by a dropdown menu set to "1". Underneath, it asks "You can contact me for the following mentoring services" and lists several options with checkboxes: "Advice via telephone" (checked), "Advice via email", "Review a CV", "Review an application", "Meet face to face", "Visit to place of work", "Work shadowing (observation only)", "Work experience (participation, reference given)", "Full internship", and "Job opportunities". At the bottom, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box.

13. Mentor profile completed

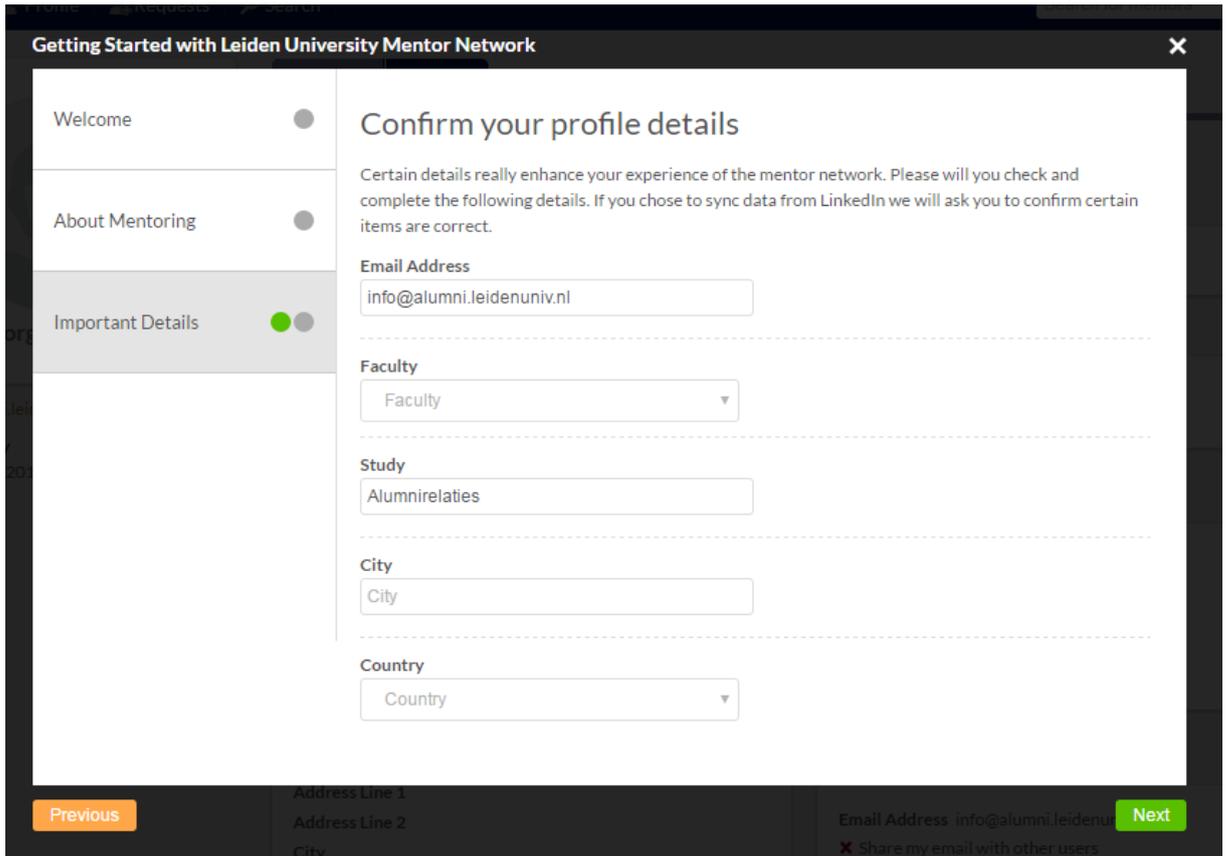
Click the green 'finish' button in the bottom right to go to the last steps.

The screenshot shows the same web interface, now at the "Mentor Profile Completed" step. The sidebar shows "About Mentoring" (grey circle), "Mentor Services" (grey circle), and "Completed" (green circle). The main content area displays "Mentor Profile Completed" and a green message box that says "Thank you for completing your mentor profile." At the bottom, there are "Previous" and "Finish" buttons, with the "Finish" button highlighted by a red box. The bottom navigation bar includes "Home Address" and "Email / Web" icons.

