Volunteer with Cornell Career Services: Become a CCNet Mentor
Request to Be a CCNet Mentor

• Send an e-mail message to Leslie Kurtz to request to be a CCNet Mentor (lrk26@cornell.edu) with subject line CCNet Mentor Volunteer. Include in your message your first name, last name, and state or country.

• Wait for an e-mail confirming that you have been added as a Mentor and providing a temporary password. (Unless otherwise noted in the message, your username will be your e-mail address.)

• Follow the link to log in to the system to enter and activate your Profile as a Mentor.
This is the message you will receive in response to your request to be a CCNet Mentor. Make note of your Username and Password, and click on this link to enter and activate your profile.

Dear Leslie:

This is to let you know that your CCNet Mentor account is now activated. I hope that you'll find it rewarding experience as you share your expertise with current Cornell undergraduates and alumni who choose to contact you.

Your next step is to log in and complete your profile, at http://cornell.experience.com/alumnus/branded_login. Your user name is your e-mail address and your password is XX. If you have any difficulty with the process, please refer to the attached instructions.

Thank you again for volunteering as a Mentor. Please let us know if we can provide any assistance as you serve in this role.

Sincerely,

Rebecca Sparrow
Executive Director, Cornell Career Services
Enter your Username and Password, and click on this icon to enter the site.
Begin to enter your profile information. The asterisked fields are required. Remember that Cornell graduation dates are January, May, and August each year.

Note that the default is for you to receive automatic messages from the vendor. You will probably want to de-select these choices. Click on Submit below to continue.
Welcome to CCNet Mentors

Being a part of the CCNet Mentors network can be a truly rewarding experience. It’s an opportunity to share your experiences and knowledge with others who are seeking your valuable insight; help others develop interpersonal, communication, and professional skills; expand your own network; potentially discover valuable hires or referrals for others; and gain satisfaction from knowing that you are contributing to others’ career growth and confidence.

Be sure to keep your profile and settings up to date to reflect your latest contact information, work experience, career advice, preferred number of mentoring connections, etc.

After you accept requests for membership, being a Mentor is what you and those who contact you choose to make of it. Enjoy your experience, and thank you for your participation!

My Mentors (0)
You currently do not have any Mentors. To add Mentors do a search and request a connection with a Mentor.

My Mentees (0)
You currently do not have any Mentees.

Settings
- Edit Mentor Profile
- Mentor Settings
- Edit Username & Password

Requests
- Sent to you (0)
- Sent by you (0)

Search for Mentors
Job Function
- Not Specified
- Accounting/Management/Planning
- Accounting/Auditing
- Actuarial
- Administration
- Administrative/Support Services
- Advertising

Job Title

Industry
- Academic
- Accounting
- Agriculture/Farming/Agribusiness
- Architecture - Commercial
- Architecture - Landscape
- Architecture - Other
- Architecture - Residential
- Arts & Entertainment - Film/Video

1-Click Searches

Click here to enter additional profile information.
Complete the Mentors Information section as fully as possible, to increase the likelihood that students will find you when they are searching for Mentors. Click Edit to enter your information.
Only two fields are required, but please make selections in all areas that are applicable. The **Would Like to Volunteer To:** section is particularly important, both for students and for CCS staff.
You do not post your actual resume here. The **Resume** section is where you enter your education and work histories, skills, volunteer organizations, etc. This helps students find you when they search the database by employer, educational institution, job title, etc.
Complete each section as completely as possible.
After updating your profile, return to the CCNet Mentors homepage.
Now you are ready to set the activity level you desire. Click Mentor Settings.
Mentor Settings for Cornell University Mentor Program

Return to Mentoring Homepage

Mentor Status
You are currently enrolled as a Mentor

Change Status

Mentee Limit

Set the Maximum Number of Mentees you are willing to have

1000

Save

Change the number here to the maximum number of students you want to mentor at one time.
It is a good idea to re-set your temporary password to something that is easy for you to remember. If you would like to change your Username, you can also do that on this page (above).
When a student requests you as a Mentor, you will receive an e-mail message. You can also see here that you have received a mentoring request. Click on **Sent to you** to review and decide on any requests received.
Mentor Requests Sent To You in CCNet Mentors

Return to Mentoring Homepage

You have recently been invited to be a Mentor for the following Mantee(s). Upon accepting, an automated email will be sent to notify the Mantee(s). If you decline, an email will not be sent but your status will change from Pending to Declined.

Ima C Student
New York, United States of America
Graduation Date: 05/2012
Date received: 03/03/2011

Accept  Decline

On this page you will see the names of all students whose mentoring requests are pending. You can accept immediately, or hover your mouse over the student’s name to review the message s/he sent to you. (See next slide.)
Mentor Requests Sent To You in CCNet Mentors

Return to Mentoring Homepage

You have recently been invited to be a Mentor for the following Mentee(s). Upon accepting, an automated email will be sent to notify the Mentee(s). If you decline, an email will not be sent but your status will change from Pending to Declined.

[Image of Mentor Profile]

Dear [Mentor Name]:

I am currently a student in the ILR School at Cornell, and found your Mentor profile in the CCNet Mentors database. Based on the experiences you outline there, I believe your input and guidance would be extremely valuable to me as I try to make important career decisions. Please let me know if we might be able to discuss this via e-mail, or through a telephone conversation or in-person informational interview. If you can accommodate my request, I will be in touch again shortly to discuss next steps.

Thank you in advance for your time and consideration.

Sincerely,

[Student Name]
After you accept students as Mentees, you will see them in a list on the CCNet Mentors homepage. You can send an e-mail directly from this page. You can also add “tags” to track activity with the student or make notes to remember in the future.
If you find yourself on this page, you can return to the CCNet Mentors homepage by clicking on Make a Connection…
Experience Connections

Experience Connections is a professional networking service that helps students and alumni develop relationships to support career exploration and development. The service allows you to:

- Connect with hiring alumni and employers
- Explore a professional alternative to social networking
- Express your experience above and beyond a typical resume

Would you like to learn more or join Experience Connections?

[Yes]  [No Thanks]

Mentoring Programs

- CCNet Mentors

Which takes you to this page, where you click on CCNet Mentors.
This is an alternate path back to the CCNet Mentors homepage. Hover your mouse over **NETWORKING** to get the pull-down menu to be able to select **CCNet Mentors**.
If you have previously registered for an account for alumni services through Experience (formerly eProNet), you will reach this page after entering your Username and password. Proceed to the CCNet Mentors homepage by clicking on **Make a difference today!**

OR…
Select **CCNet Mentors** from the pull-down menu under **NETWORKING**.
Thank you for your interest in being a CCNet Mentor!