


## How to Use the Online Portal

### 1 Open Email from Cloud Coach

- Each week you will receive an email from "Cloud Coach" when your mentor sends you a message.
- The email is sent to your school email address.
- Open the email & read your mentor's message.
- Click the link to write your reply message.
- If you can't find the email from Cloud Coach, ask your teacher for help right away.

Cloud Coach Week 1 Message

 noreply@salesforce.com on behalf of Cloud Coach <cloudcoac@bestprep.com>  
To: Claire Goodrich

[↩ Reply](#) [↩ Re](#)

ⓘ The actual sender of this message is different than the normal sender. Click here to learn more.



Radwan,

Your Cloud Coach mentor, Javier, has sent you a message! Below you'll find their message.

After you read it, use the link below to send them a message back.

**Message:**

Hi Radwan,

My name is Javier, and I am excited to be your mentor. I look forward to getting to know you.


I grew up in Bloomington, Minnesota and I still live there now. I live by a big nature preserve (kind of like a park) with lots of bike trails. Do you like to bike? Some other things about me: I really like to read (I love Harry Potter) and I love dogs, but I don't have one yet. I am a Human Resources Manager at General Mills. That means I help hire new employees. Let me know if you have questions about my job! I know you're writing to me in class.

How is school going so far? What are your favorite classes? When I started 9th grade, I was nervous that the classes were going to be really hard. They were definitely harder than middle school, but I found I actually liked the challenge (sometimes I even read my textbooks for fun – what a nerd!). I also liked that the teachers gave me more responsibility and treated me a little bit more like a grown-up. I want to know: what do you think of school?

Looking forward to hearing from you soon!  
Javier

Click Here to reply to this message:  
<https://www.tfaforms.com/4625839?CCID=a3x1H000001xK10>

Read your mentor's message **HERE**.



Click this link to send a reply message.



### 2 Send Your Reply Message to your Mentor using the Online Portal

- Send a reply message to your mentor based on mentor's message.
- Type the message in the box and click Submit!

Click "Submit" to send your message.



Cloud Coach Week 1 Message



Message \*

Type your message **HERE**

Most Recent Mentor Message: (DO NOT WRITE HERE)

Hi Raven,  
This is our last week! I want to wish you all the best in the remainder of 9th grade and the future.  
I know connecting with someone through messages can feel weird, but hope you got something out of my emails.  
Take care.

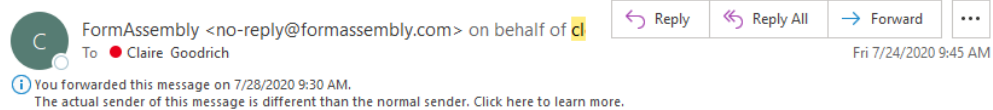
Submit

# 3

## Receive Confirmation Email from Cloud Coach

- After submitting your message, you will receive a confirmation email from Cloud Coach.
- This email lets you know that your message was successfully submitted!
- **You will wait until next week to receive another message from Cloud Coach with your mentor's message once they send it.**

### Your Cloud Coach Week 1 Message



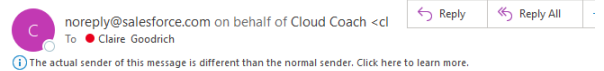
Below is the text that you sent your student in your Week 1 Cloud Coach message. The message here may appear with incorrect formatting, however, your student received it exactly as you typed it.

Hi Javier, Thank you for being my mentor. I am junior at North High School. I enjoy my science class the most and I also enjoy playing video games and being in the school band. I play the clarinet! After high school, I know I want to go to college but I don't know what I want to be when I grow up. Thanks,  
Radwan

## Tips for Using the Online Portal

- The portal does not save your message drafts. Type your message into a Word Document and then copy and paste it into the portal. Don't forget to click "Submit"!
- Typically, mentors write very long messages. Your message does not need to be as long. Feel free to write 2-3 shorter paragraphs.
- You cannot send attachments, but you can send links to different resources, articles, and videos.
- If you want to reread any of the past messages, click the bottom link in your email from Cloud Coach.

### Cloud Coach Week 5 Message



Jocelyn,

Your Cloud Coach mentor, Samira, has sent you a message! Below you'll find their message as well as a link from which you can respond.

**Message:**  
Hi Jocelyn,

I'm so happy to hear from you! You mentioned that you had an interview for an after school job. Here's a helpful article I found that has some interviewing tips.  
<https://www.thebalancecareers.com/job-interview-skills>  
Good luck and you'll have to let me know how it goes!

Samira  
????

**Click Here to reply to this message:**  
<https://www.tfaforms.com/4625936?CCID=>

To see all of the messages you have written so far, click this link:  
<https://www.tfaforms.com/4740496?CCID=&PKID=>



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powered by **bestprep**