14. Confirm your profile details

Please confirm your profile details.

Entering your faculty, study and location makes it easier for mentees to find you.



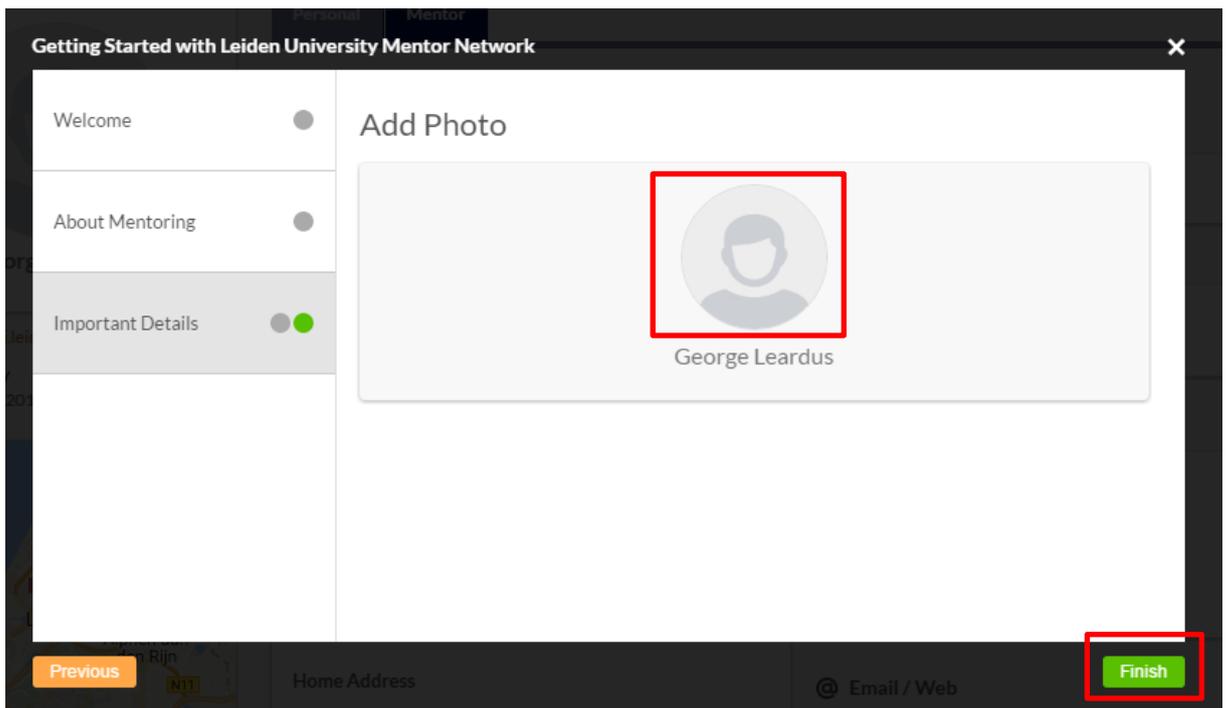
The screenshot shows a web form titled "Getting Started with Leiden University Mentor Network". On the left is a navigation menu with three items: "Welcome" (grey dot), "About Mentoring" (grey dot), and "Important Details" (green dot). The main content area is titled "Confirm your profile details" and contains the following fields:

- Email Address:** A text input field containing "info@alumni.leidenuniv.nl".
- Faculty:** A dropdown menu with "Faculty" selected.
- Study:** A text input field containing "Alumnirelaties".
- City:** A text input field containing "City".
- Country:** A dropdown menu with "Country" selected.

At the bottom of the form, there are two buttons: "Previous" (orange) and "Next" (green). Below the "Next" button, there is a checkbox labeled "Share my email with other users" which is currently unchecked.

15. Add a profile picture

Mentees like to see a picture of the available mentors before they contact them and are more likely to send a request to a mentor with a profile picture than to one without. If you'd like to add a photo to your profile, you can upload one by clicking on the circle with the head. Please click the green 'finish' button to go further.



