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
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.

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

![Registration form]

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.

![Registration form]

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.
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.
10. Read the guidelines and click on ‘I agree’*

* 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.
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.

13. Mentor profile completed
Click the green ‘finish’ button in the bottom right to go to the last steps.
14. Confirm your profile details
Please confirm your profile details.
Entering your faculty, study and location makes it easier for mentees to find you.

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 then 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.
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.
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