MENTORING FOR SUCCESS

ACCESSING AND USING THE ONLINE ACTIVITY LOG

Once a match has been made in the ETR online system, new mentors will receive an email message indicating the login will be firstName.lastName and the password is a randomly generated sequence of 8 characters. It's important that the site coordinator has a current email address for mentors. If an email is not provided in the match form the system can't send the notification with the temporary login information.

Mentors will update their account information the first time they log on with a permanent login and password that they can remember. It's okay to use the default login information but should choose a security question and answer it. Completing the security question allows the system to send a user their login information should it be forgotten.

For on-going access:

1. Log on to www.healthiersf.org/mentoringforsuccess
   Click on “Online Activity Log”

2. Enter user name and password information as indicated.

3. Look on the left hand sidebar for “Mentoring Project” and click on it. Under Mentoring project the name of your student will be listed. Click on the student’s name.

4. The Mentor-Mentee Contact Log will come up showing contact recorded to date.

5. To add a new contact, Click on the link at the top of the page that says “Create New Weekly Log”.

6. Complete ALL of the following empty fields in this view:
   - Mentoring Week
   - Total Weekly Minutes Spent
   - Total Weekly Contacts
   - Type(s) of Activity
   - Notes (Optional)*

7. After completing the necessary fields, click on “Submit Log”. You may add another contact if you are entering contacts for more than one week. Make sure you click on “Submit Log” after every entry and before logging off.

If you have misplaced your login or password

1) Use the ‘Forgot your login’ link on the login page. Clicking on this link allows you to enter your email and answer your security question to receive an automatic email with login information.

2) If you do not have a security question, email farrelle@sfusd.edu and request that your login be reset. This will send you an email with temporary login info. Then you can login and choose a new login and password that you can remember.
MENTORING FOR SUCCESS

Instructions

All contacts with a mentee for a week period are entered on one log.
Click on the 'Create New Weekly Log' link above to create a new weekly log form.
Click on the 'Edit' link of an existing weekly log to update it.

Complete BOTH MINUTES and
# of CONTACTS

Notes: Please use this section to provide a brief description of the activity

If you have questions, please contact Kris Freiwald at krisf@etr.org or at 831-438-4060 ext. 253.