



How to Use the Online Portal

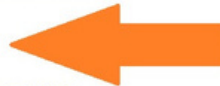
1

Click Portal Link in Your eMentors Experience email

- This message will come from the Program Director letting you know that you have an eMentors connection and who will be your BestPrep contact

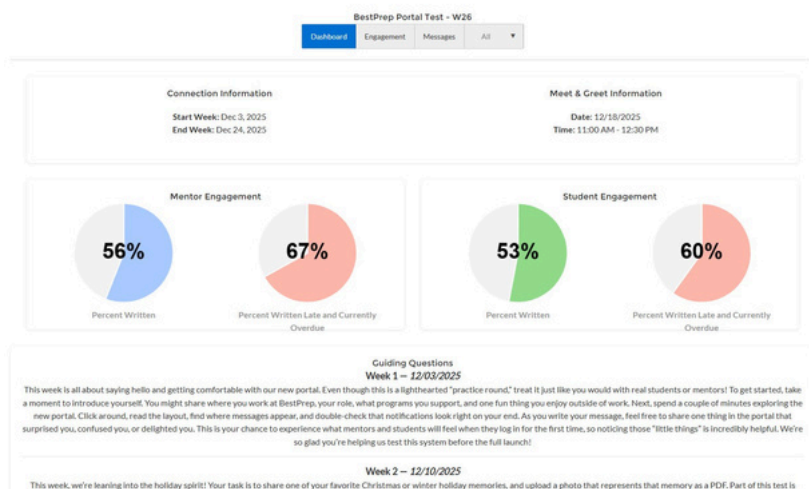
Resources

- [Guiding Question Topics](#)
- [Student Roster Template](#)
- [Meet & Greet Activities](#)
- [Teacher Handbook](#)
- [Student Resource Hub](#)
- [Student Guide](#)
- [Student Presentation](#)
- [Online Portal Video Tutorial](#)
- [Teacher Portal](#)
- [Educator Resource Hub](#)



2

Dashboard shows an overview of the connection



- Engagement is cumulative for the connection
- All guiding questions and due dates are displayed
- Meet & Greet details are displayed if this is an in-person connection

3

Shows each student and message status by week

- Click the icon to see the message

Use drop down to sort by class

BestPrep Portal Test - W26									
Dashboard Engagement Messages All ▼									
Student	W1 Dec 3	W2 Dec 10	W3 Dec 17	W4	W5	W6	W7	W8	Survey Complete
Bonnie Vagasky	✓	✗	...	—	—	—	—	—	—
Bree Scales	✓	✗	...	—	—	—	—	—	—
Brian Taylor	✗	✗	...	—	—	—	—	—	—
Brooke Nelson	✓	✗	...	—	—	—	—	—	—

4

Shows student and mentor messages

Dashboard Engagement Messages All ▼

Emma Patet
Irene Yang
Michelle Klin
Brian Taylor
Bonnie Vagasky
Karla Bonilla
Malia Vang
Dakota Andersen
Jennifer Jimenez-Wheatly
Bree Scales
Brooke Nelson
Nick Ballin
Pallu Rao
Gemma Sanchez

Week 1 Question – 12/03/2025

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 mentors! 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!

Week 1 Week 2 Week 3 Week 4 Week 5 Week 6 Week 7 Week 8

Student: Bonnie Vagasky Mentor: Jason
Shows date student message was sent

Student Message – 12/04/2025

Good Morning Jason, Welcome to eMentors! Overtime we have had practice rounds like this, and sometimes the staff have mentored a real class of students and held a Meet & Greet on-site. In the early days of the program, we didn't have a portal. Students and mentors wrote via their school issued email address and work email address with all messages being CC'd to the teacher. Teachers had a lot of responsibility in tracking and monitoring the exchanges. This is leaps and bounds ahead of when we

Mentor Message – 12/10/2025

This message is pending manual review. Please contact your BestPrep coordinator.

Shows mentor message unless it is pending review from our system
Mentors can only write after the student writes or if the student