

MENTOR ONBOARDING GUIDE



OviEdu

Powered by OviVerse Pvt. Limited

*Empowering Careers,
Connecting Futures*

*Gateway to professional growth and meaningful
connections*



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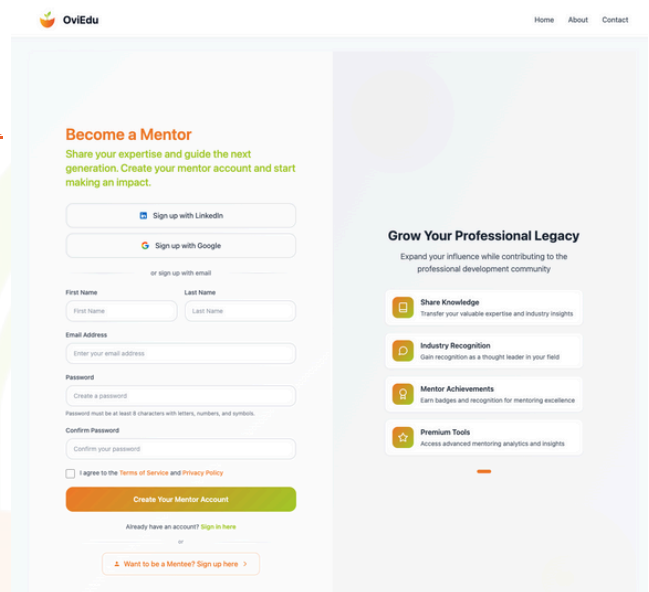
Oviedu Mentor Onboarding Guide

Welcome to Oviedu!

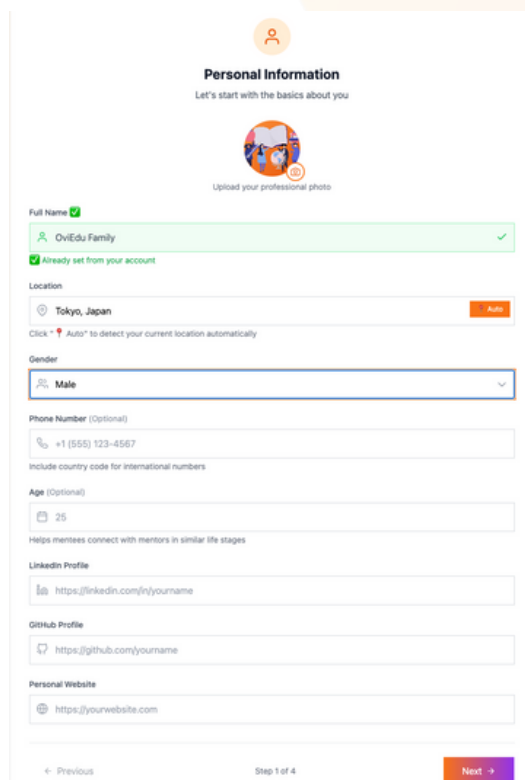
Thank you for choosing to share your expertise with aspiring learners. This guide will walk you through the simple steps to sign up and start mentoring on our platform.

Step 1: Sign Up as a Mentor

- Visit <https://oviedu.com/auth/mentor/login>
- Enter your name, email, and password.
- Click on “Create your mentor account”



The screenshot shows the 'Become a Mentor' sign-up page. It features a header with the Oviedu logo and navigation links (Home, About, Contact). The main heading is 'Become a Mentor' with a sub-heading: 'Share your expertise and guide the next generation. Create your mentor account and start making an impact.' Below this are two social login options: 'Sign up with LinkedIn' and 'Sign up with Google'. A link for 'or sign up with email' is also present. The form includes fields for 'First Name' and 'Last Name', an 'Email Address' field, and 'Password' and 'Confirm Password' fields. A checkbox for 'I agree to the Terms of Service and Privacy Policy' is located below the password fields. A prominent green button labeled 'Create Your Mentor Account' is at the bottom of the form. Below the button, there is a link for 'Already have an account? Sign in here' and a link for 'Want to be a Member? Sign up here'.



The screenshot shows the 'Personal Information' form. The heading is 'Personal Information' with the sub-heading 'Let's start with the basics about you'. There is a placeholder for 'Upload your professional photo'. The form includes the following fields: 'Full Name' (pre-filled with 'Oviedu Family'), 'Location' (pre-filled with 'Tokyo, Japan'), 'Gender' (pre-filled with 'Male'), 'Phone Number (Optional)' (pre-filled with '+1 (555) 123-4567'), 'Age (Optional)' (pre-filled with '25'), 'LinkedIn Profile' (pre-filled with 'https://linkedin.com/nyourname'), 'GitHub Profile' (pre-filled with 'https://github.com/yourname'), and 'Personal Website' (pre-filled with 'https://yourwebsite.com'). At the bottom, there are navigation buttons: 'Previous', 'Step 1 of 4', and 'Next'.

Step 2: Enter Personal Information

- Fill in your personal details (such as contact info and basic background)
- Once completed, click Next

Step 3: Add Professional Background

- Provide details about your work experience, expertise areas, and achievements
- After completing this section, click Next

Professional Background
Tell us about your career

Current Role *
e.g. Senior Software Engineer

Company
Current or most recent company

Years of Experience *

1-2 years Junior professional	3-5 years Mid-level professional
6-10 years Senior professional	11-15 years Expert level
15+ years Industry veteran	

Primary Field of Expertise *
Select your primary expertise

Education
e.g. BS Computer Science, Stanford University

← Previous Step 2 of 4 Next →

Step 4: Set Mentorship Preferences

- Choose your preferred areas of mentorship (e.g., career guidance, skill development)
- Select your preferred availability (days and time slots)
- Pick your preferred meeting formats (1:1 sessions, group sessions, online calls, etc.)
- Once done, click Next

Mentoring Preferences
How do you like to mentor?

