



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 see the weekly writing prompts, read your student's messages, and respond after they write.
- 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

Let's Go!

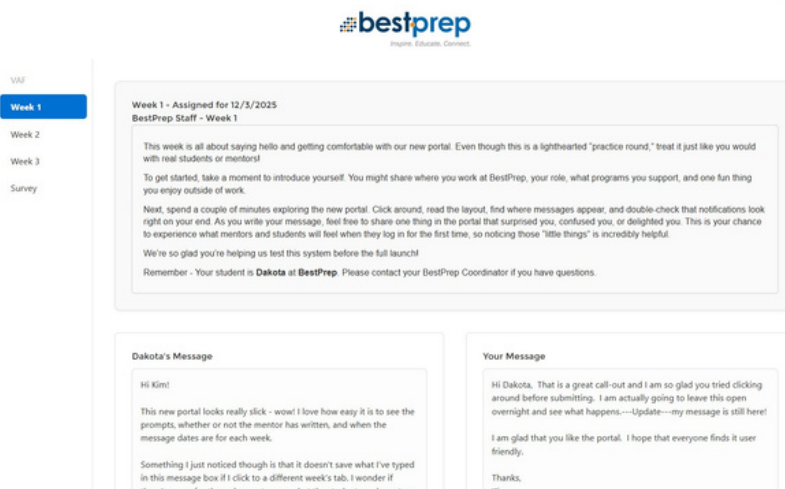
Open the Mentor Portal

View the Portal Training

For BestPrep staff - this email is regarding [Connection Number CONN-00001322](#)

2

Message your mentee using the online portal



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

3

Wait for next week's message

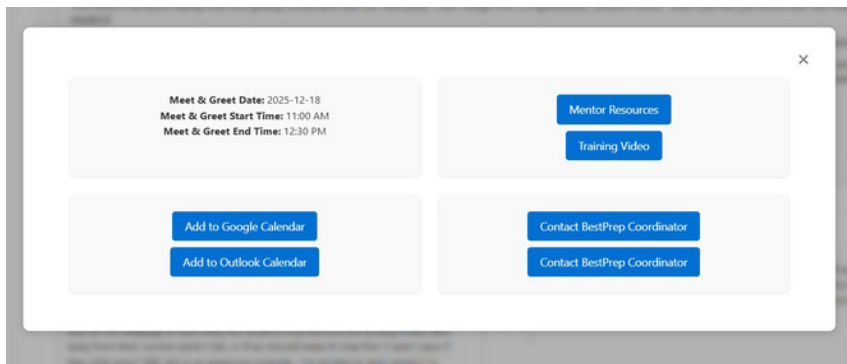
- Keep in mind that there are many reasons a student may not message. Teachers and BestPrep staff check in on students that have not written. Students are also graded on their assignment.
- You will be able to send a message to your student about the weekly prompt (or a brief hello) once week after the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

4

Additional connection information / OOO feature

- In the upper right corner, you will see an Info button and a Settings button. Clicking on the Info button will show extra information about your eMentors connection, and clicking on the Settings button allows you to mark which weeks you may be Out of Office so we know that your message will be delayed.

Information Button



Settings Button - OOO feature

