

# For the Open Minded

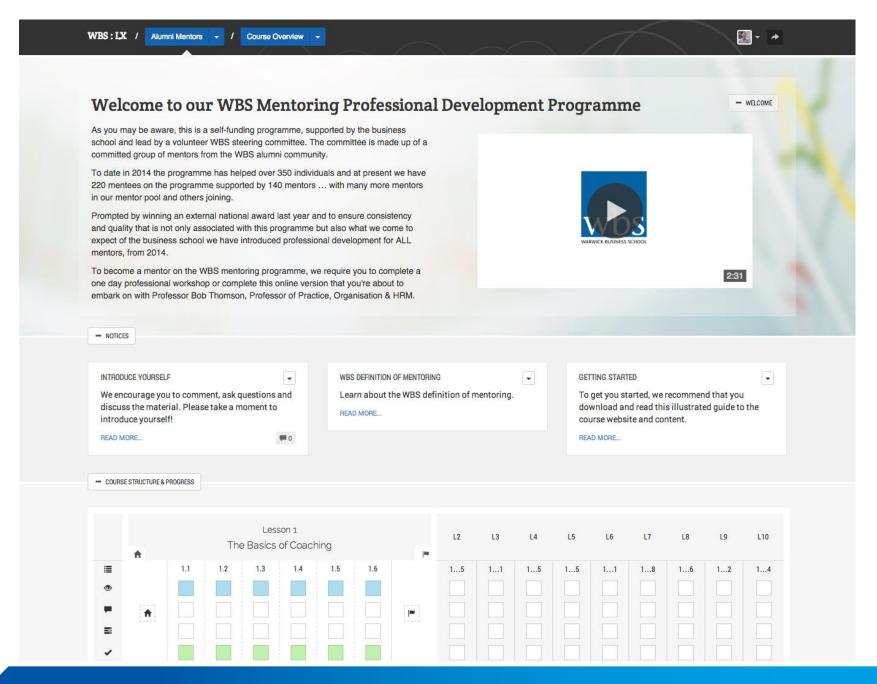
## WBS Alumni Mentor

**User Guide** 

## Logging in to the Alumni Mentor

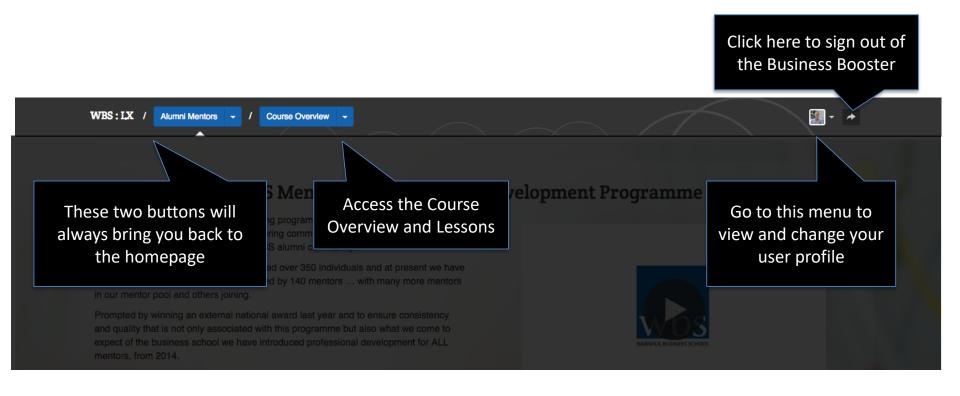
- Go to: <u>WBS Mentoring Training Module</u>
- Enter the username and password that you use for WBS, and click 'Sign in'.
  - If you do not know your password (or username), you can reset/set-up using your Alumni Number and date of birth (DOB).
     To regain access; click "Forgotten Password' (this includes forgotten username) and follow instructions using your alumni number and DOB. See email for your alumni number or at the bottom of your alumni newsletter.
- If you have any problems logging in, please email: helpdesk@wbs.ac.uk

