

# PeopleGrove –Signing up (Protege)

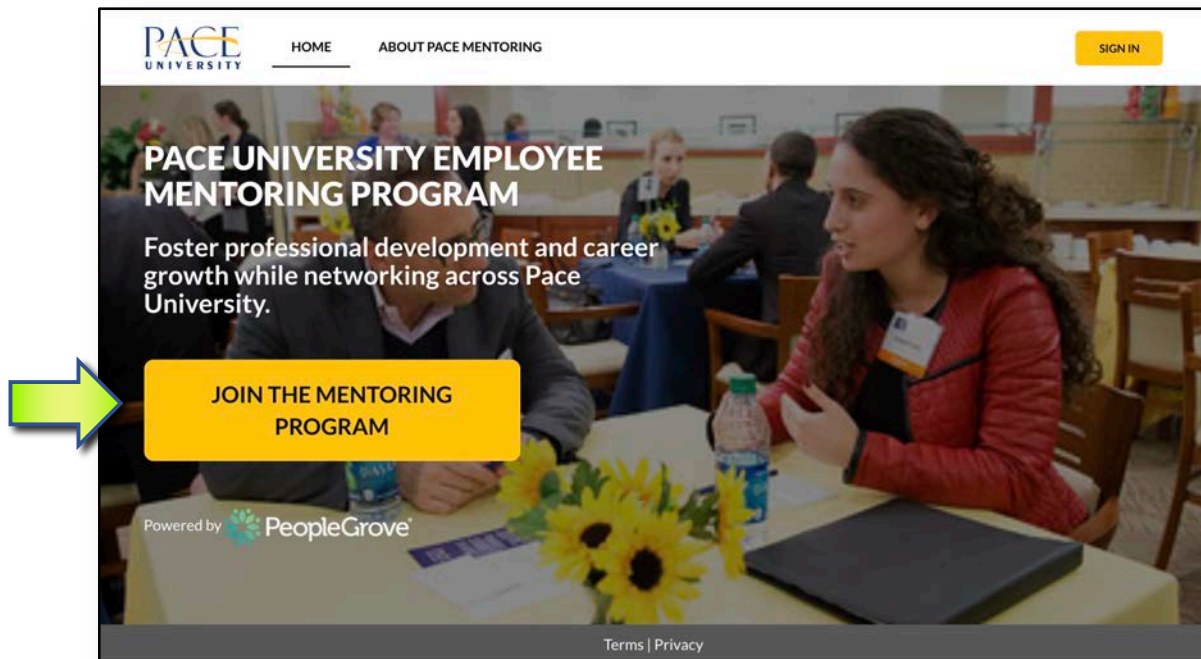
## Signing up – Quick start (detailed version follows below).

- Go to the homepage (<https://paceconnect.peoplegrove.com/>)
- Click the "Join The Mentoring Program" button
- Select **Pace University ID** as the login method
- Join as a "**Protege**"
- Proceed through the steps and fill out your background info
- Check the "I agree..." checkbox and digitally sign the Agreement