The screenshot shows a web form titled "Getting Started with Leiden University Mentor Network". On the left is a navigation menu with three items: "Welcome" (grey dot), "About Mentoring" (grey dot), and "Important Details" (green dot). The main content area is titled "Add Photo" and features a large grey box containing a circular profile picture placeholder. The placeholder is a grey circle with a white silhouette of a person's head and shoulders. A red square highlights this placeholder. Below the placeholder, the name "George Leardus" is displayed. At the bottom right of the form, there is a green button labeled "Finish", which is also highlighted with a red square.

16. Complete your personal profile

You are automatically sent to your personal profile. The more information you're personal profile contains, the easier it is for mentees to find you using the search filters and the keyword search. With your personal profile you provide them a clear overview of your educational and professional background.

In case you connected to your LinkedIn account at step 8, much of the information here will already be filled out. In case you didn't connect to LinkedIn, you can still do this here by clicking on the 'Connect to LinkedIn' button on the upper right. This button will turn into a green 'connected to LinkedIn' button afterwards. If there is any information on your personal profile already, this will be overwritten by the info from your LinkedIn profile if you click the 'connect to LinkedIn' button.

It is also possible to fill out the information manually by clicking on the 'edit' icons (pencils) at the different chapters.

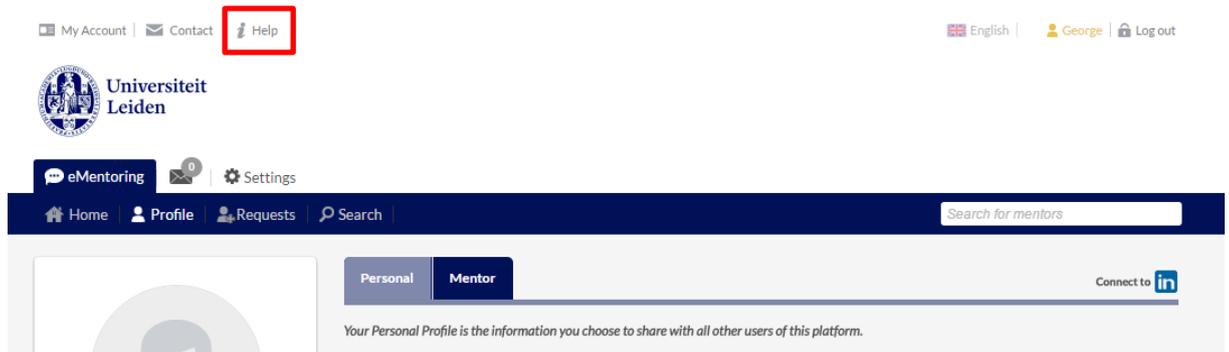
Please note: In case you update your LinkedIn profile on a later stage, the information on your personal profile in the mentor network is **not** updated automatically, but it can easily be updated by clicking the 'connected to LinkedIn' button once again.

The screenshot shows the eMentoring user interface. At the top, there is a navigation bar with 'Home', 'Profile', 'Requests', and 'Search'. The 'Profile' tab is selected. Below the navigation bar, there are two sub-tabs: 'Personal' and 'Mentor'. The 'Personal' sub-tab is active. On the right side of the profile header, there is a 'Connect to LinkedIn' button. The main content area is divided into several sections, each with an 'Edit' icon (pencil):

- Your personal headline:** A text input field with the placeholder 'Describe what you're doing in 125 characters'.
- My bio:** A text input field with the placeholder 'No bio has yet been entered. Click the 'Connect to LinkedIn' button to automatically populate this information.'
- Professional history:** A text input field with the placeholder 'No employment information found'.
- Personal details:** Fields for 'First Name' (Leiden) and 'Last Name' (Alumni).
- Education details:** Fields for 'Institution' (Leiden University), 'Study' (Archeology), 'Year Started' (2000), and 'Year Graduated' (2008).
- Address:** Fields for 'Home Address', 'Address Line 1', 'Address Line 2', 'City', 'County / State', 'Postcode / Zip', and 'Country'.
- Email / Web:** Fields for 'Email Address' (info@alumni.leidenuniv.nl), 'Website', 'Skype', and 'LinkedIn'. There are also checkboxes for 'Share my email with other users' (unchecked) and 'Send notifications to me by email, such as when a user sends me a private message' (checked).

You're now ready to use the Leiden University Mentor Network!

In case you have any questions, please read the FAQ on [our website](#) or check out the Help section of the Leiden University Mentor Network



You can also contact us through Mentornetwerk@leidenuniv.nl