



How to Use the Online Portal

1

Locate “Your New eMentors Connection” email

- When your eMentors connection has been confirmed, you will receive an email from mentoring@bestprep.org titled “Your New eMentors Connection”
- Click on the button that says “Educator Portal”

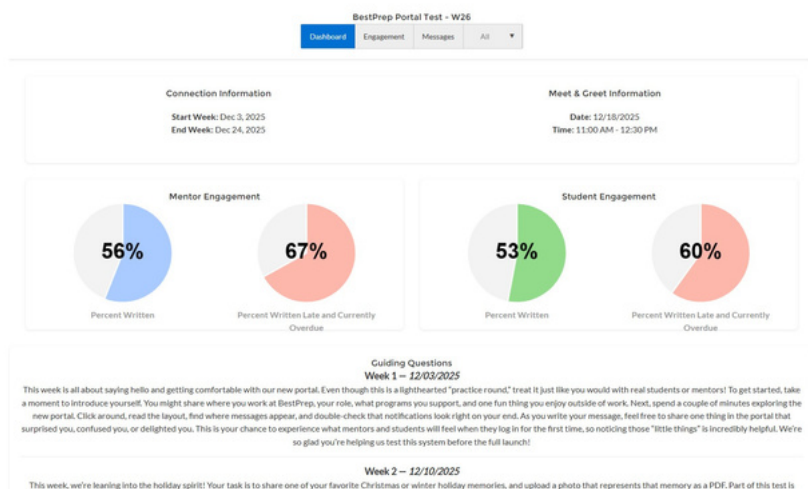
Easily view Student Emails & Participation anytime by clicking on the box below.



> Educator Portal

2

Review connection information in “Dashboard” tab



- Clicking the “Educator Portal” button opens the portal in a new tab
- BestPrep strongly recommends bookmarking this page throughout the connection
- Some considerations & features:
 - Engagement percentages shown are cumulative for the connection
 - All guiding questions and due dates are displayed
 - Meet & Greet details are also displayed (if applicable)

3

Check student message status in “Engagement” tab

- If you have multiple classes enrolled in eMentors, click on the “All” dropdown tab to sort by class
- To view student messages, click on the green check or red X icon

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

View student and mentor messages in “Messages” tab

- Click on “Week #” buttons above messages to toggle between each week’s messages
- Messages may need to be manually reviewed by BestPrep staff if they are too short or contain words that are flagged by the portal’s filter

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 Sprecher

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 started 20 years ago. Yet, even with those humble beginnings we have

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 has not written for an entire week from the prompt date