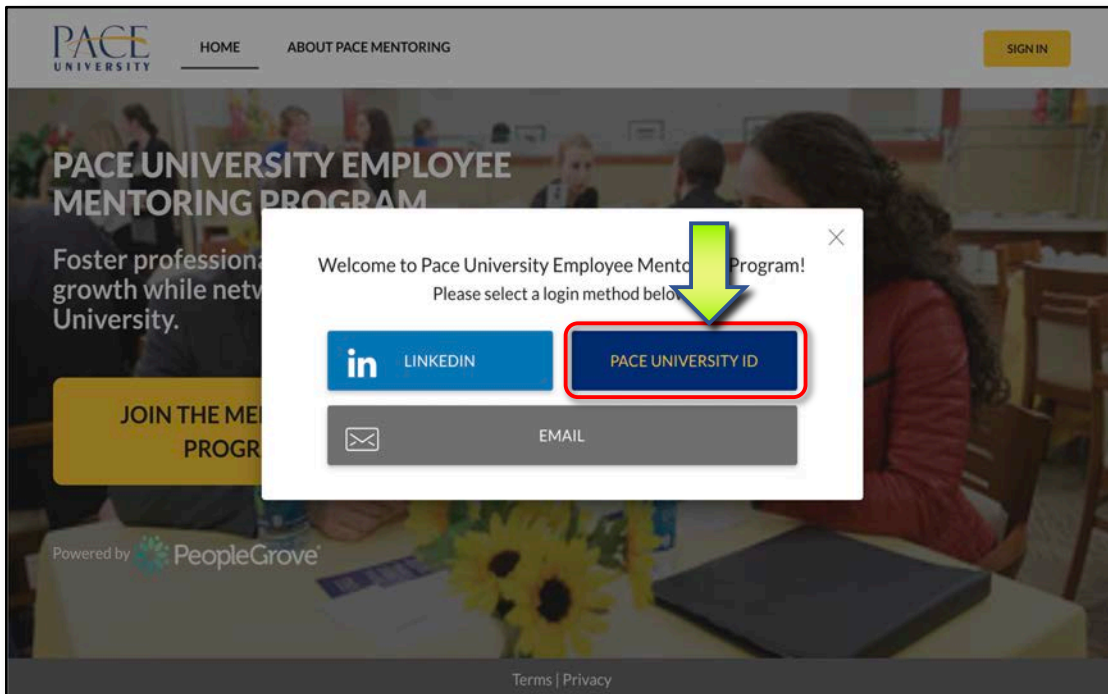
**You'll receive an email once your account has been approved.**

## Signing up – Step by Step (detailed version).

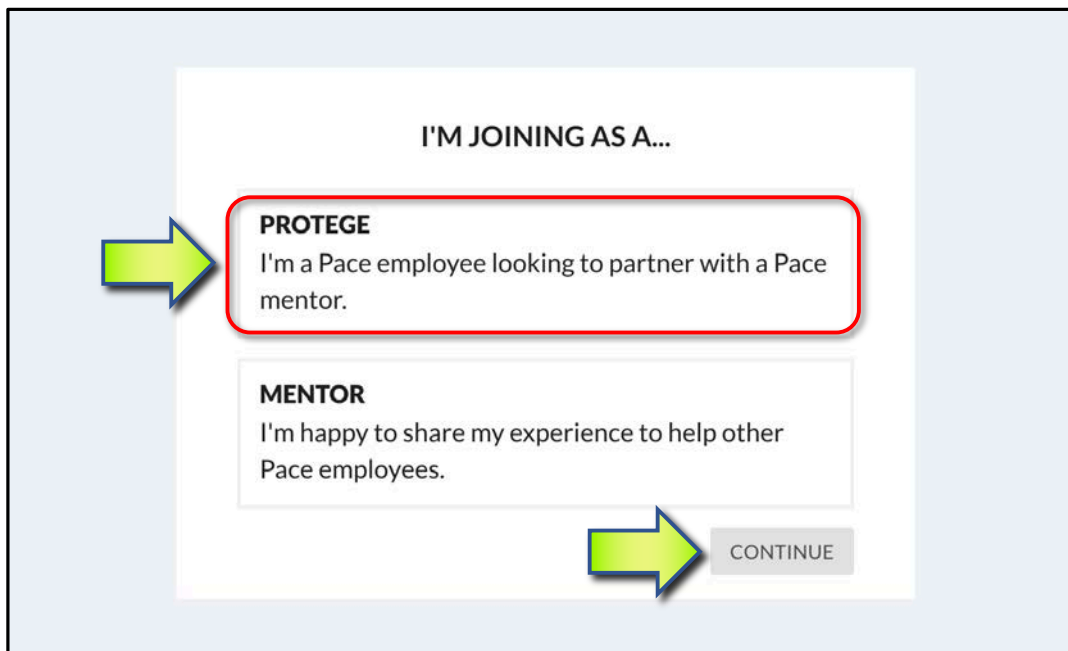
- Go to the homepage (<https://paceconnect.peoplegrove.com/>)
- Click the "Join The Mentoring Program" button



Select "PACE UNIVERSITY ID" as the login method:



Select "Protege", click "Continue":



## Filling in your details.

After selecting “Protege” a series of 6 screens will prompt you for details about yourself, your interests and your setting preferences. A progress indicator shown below, indicates remaining sign up screens.

