



How to Use the Online Portal

1

Open Email from eMentors

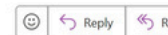
- You will receive a Welcome Email from BestPrep within a few days of the connection starting. This will have a link to view the eMentors portal where you can view the weekly writing prompts, see your student's messages and respond after they write. If you will be Out of the Office during this connection please see Step 5 below.
- Once your student writes you will receive an email from Mentoring@bestprep.org with the Subject: Weekly Student Prompt - BestPrep Mentoring

You have a new message from your student!



noreply@salesforce.com on behalf of Mentoring <mentoring@bestprep.org>
To: Kim Graff

! If there are problems with how this message is displayed, click here to view it in a web browser.



Click here to write
your student mentee

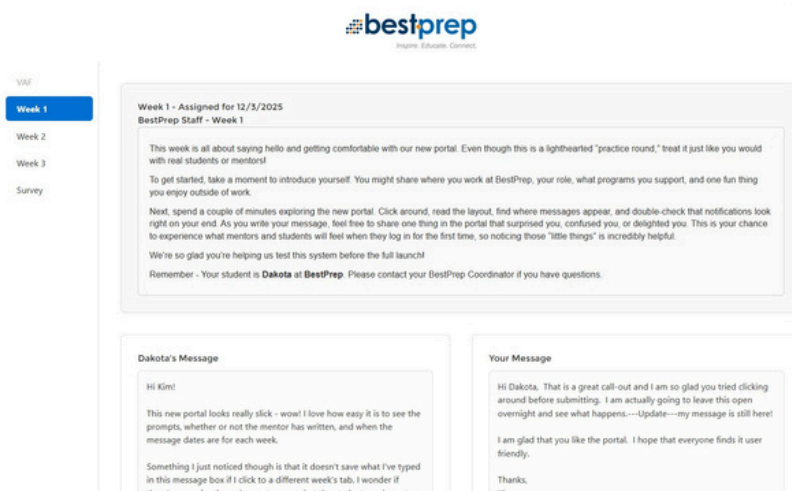
BestPrep Mentoring Portal

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Message your Mentee using the Online Portal



bestprep
Inspire. Educate. Connect.

Week 1 - Assigned for 12/3/2025
BestPrep Staff - Week 1

This week is all about saying hello and getting comfortable with our new portal. Even though this is a lighthearted "practice round," treat it just like you would with real students or mentees!

To get started, take a moment to introduce yourself! You might share where you work at BestPrep, your role, what programs you support, and one fun thing you enjoy outside of work.

Next, spend a couple of minutes exploring the new portal. Click around, read the layout, find where messages appear, and double-check that notifications look right on your end. As you write your message, feel free to share one thing in the portal that surprised you, confused you, or delighted you. This is your chance to experience what mentors and students will feel when they log in for the first time, so noticing those "little things" is incredibly helpful.

We're so glad you're helping us test this system before the full launch!

Remember - Your student is **Dakota at BestPrep**. Please contact your BestPrep Coordinator if you have questions.

Dakota's Message

Hi Kim!

This new portal looks really slick - wow! I love how easy it is to see the prompts, whether or not the mentor has written, and when the message dates are for each week.

Something I just noticed though is that it doesn't save what I've typed in this message box if I click to a different week's tab. I wonder if there's a way for the webpage to save what the students and mentors

Your Message

Hi Dakota, That is a great call-out and I am so glad you tried clicking around before submitting. I am actually going to leave this open overnight and see what happens---Update---my message is still here!

I am glad that you like the portal. I hope that everyone finds it user friendly.

Thanks,
Kim

- You will need to complete the Volunteer Agreement form annually before you are able to send a message.
- Send a message to your student based on Guiding Questions and what your mentee wrote.
- Type the message in the box and click Submit!

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Wait for next weeks message

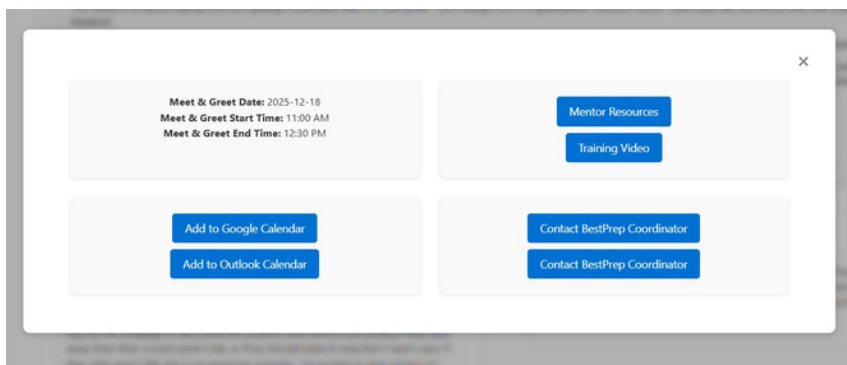
- Keep in mind that there are many reasons a student may not message. Teachers and BestPrep staff check in on students that have not written. Students are also graded on their assignment.
- You will be able to send a message to your student about the weekly prompt, or a brief hello, 1 week after the prompt due date even if they have not written.

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Additional Connection Info and OOO feature

- In the upper right corner you will see an Info button and a Settings button. These have extra information about eMentors and this connection as well as a place to mark that you will be Out of Office so we know your message may be delayed.

Information Button



Settings Button - OOO feature

