

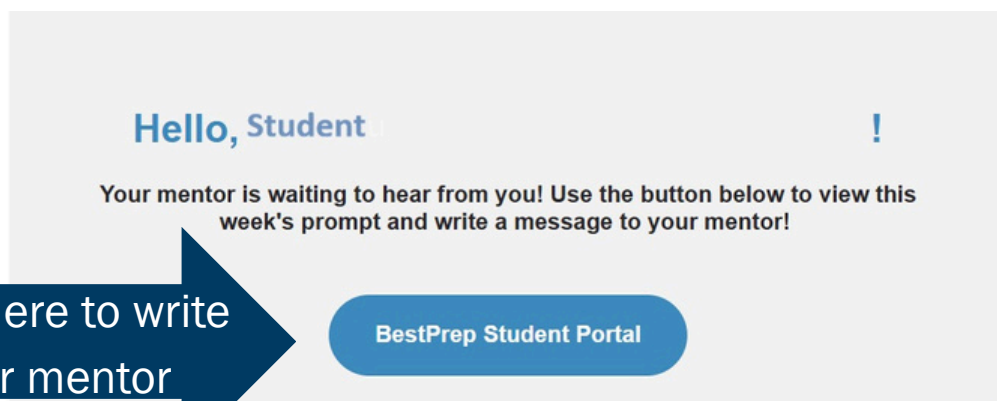


How to Use the Online Portal

1

Open Email from eMentors

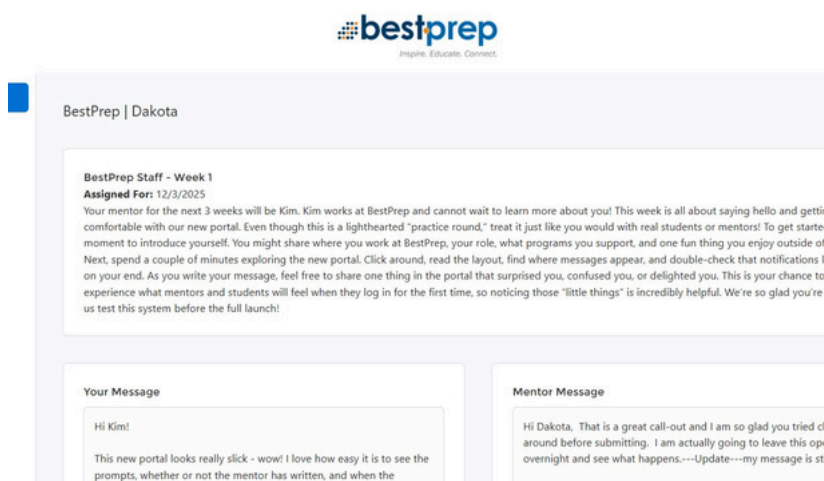
- Each week you will receive an email from “eMentors” - inside you will be prompted to write to your mentor.
- You will be given a link which will open up a new screen where you can write to your mentor - This will be the same link each week so you can bookmark it
- Look for an email from Mentoring@bestprep.org with the Subject: Weekly Student Prompt - BestPrep Mentoring



Click here to write
your mentor

2

Message your Mentor using the Online Portal



- Send a message to your mentor based on Guiding Questions your teacher chose.
- Type the message in the box and click Submit!
- Make a draft of your message in another app like Word. If you click on a different week, you will lose your message.

3

Read your Mentor's Email

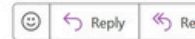
- After your mentor writes you will receive an email with their message.
- You can also click the BestPrep Mentoring Portal link at the bottom to see your messages.

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.



Hello, Kim

You have a new message from your student! You can view it in your BestPrep Mentoring Portal, linked below. Here is a bit of what your student said...

Click to view all of the messages
you and your mentor have sent

[BestPrep Mentoring Portal](#)



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4

Wait for next week's message prompt

- Keep in mind that mentors may be busy, off-site, or on vacation. There is a chance there will be a delay in their response.
- Send the following week's message even if they have not responded.