### **Your Education:**

- Please fill out all fields and click “Continue”

The screenshot shows a form titled "YOUR EDUCATION" with the following elements:

- A text input field containing "The New School" with a close button (X) on the right. A green arrow points to this field.
- Text below the input: "School not on the list? [Add a new one.](#)"
- A container for major(s) with three tags: "Art X", "Fine Arts X", and "Interdisciplinary Science X". Below the tags is the label "Major(s)". A green arrow points to this container.
- Text below the container: "Enter a Major(s), then press enter."
- Two dropdown menus: the first shows "Bachelors" and the second shows "2011". A green arrow points to the first dropdown.
- A button labeled "+ SAVE AND ADD ANOTHER DEGREE" with a green arrow pointing to it.
- A "BACK" link and a blue "CONTINUE" button, both with green arrows pointing to them.
- A progress indicator at the bottom consisting of seven circles in a row. The first circle is filled grey, and the others are empty. A red box highlights the circles, and a red arrow points to the first filled circle.

**Progress indicator:** As each page completes, grey dot moves right.


## My Quick Bio.

Please add a photo of yourself (**required**):

- Click on the “person” icon
- Either click on the camera icon to take a picture,
- OR upload one by clicking on any of the social media icons,
- OR upload one from your computer

Add a photo and a unique headline. This will be visible to others in the community.

### MY QUICK BIO

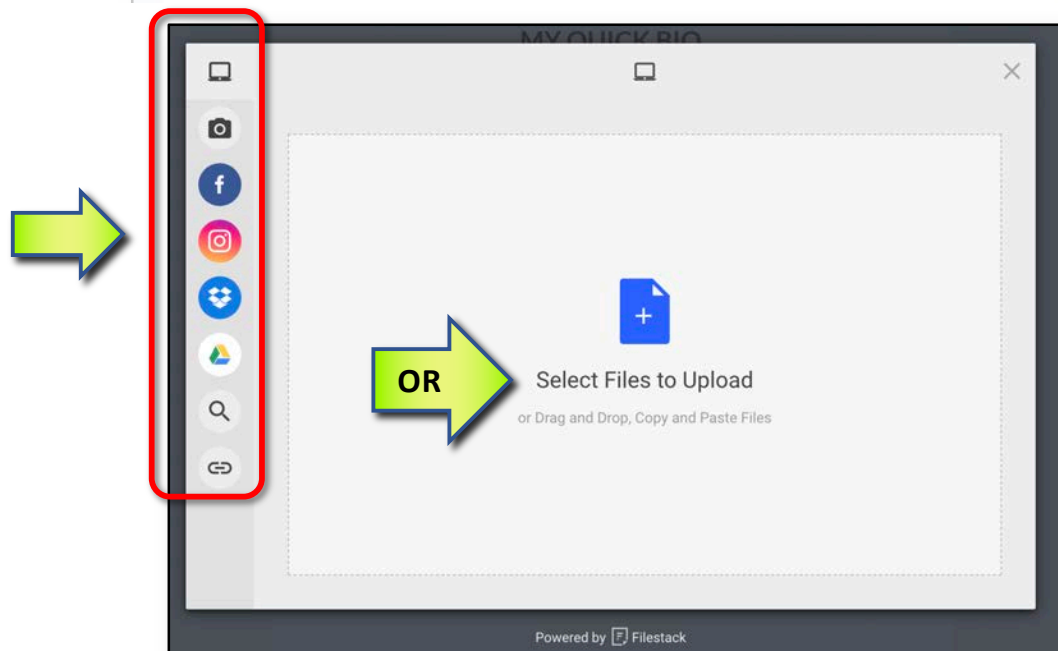


Change Photo / Take Picture

Profiles with your photo are more likely to receive connection requests.

