

# Leiden University Mentor Network

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

### Signing up

Signing up for the Leiden University Mentor Network is easy if you follow the steps below. After signing up, please complete your personal profile as fully as possible. This gives potential mentors a clear idea of who is contacting them when you send out a mentor request.

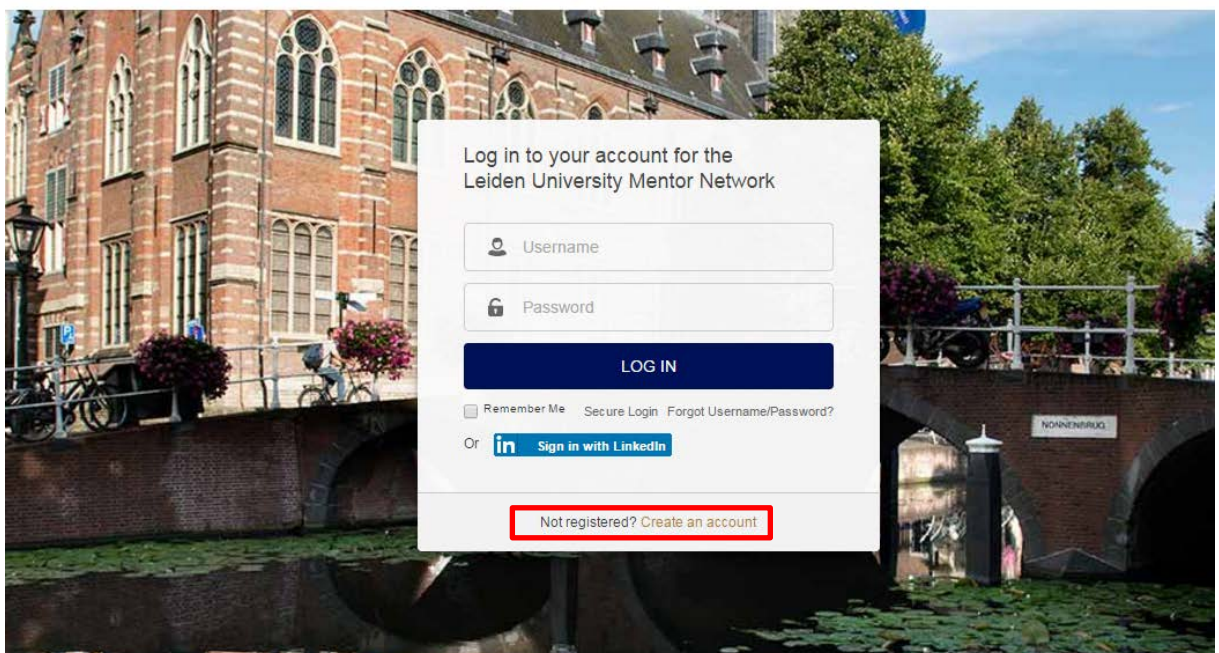
Please note: You'll be taken through the steps below only once and this will take a few minutes. Once you've created your account, the next time you log in, you'll be taken to the mentoring dashboard immediately.

1. Go to [mentornetwerk.universiteitleiden.nl](https://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.

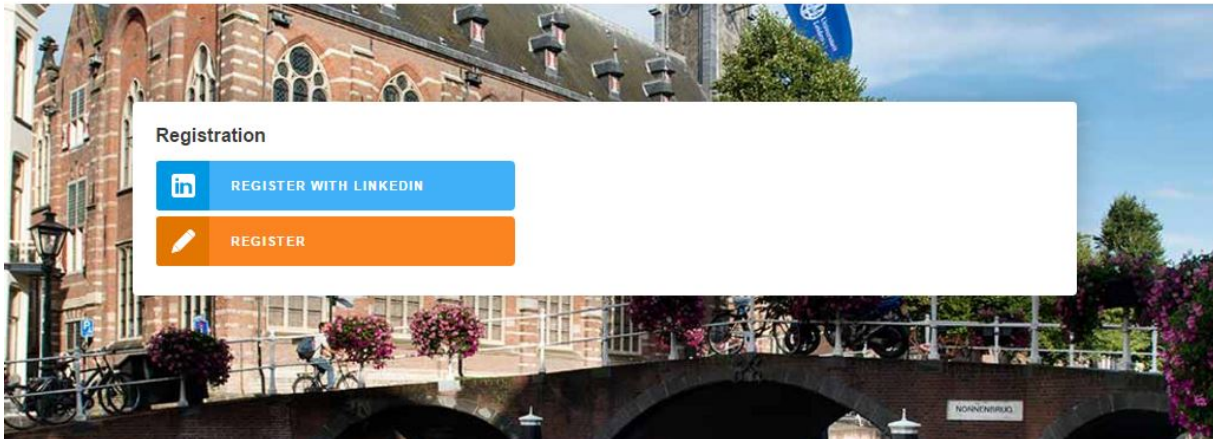


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SIGN UP NOW



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

If 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 this can still be edited. Please change this into a username you find easy to remember.

A screenshot of a registration form titled 'Registration'. It has a 'Basic Information' section with fields for First Name, Middle Names, Last Name, Maiden Name, and Date of Birth (with DD, MM, YYYY dropdowns). A 'Your Account' section includes a note about the login ID and fields for Username, Availability (with a 'Choose username' button), Password, and Confirm Password. An 'Account Security' section has fields for Email, Confirm Email, Security Question, and Security Answer. At the bottom, there are 'Service Policies' checkboxes for Privacy Policy and Terms and Conditions, and a 'Create Account' button.

