

PeopleGrove –Signing up (Mentor)

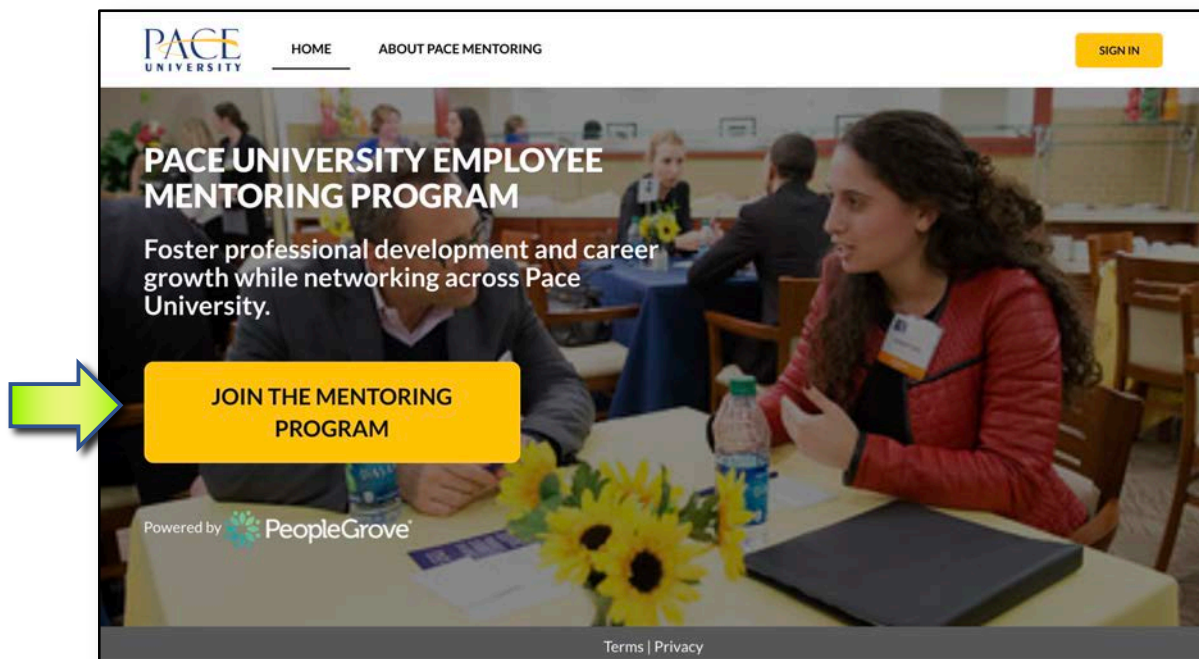
Signing up – Quick start (detailed version follows below).

- 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 "**Mentor**"
- Proceed through the steps and fill out your background info
- Check the "I agree..." checkbox and digitally sign the Agreement

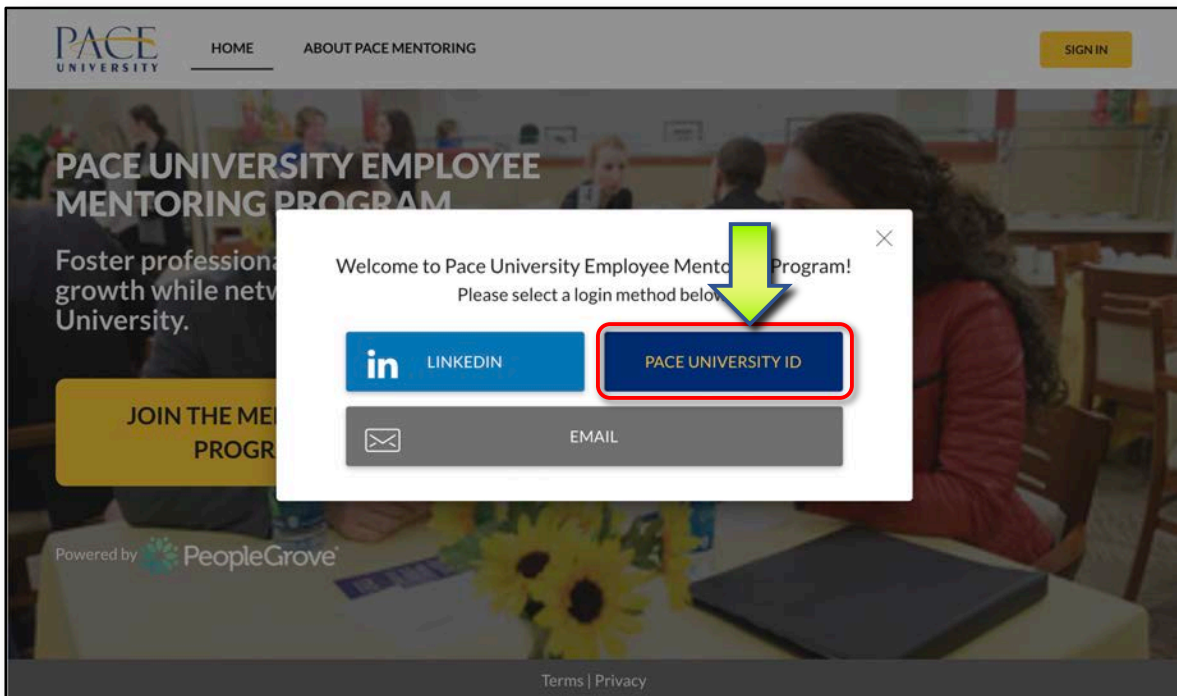
You'll receive an email once your account has been approved.