## The course homepage



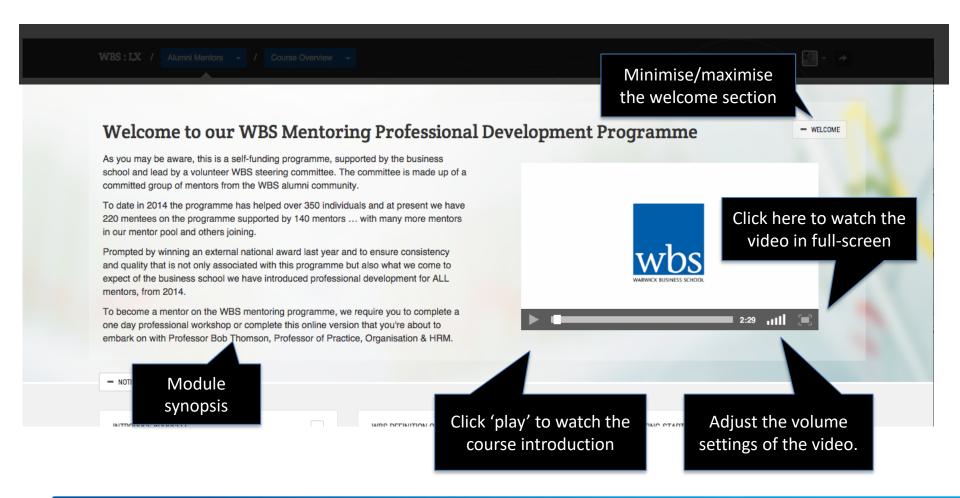
## Menu bar

### The menu bar appears as a header on every page



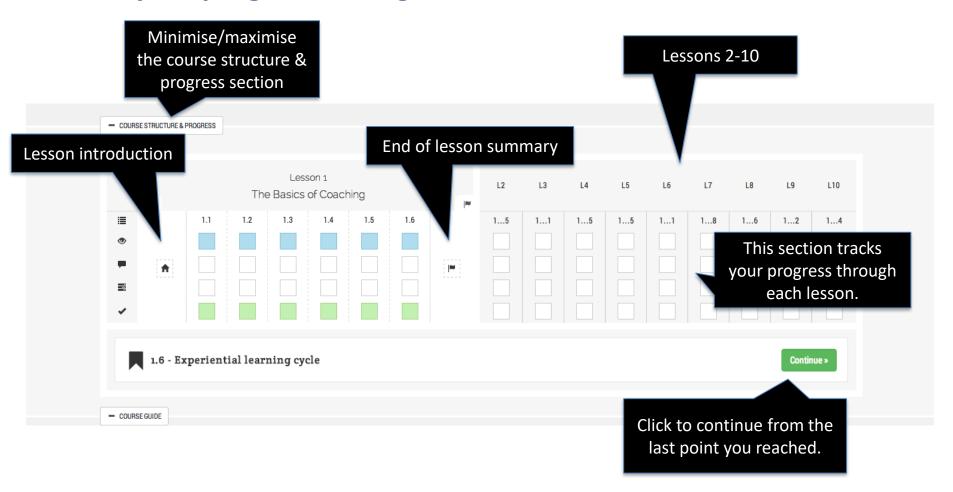
## Welcome section

Step 1: Watch the Introductory video by Donna Curtis and Bob Thomson



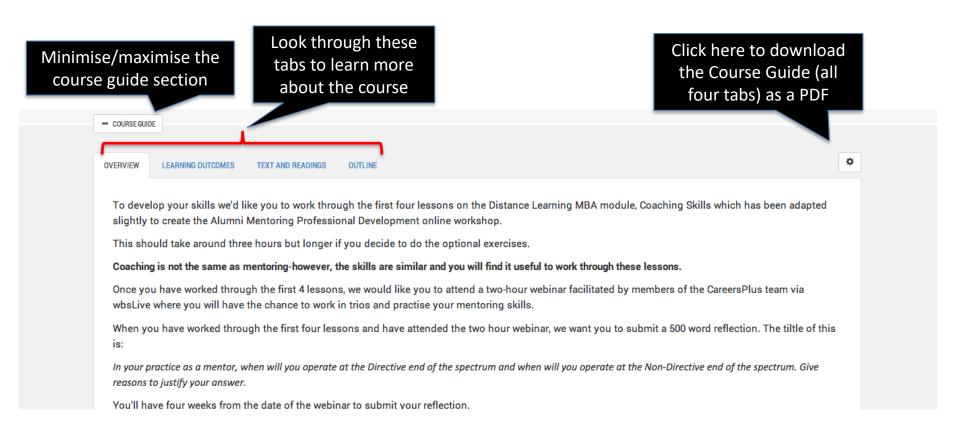