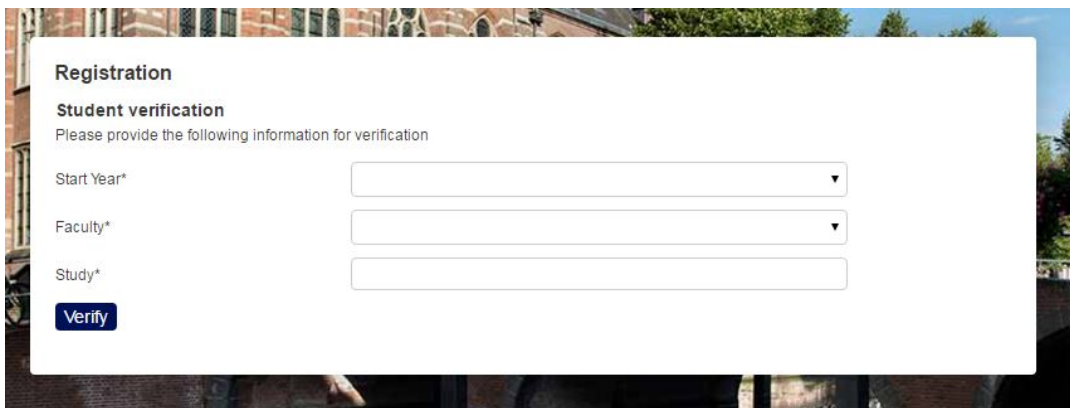
## 5. Verify whether you are an alum, student or staff member



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

## 6. Fill out your study details

This information is required for your account and will be displayed on your personal profile.



The image shows a registration form titled "Registration" with a sub-section "Student verification". Below the title, it says "Please provide the following information for verification". There are three input fields: "Start Year\*" (a dropdown menu), "Faculty\*" (a dropdown menu), and "Study\*" (a text input field). Below the fields is a blue "Verify" button.

## 7. Your account is being created

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

## 8. Read the guidelines and click on 'I agree'\*

Guidelines of the Leiden University Mentor Network

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, alumnus 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.

## 9. Read through the Quick Introduction to eMentoring

This page gives you a short explanation of the toolbar of the Leiden University Mentor Network. Click 'finish' to go further.

A Quick Introduction to eMentoring

Help Guides Menu

Thank you for joining Leiden University Mentor Network. Our aim is to bring together professional alumni with those who might benefit from their experience. All participants are eligible to be both mentors and mentees.

### Approaching Mentors

The guiding principle is that all mentors have specified the extent that they are willing to participate. You should feel confident requesting a mentorship involving any of the offered activities but do not try to ask for more than any mentor can give.

### Your eMentoring Tool Bar

eMentoring Settings

Home Profile Requests Search Search for mentors

This is where you go to move around the eMentoring system. The buttons from left to right are as follows:

### MODULE SELECTOR

This button opens a list that allows you to switch between the eMentoring system and other modules such as the general online directory. Please make sure you are in the eMentoring section to interact and search for mentors.

### NOTIFICATIONS

This button changes colour and indicates the number of new notifications you have pending. Notifications can be messages from other members or pending mentoring requests. Click on the button to see the notifications and to open your message inbox.

### HOME

This opens the eMentoring dashboard where you can search for mentors, see a cloud of mentors grouped by work sector, and see your current mentoring relationships.

### PROFILE

Click here to access your profile and edit your information. You can also turn on your availability as a mentor here. Please take time to complete your profile as fully as possible.

### MENTORING REQUESTS

This shows your current mentoring requests; both those you have made and those awaiting your response.

## 10. Complete your personal profile

The information on your personal profile will be viewed by the mentors you send a mentor request to. With your personal profile you provide them a clear overview of your educational and professional background.

To save time, it's possible to synchronize with your LinkedIn account. Click on the 'Connect to LinkedIn' button on the upper right to import the details from your LinkedIn profile to your personal profile here. This button will turn into a green 'connected to LinkedIn' button afterwards.

The info that was already on your personal profile, will be overwritten by the info from your LinkedIn profile. In case you update your LinkedIn profile on a later stage, the information on your personal profile in the mentor network will **not** be updated automatically, but it can easily be updated by clicking the 'connected to LinkedIn' button once again.

The screenshot shows the 'eMentoring' platform interface. The user is logged in as 'Leiden Alumni'. The navigation bar includes 'Home', 'Profile' (highlighted with a red box), 'Requests', and 'Search'. The main content area is divided into 'Personal' and 'Mentor' tabs, with 'Personal' selected. A 'Connect to LinkedIn' button is highlighted with a red box in the top right corner. The profile information is as follows:

- Profile:** Leiden Alumni, info@alumni.leidenuniv.nl, Leiden University, Archeology (2008)
- Your personal headline:** Describe what you're doing in 125 characters
- My bio:** No bio has yet been entered. Click the 'Connect to LinkedIn' button to automatically populate this information.
- Professional history:** No employment information found
- Personal details:** First Name: Leiden, Last Name: Alumni
- Address:** Home Address, Address Line 1, Address Line 2, City, County / State, Postcode / Zip, Country
- Education details:** Institution: Leiden University, Study: Archeology, Year Started: 2000, Year Graduated: 2008
- Email / Web:** Email Address: info@alumni.leidenuniv.nl, Website: Skype, LinkedIn