Headline\*

Student at The New School




### My Quick Bio (continued).

- After adding your photo, add details to the remaining fields and click “Continue”.

Add a photo and a unique headline. This will be visible to others in the community.

### MY QUICK BIO



Change Photo / Take Picture

Profiles with your photo are more likely to receive connection requests.

Headline\*

Examples: Teacher, Social Entrepreneur, Tech Enthusiast, etc.

Your Location\*

Autofill not working? [Click here](#)

BACK ▶ CONTINUE

○ ○ ● ○ ○ ○ ○

**Note:** Progress indicator moved one screen to the right

## More About Me.

- Please add more of your details here
- Click “Continue”

**MORE ABOUT ME**

**HOME CAMPUS \***

White Plains - Law School

**PASSIONS**

Select as many as you wish  
Learning New Things, Traveling, Public Speaking, Being Artistic, Creating New Things [SELECT](#)

**ACTIVITIES & HOBBIES**

art, writing, reading, snowboarding

BACK [CONTINUE](#)

Progress indicator: 6 circles, the 4th is filled.

## My Career Communities.

- Joining “Career Communities” provides opportunities to connect to tailored industry resources and programs
- Select Career Community
- Click “Continue”

**MY CAREER COMMUNITIES**

Career Communities provide an opportunity to connect to specific, tailored industry resources and programs.

ARE YOU INTERESTED IN JOINING ANY OF OUR CAREER COMMUNITIES?

Yes  No

CHOOSE THE CAREER COMMUNITIES YOU WANT TO JOIN.

Arts, Communications, Media

SELECT CAREER COMMUNITY

BACK CONTINUE

Progress indicator: 6 circles, the 4th is filled.

## SMS Notifications.

Set these now, or later from "My Preferences" (see below):

**SMS NOTIFICATIONS**

Never miss a connection. Get notified of new messages and requests.

Your mobile phone number...

(201) 555-0123

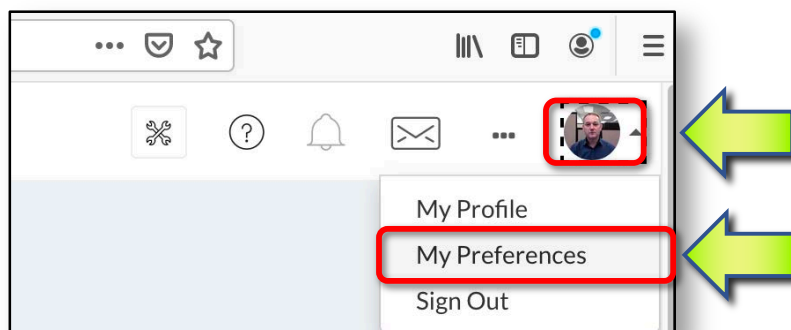
What do you want to get SMS notifications for?

- New connection requests ?
- Upcoming meetings ?
- New message ?

BACK SKIP CONTINUE

## **Notifications (setting up from profile once signed up).**

- Click on your icon at top right of menu bar
- Click "My Preferences"





## Agreements.

After "SMS Notifications, the **Agreements** screen is the last screen of the sign up.

To Agree:

- 1) Read and scroll down the "Professional Responsibility Agreement" and
- 2) At the very bottom, check "I have read the entire agreement above"
- 3) Sign with your preferred choice (draw or type)
- 4) Click "Next"

Let's get the legalese out of the way.

### AGREEMENTS

1

Print

about Pace with anyone, including your mentor or protégé.

By signing this form, I agree to adhere to my organization's and PeopleGrove's required guidelines, policies, and I acknowledge the consequences of inappropriate behavior.

2

Check the box (initially hidden before scrolling down)

I have read the entire agreement above.