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 login method:



Select "Mentor", click "Continue":



Filling in your details.

After selecting “Mentor” a series of 8 screens will prompt you for details about yourself, your interests and let you set your 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 for "Your School" containing "Pace University". Below it is a link: "School not on the list? [Add a new one.](#)"
- A text input field for "Major(s)" containing "Engineering X". Below it is the instruction: "Enter a Major(s), then press enter."
- A text input field for the degree type containing "Master's Degree".
- A dropdown menu for the year containing "2009".
- A button labeled "+ SAVE AND ADD ANOTHER DEGREE".
- A "BACK" link and a blue "CONTINUE" button.
- A progress indicator at the bottom consisting of eight circles, with the first one filled grey and a red arrow pointing to it.

Green arrows point to the "Your School", "Major(s)", "Master's Degree", "2009", "+ SAVE AND ADD ANOTHER DEGREE", and "CONTINUE" elements.

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

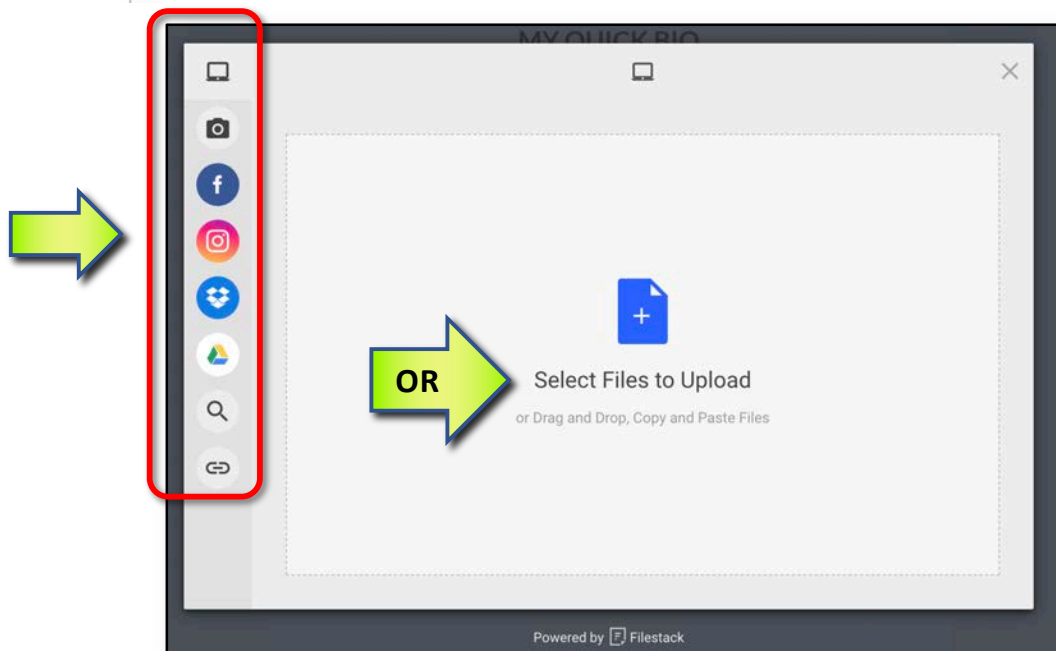


Change Photo / Take Picture

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”

The screenshot shows a form titled "MY QUICK BIO" with a profile picture of a man in a suit. Below the photo is a "Change Photo / Take Picture" link and a note: "Profiles with your photo are more likely to receive connection requests." The form contains several input fields, each with a green arrow pointing to it from the left:

- Headline***: Input field containing "Engineering is my forte!". Below it, examples are listed: "Teacher, Social Entrepreneur, Tech Enthusiast, etc."
- Your Location***: Input field containing "New York, NY". Below it, a note says "Please select a single valid city from the autofill options." and a link "Autofill not working? [Click here](#)".
- Current Company/Organization***: Input field containing "Pace University".
- Current Role***: Input field containing "Lecturer".
- Description of Role**: Input field containing "Provide a brief description of your work".

