BestPrep's eMentors



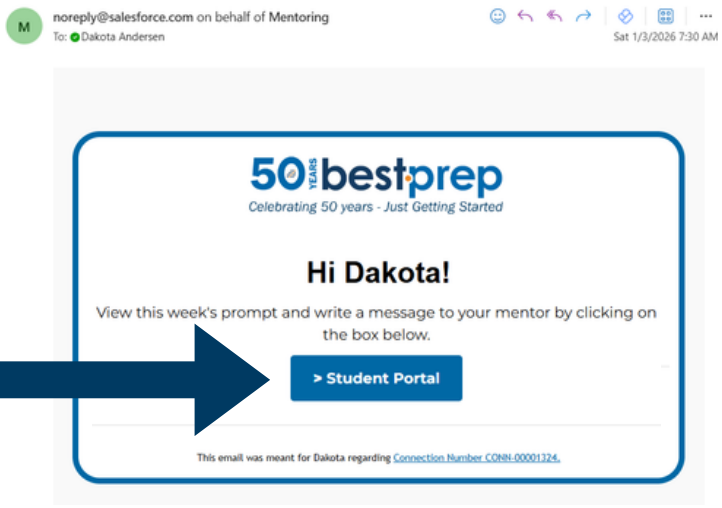


How to Use the Online Portal

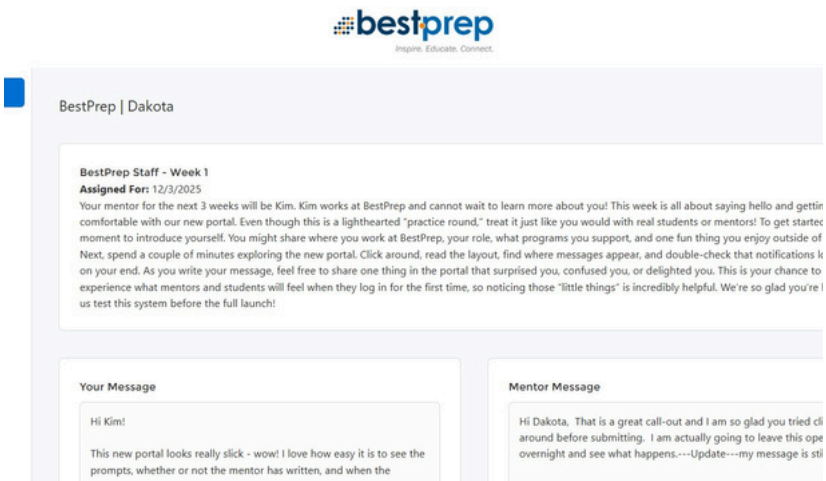
1 Open email from eMentors

- Each week, you will receive an email from mentoring@bestprep.org where you will be prompted to write to your mentor.
- The email will contain both the weekly prompt and a button link that takes you to the online messaging portal. Click on the button link.

Click on "**Student Portal**" to write to your mentor



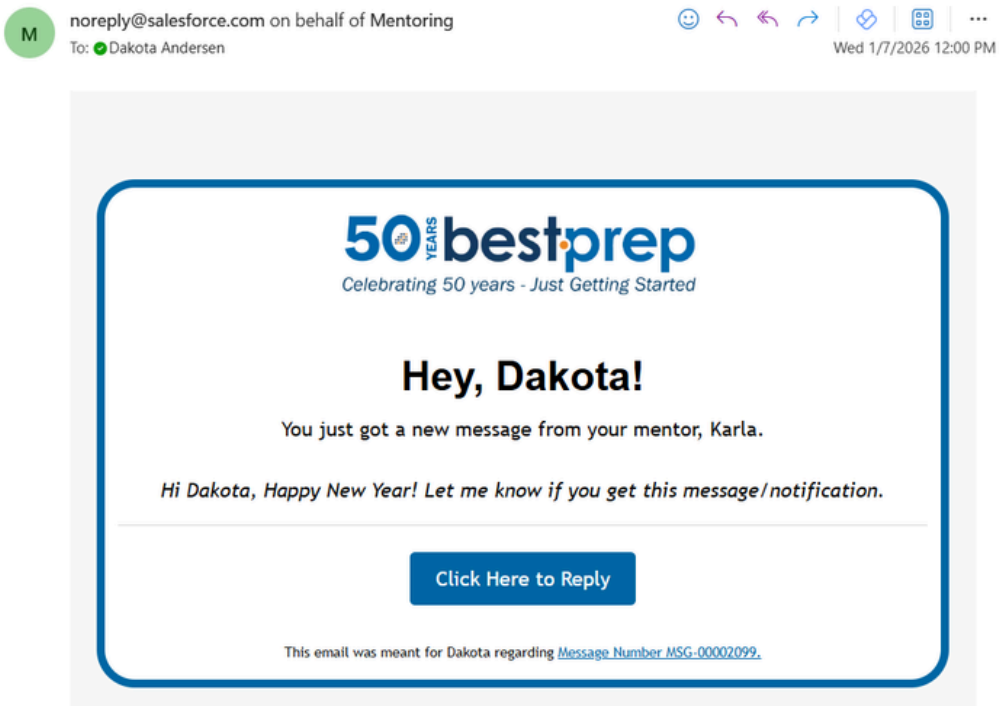
2 Message your mentor using the online portal



- Write a message to your mentor. The weekly prompt/guiding question will be visible above your and your mentor's message boxes.
- Type your message in the box.
- When you are finished, click the Submit button.

3 Read your mentor's message

- After your mentor writes back, you will receive an email with part of their message.
- Click on the button below their message to go to the online messaging portal. You can see their full message there.
- You can reply to any questions they asked you or ask any additional questions in the following week's message.



4 Wait for next week's message prompt

- Keep in mind that mentors may be busy, sick, working off-site, or on vacation. There is a chance there will be a delay in their response.
  - In some cases, they may notify you of this in their weekly message to you.
- Send the following week's message even if they have not responded.
- Check in with your teacher if you have not heard from your mentor for at least two consecutive weeks.

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