# Module structure and progress

#### Track your progress through the module



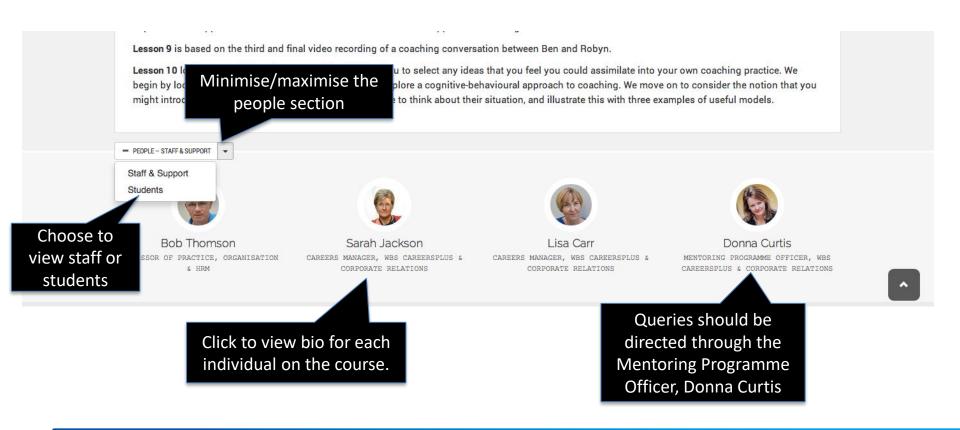
# Course guide

#### Overview and objectives of the course and readings



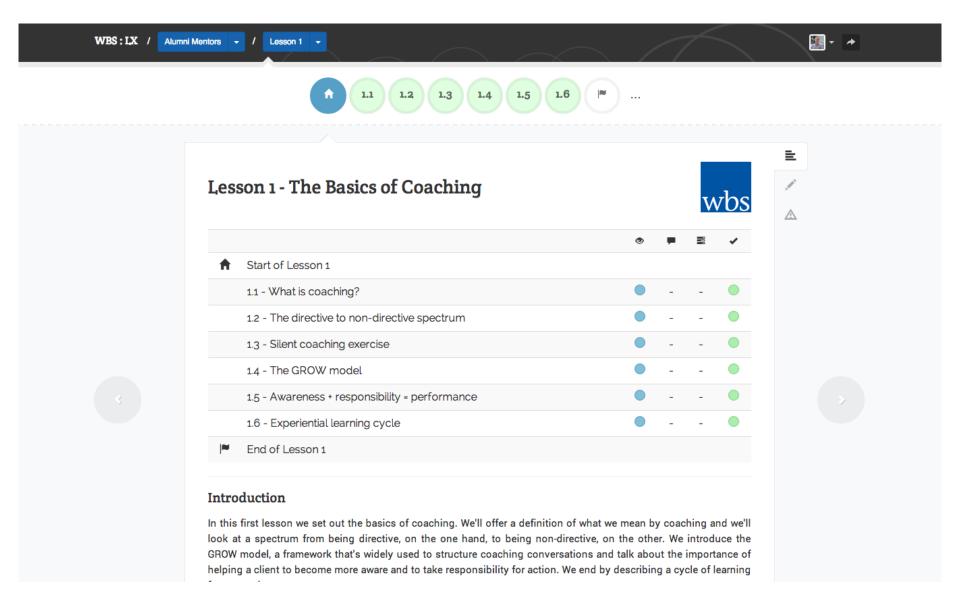
# People section

#### Who to contact and how

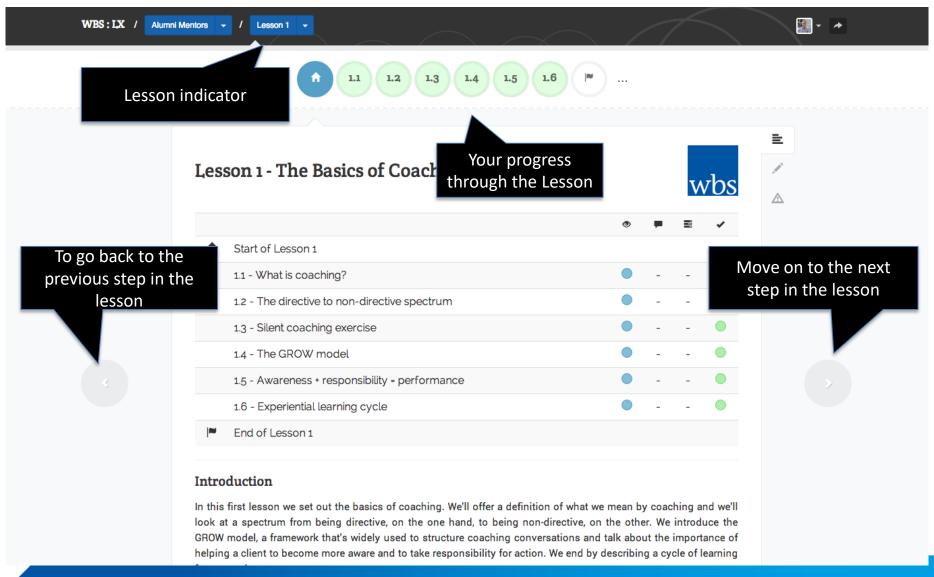


## The lessons

- All Mentor Applicants are required to complete the first 4 x lessons, prior to their online workshop. You are welcome to complete more.
- All WBS Mentors are encouraged to revisit the original lessons and also complete subsequent lessons, to help with their mentoring practice.