Mentoring Preferences
How do you like to help others?

Areas You'd Like to Mentor In *

Career Transition	Technical Skills	Leadership Development
Interview Preparation	Resume Building	Networking
Work-Life Balance	Entrepreneurship	Public Speaking
Project Management	Team Management	Strategic Thinking

Select all that apply

Preferred Availability *

Weekday Mornings 8AM - 12PM	Weekday Afternoons 12PM - 6PM
Weekday Evenings 6PM - 10PM	Weekend Mornings 8AM - 12PM
Weekend Afternoons 12PM - 6PM	Flexible Based on need

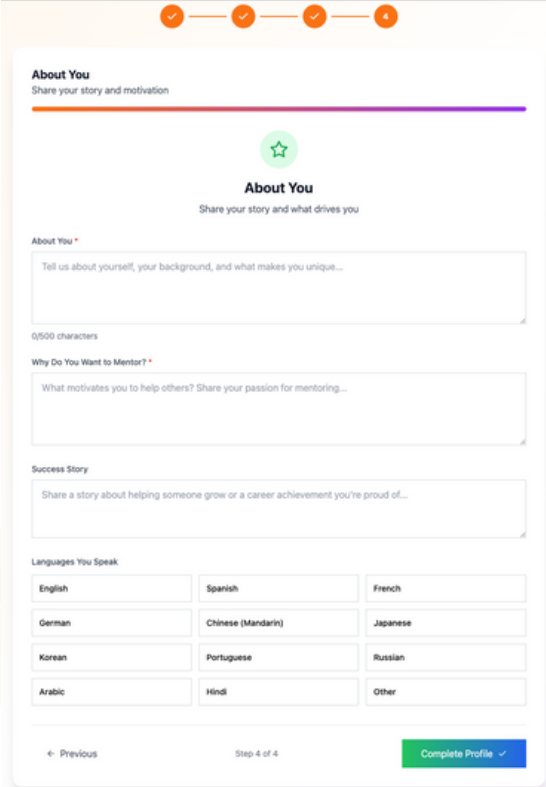
Preferred Meeting Formats

Video Calls Face-to-face interaction	Phone Calls Voice-only communication
In-Person Meet in real life	Text Chat Messaging and chat
Email Asynchronous communication	

Maximum Mentees
Select max number of mentees

Step 5: About You

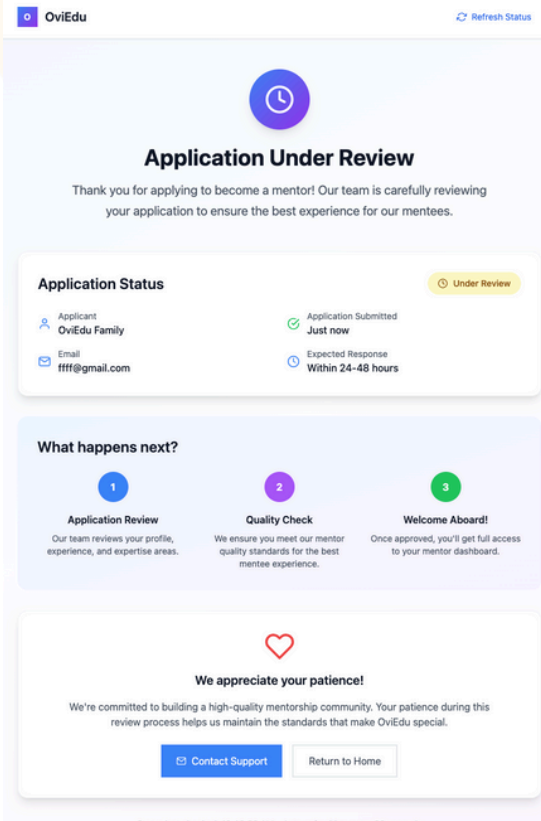
- Write a short introduction about yourself
- Share your success story or key highlights from your journey
- Mention the languages you speak
- Once completed, click Complete Profile



The screenshot shows a web form titled "About You" with the subtitle "Share your story and motivation". At the top, there are four orange checkmarks in a row. The form has a green star icon and the text "About You" and "Share your story and what drives you". Below this, there are three text input fields: "About You" (with a character count of 0/500), "Why Do You Want to Mentor?", and "Success Story". At the bottom, there is a grid of language selection boxes for English, Spanish, French, German, Chinese (Mandarin), Japanese, Korean, Portuguese, Russian, Arabic, Hindi, and Other. A "Complete Profile" button is at the bottom right, and a "Previous" button is at the bottom left. The page is labeled "Step 4 of 4".

YOUR APPLICATION IS UNDER REVIEW

After successfully submit your application, you will see a confirmation screen saying “Your application is under review” to ensure the best experience for both mentors and mentees. Our team will review your profile and notify you once it’s approved.



The screenshot shows a confirmation screen titled "Application Under Review" with a clock icon. The text says: "Thank you for applying to become a mentor! Our team is carefully reviewing your application to ensure the best experience for our mentees." Below this is an "Application Status" section with a yellow "Under Review" tag. It lists the applicant as "OviEdu Family" with email "ffff@gmail.com", and shows "Application Submitted Just now" and "Expected Response Within 24-48 hours". A "What happens next?" section has three steps: 1. Application Review, 2. Quality Check, and 3. Welcome Aboard!. At the bottom, there is a "We appreciate your patience!" message and buttons for "Contact Support" and "Return to Home". The footer says "Status last checked: 12:46:56 AM - Auto-refreshing every 30 seconds".