



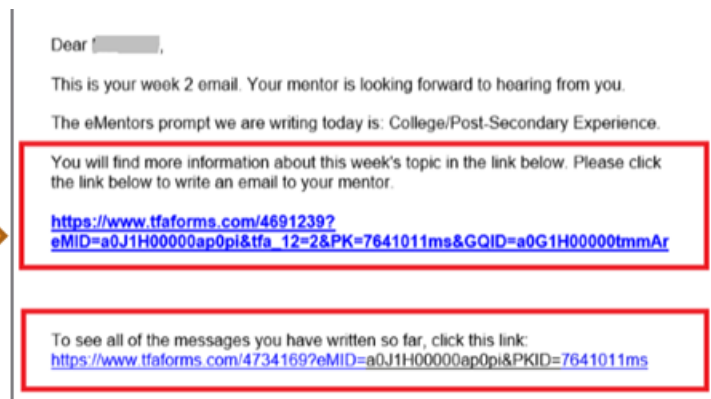
How to Use the Online Portal

1

Open Email from eMentors

- Each week you will receive an email from “eMentors” - inside you will be prompted to write to your mentor.
- The email will include a topic to write about that week
- You will be given a link which will open up a new screen where you can write to your mentor
- If you can't find the email from eMentors, ask your teacher for help right away

Click here to write a message to your mentor →

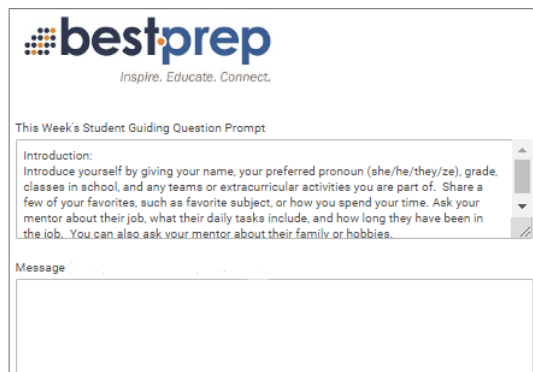


2

Message your Mentor using the Online Portal

Follow these instructions when writing your message →

Write your message here →



bestprep
Inspire. Educate. Connect.

This Week's Student Guiding Question Prompt

Introduction:
 Introduce yourself by giving your name, your preferred pronoun (she/he/they/ze), grade, classes in school, and any teams or extracurricular activities you are part of. Share a few of your favorites, such as favorite subject, or how you spend your time. Ask your mentor about their job, what their daily tasks include, and how long they have been in the job. You can also ask your mentor about their family or hobbies.

Message

- Send a message to your mentor based on Guiding Questions your teacher chose.
- Type the message in the box and click Submit!

- Click 'Submit' at the bottom of the page once your message is complete.

3

Receive Confirmation Email from eMentors

- After submitting your message, you will receive a confirmation email from eMentors.
- This email lets you know that your message was successfully submitted!

From: FormAssembly <no-reply@formassembly.com> **On Behalf Of** eMentors

Below is the text that you sent your mentor in your Week 1 eMentors message. The message here may appear with incorrect formatting, however, your mentor received it exactly as you typed it.

As far as jobs go, I'm not totally sure what I want to do. I like basketball, so maybe a coach? My dream job would be if I worked for the Miami Heat. They're my favorite team and I would do literally anything for them. It's interesting that you wanted to be a writer when you were my age. Do you still write? What made you decide to do the job you have now?

4

Read your Mentor's Message

- Your mentor will respond within a few business days.
- You will receive an email from eMentors. Open the email and read your mentor's response.
- 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.

Claire,

Your eMentors mentor, **Christine**, has sent you a message!

Message:

Thank you for your email! I really enjoyed American History, too! Isn't it funny to think that compared to the rest of the world, we're a pretty young country? So much has happened! If you could travel back in time to any event in American History, where would you go? About your presentation, I know it can scary to get up and talk in front of the class. I have to give presentations now and again for work and I always get butterflies. The key is to breathe. If you find your heart is racing or it's hard to get your words out, just pause, take a breath, and continue on. You can do it!!