You must scroll through the entire agreement. Once you have done so, please sign below by clicking and dragging your mouse to certify that you have read and agree.

3 Sign

DRAW YOUR SIGNATURE:  
Or, click here to type your signature.

START OVER

4 Click "Next"

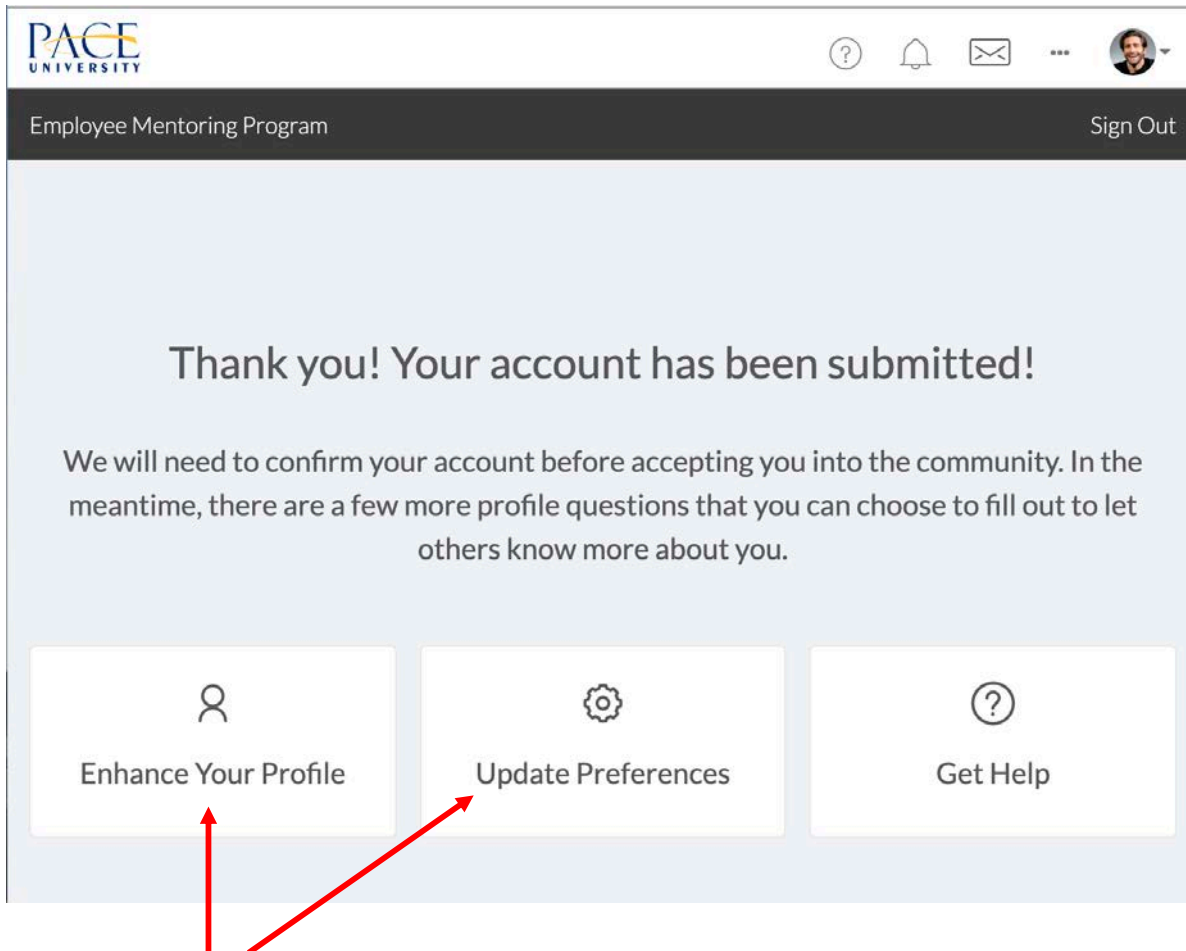
BACK NEXT

Scroll and read "Agreements" to the bottom

The screenshot shows a mobile application interface for the 'AGREEMENTS' screen. At the top, it says 'Let's get the legalese out of the way.' Below this is the title 'AGREEMENTS'. A scrollable area contains the text of the agreement, including a 'Print' button. A green arrow labeled '1' points to the top of the scrollable area, and another green arrow labeled '2' points to the bottom of the scrollable area. Below the scrollable area is a checkbox labeled 'I have read the entire agreement above.' with a green arrow labeled '3' pointing to it. Below the checkbox is a text prompt: 'You must scroll through the entire agreement. Once you have done so, please sign below by clicking and dragging your mouse to