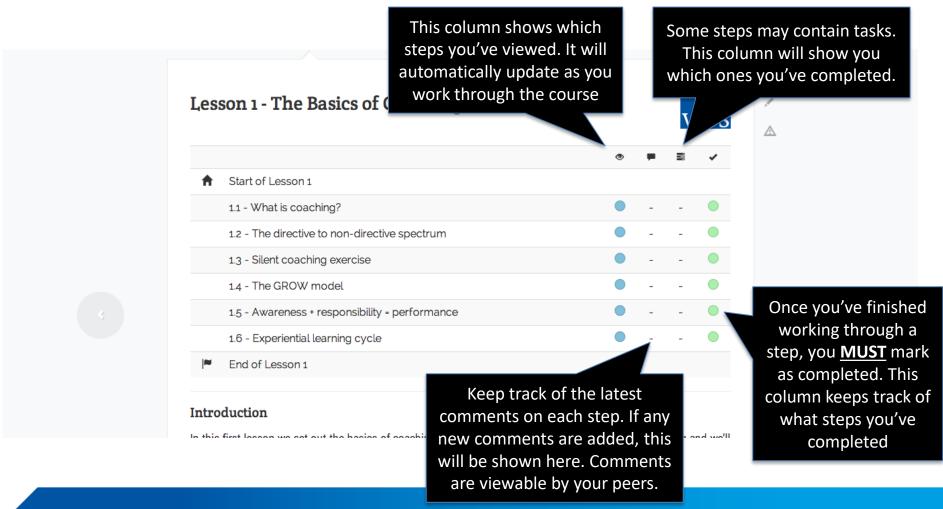


# **Lesson navigation**

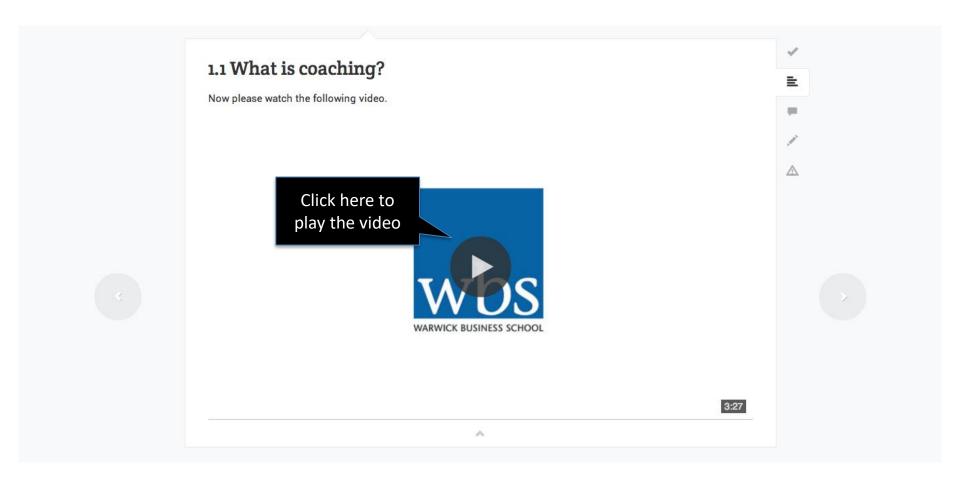


## **Lesson progress**

#### Keep track of which steps you've viewed and completed



## **Lesson content: videos**



## Interacting with the lesson

Take notes, view comments and provide feedback

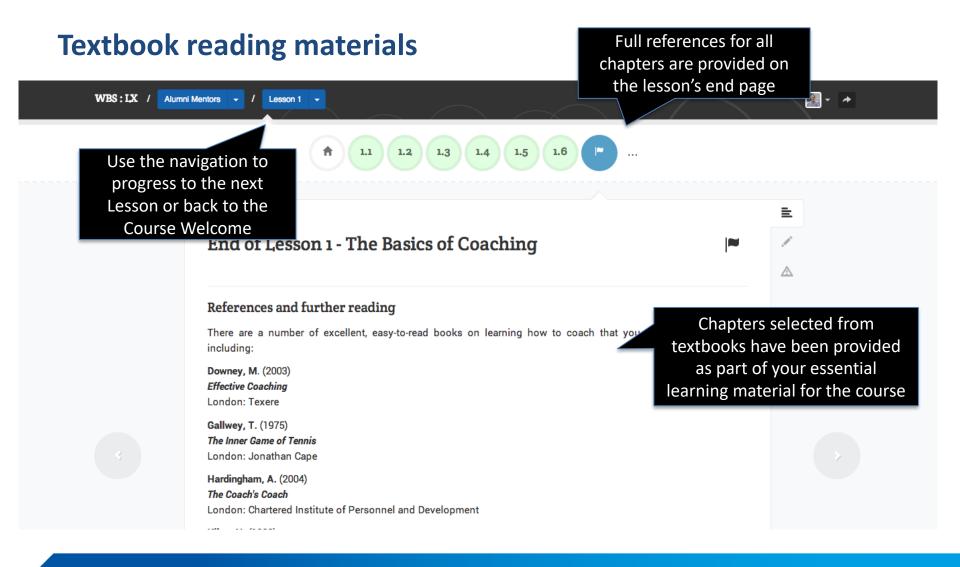


## **Step progress**

#### Check your progress status for each step



# **Lesson readings**



# You're now ready to get started...

## Any questions or concerns, contact:

Donna Curtis – Mentoring Programme Manager donna.curtis@wbs.ac.uk or call directly +44 (0) 24 7651 0371

Alternatively, contact - mentoring@wbs.ac.uk
OR
CareersPlus@wbs.ac.uk or call +44 (0) 24 7657 4862