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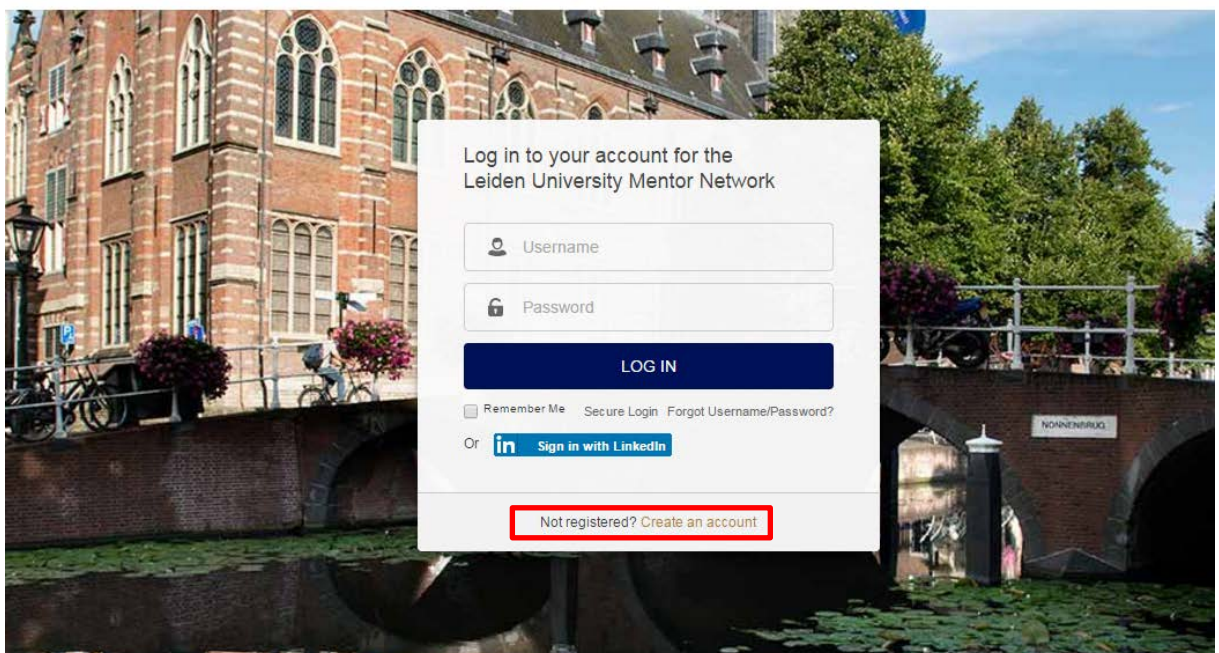
Please note: You'll be taken through the steps below only once and this will take a few minutes. Once you've created your account, the next time you log in, you'll be taken to the mentoring dashboard immediately.

1. **Go to mentornetwerk.universiteitleiden.nl**

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.
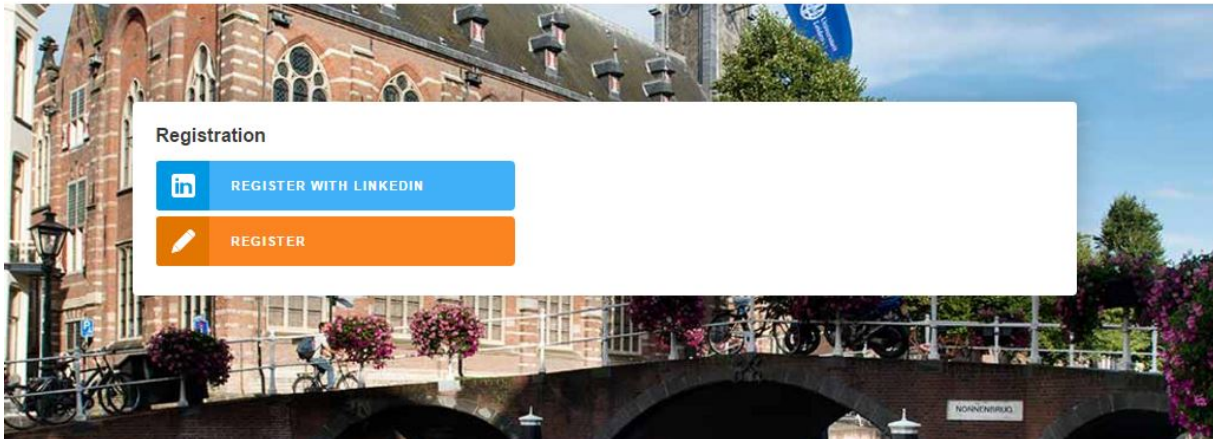

4. **Create an account – choose your username, password and security question**
   If you chose to sign in with LinkedIn, your first name, last name, birth date (if available) and email will be copied from your LinkedIn account. Check these details carefully before going further.

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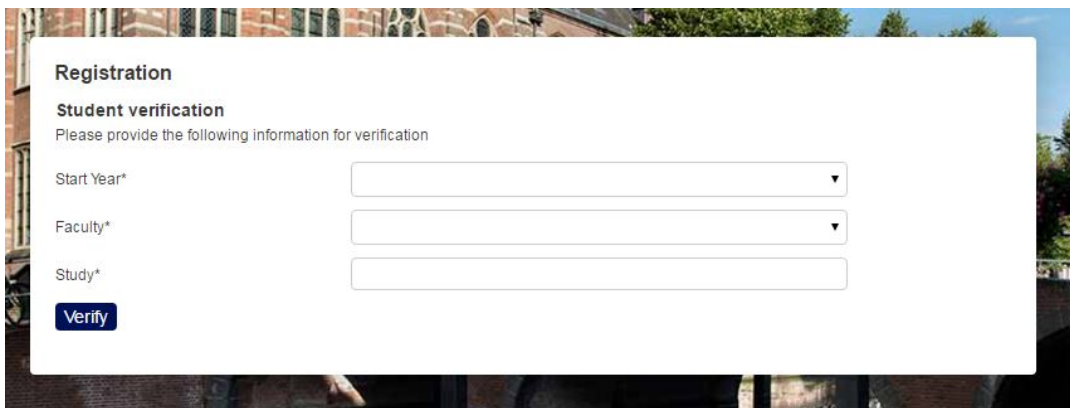
5. Verify whether you are an alumn, student or staff member

6. Fill out your study details

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

7. Your account is being created

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

8. 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.

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.

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.