certify that you have read and agree.' Below this is a 'DRAW YOUR SIGNATURE:' section with a text input field and a 'START OVER' button. A green arrow labeled '4' points to the 'NEXT' button at the bottom right. At the bottom of the screen are 'BACK' and 'NEXT' buttons, and a progress indicator consisting of six circles, with the last one filled.

## **Submission confirmation screen.**

At this point, a member of the admin team will be notified of your submission and review your details to confirm your account.

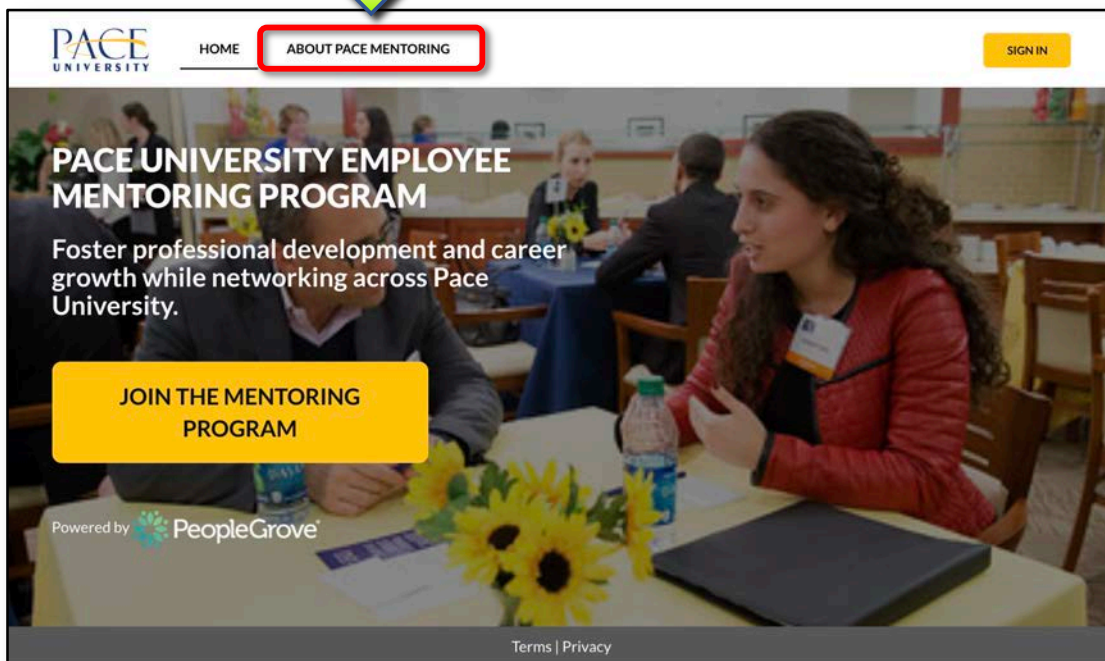


### **Add more details (optional).**

- To add to your profile, click on "Enhance Your Profile"
- To update your preferences, click on "Update Preferences"

**Next Steps.**

If you would like further information, please visit “About Pace Mentoring” from the link on the landing page, or reach out to the team at [pacementoring@pace.edu](mailto:pacementoring@pace.edu).



Thank you!

***Pace Mentoring Team,***  
*Human Resources,*  
*Pace University.*

[pacementoring@pace.edu](mailto:pacementoring@pace.edu)