At the bottom of the form, there is a "BACK" link, a green arrow pointing right, and a blue "CONTINUE" button. Below the form is a progress indicator consisting of eight circles, with the second circle from the left filled and a red arrow pointing to it.


Note: Progress indicator moved one screen to the right

My Preferences.

- Indicate if available for “Career Conversations”
- Select the maximum number of meetings you wish to be available per month (these preferences can be updated any time from within “My Preferences” found under your icon top right of the homepage)
- Click “Continue”

MY PREFERENCES


We know you're busy! Not to worry. You have control over your availability here.


ARE YOU WILLING TO BE AVAILABLE FOR FLASH MENTORING (I.E. 30 MINUTE CAREER CONVERSATIONS?) 

YES NO

How many meetings are you open to having each month?

Four

BACK 



Happy to Chat About.

- Please answer with as much detail as you wish to share as this will help suggest ideal Proteges from the pool
- Text fields have “predictive search” e.g. typing in just “engin” will return an “Engineering” checkbox
- Click “Continue”

HAPPY TO CHAT ABOUT...

INDUSTRIES

Select: select all | select all Show: show selected | show all

Engineering

VOLUNTEER TOPICS & AREAS

Select: de-select all | select all Show: show selected | show all Applying to graduate/professional school Career Development Emotional Support Goal Setting

More About Me.

- Please add more of your details here
- Click "Continue"

MORE ABOUT ME

HOME CAMPUS *

NY Campus - Downtown

PASSIONS

Select as many as you wish
Being Active, Learning New Things, Teaching, Working
With Numbers [SELECT](#)

ACTIVITIES & HOBBIES

wakeboarding, hiking

BACK [CONTINUE](#)

Progress indicator: 8 circles, the 5th circle is filled.

My Career Communities.

- Joining “Career Communities” provides opportunities to connect to tailored industry resources and programs
- Set visibility
- 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.
Education, Nonprofit, and Human Services, Technology, Engineering, and Physical Sciences

[SELECT CAREER COMMUNITY](#)

MAKE YOUR PROFILE VISIBLE TO THE CAREER COMMUNITY SELECTED ABOVE ONLY? ?

Available to everyone Private to Career Community

BACK  [CONTINUE](#)

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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

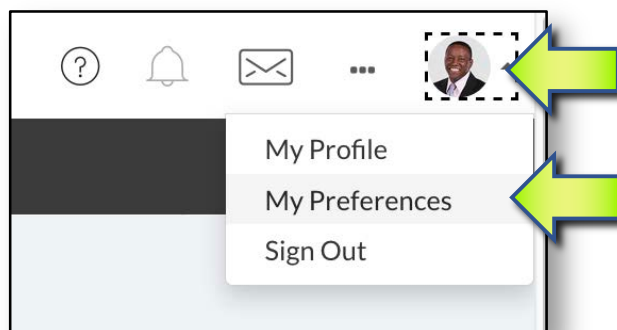
What do you want to get SMS notifications for?

- 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.

- 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

Personal and proprietary or confidential information about Pace with anyone, including your mentor or protégé. Print

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.

Bill

START OVER

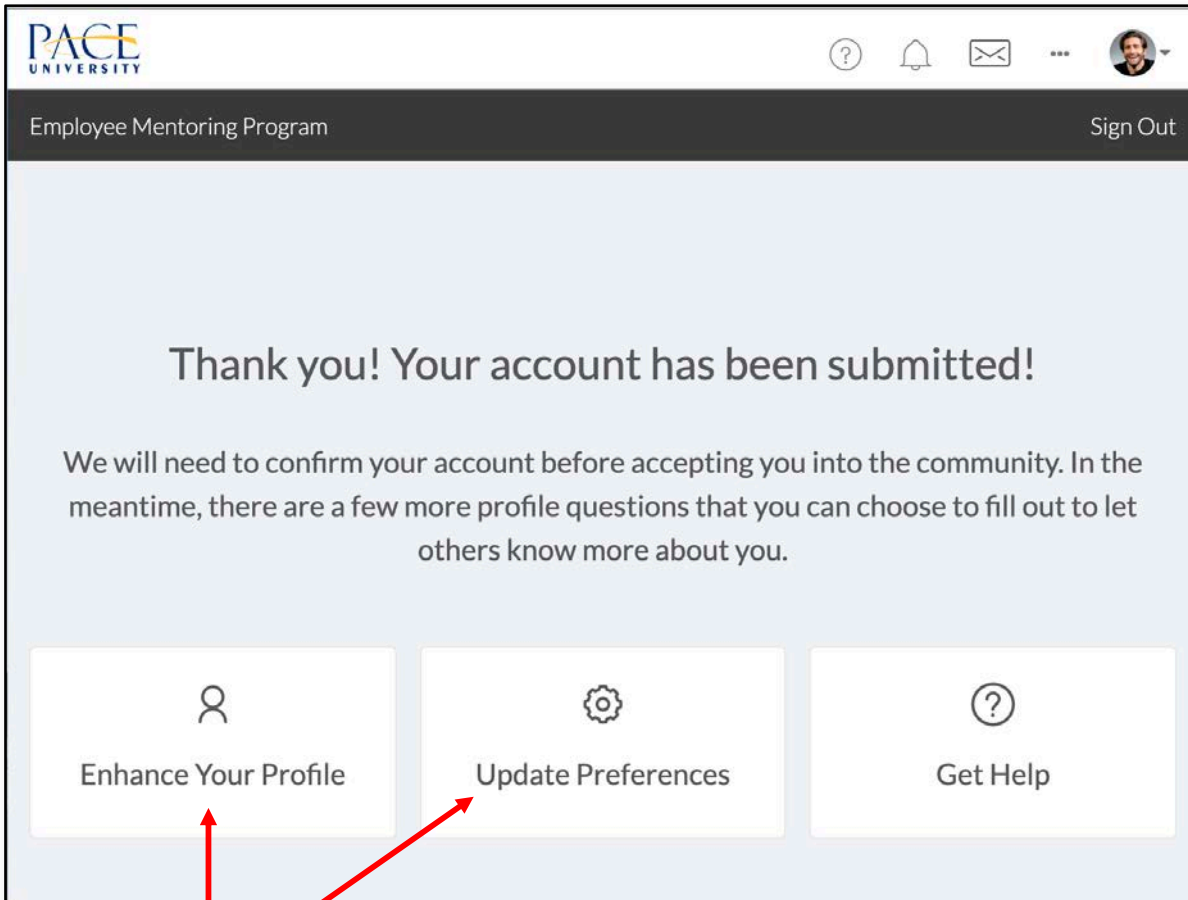
4 Click "Next".

BACK NEXT

Scroll and read "Agreements" to the bottom.

Submission confirmation screen.

A member of the admin team will be notified of your submission and review your details to confirm your account.

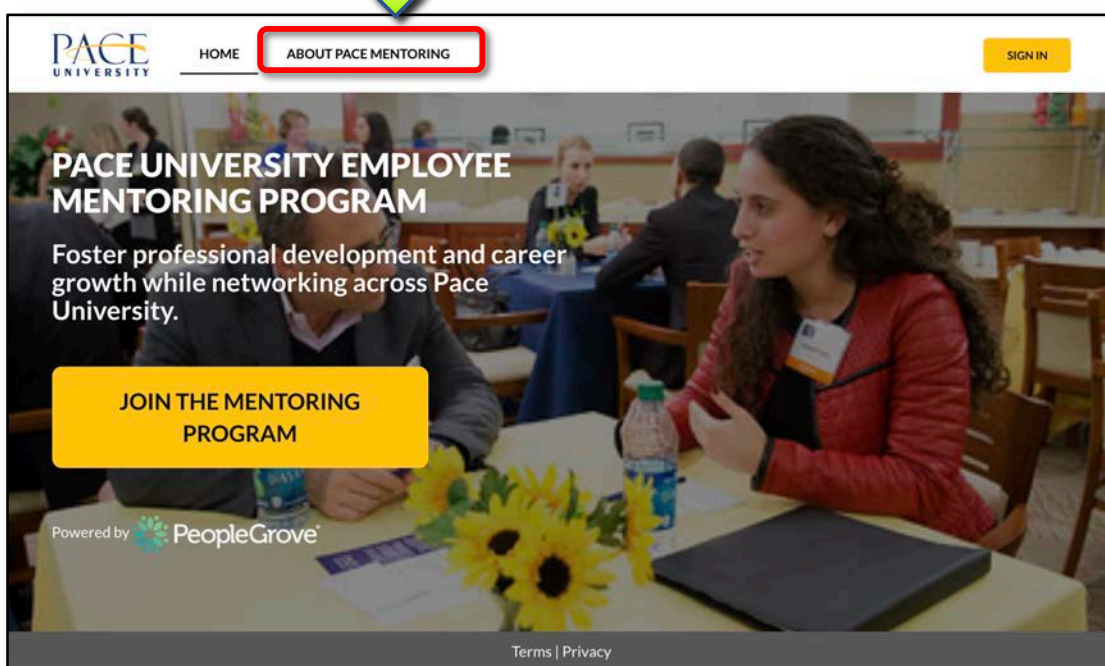


Add more details (optional).

- 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.



Thank you!

Pace Mentoring Team,
Human Resources,
Pace University.

pacementoring@pace.edu