Creating a Corporate Account

www.millionwomenmentors.org
Which Category Should I Select?

Your first step to registering with Million Women Mentors (MWM) is determining which category you fit into. There are three categories: STEM Mentor, Company/Org, and Girl-Serving Organization. Each of these categories provide specific features based on your needs.

STEM Mentors are generally individuals who choose to act alone as a mentor or under a company. If you are not associated with an outside company or organization that is promoting the MWM initiative, then you will fall into this category. If you do work for a company, you will also select this category and then choose your parent company when prompted.

An easy way to think of this is to consider what you are reporting. If you are reporting only your individual mentoring hours, then you should be a STEM Mentor. If, however, you are responsible for reporting mentoring hours within the entire company or organization, you will select Company/Org.

Company/Org should only have one account. If you are the primary account holder for an entire company and intend to report on all mentors associated with the company or organization, you should select this category. Once created, your company will display as an option for “parent organization” when employees register as a STEM Mentor. This is what ties your employees to the main company or organization account.

Please note that a single company or organization should only have one account. Individuals within the company/org should register as STEM Mentors instead.

Girl-Serving Organizations are entities with whom mentors and companies connect to in order to find mentoring opportunities and establish relationships. Because MWM does not directly send mentees to mentors, it is important for mentors and companies to establish connections with the listed Girl-Serving Organizations.
STEP 1:

Select the option that applies to you and click “Get Started” to sign up.

For example, if you want to count mentor hours for multiple employees at your company, select “I am a “Company/Org.”

STEP 2:

Once you have selected the category that best suits you, you will be prompted to fill out your information.

Required fields are indicated by a *.

Click the “register” button when you are ready and continue to the next page.
STEP 3 (Part 1):

Once you have successfully registered you have the option to add additional information.

Click on the drop-down menu in the upper right corner of your screen, then click on “Account”.

You will then see your account profile as shown here.

You can upload your company image or logo here. Please be sure to use the approved file formats: jpg, jpeg, png, or gif.

Once you have reviewed your account information, click the “Next” button to continue.

STEP (Part 2):

Next, you will need to fill in your contact information. This will be how other companies and organizations will contact your team.

Please note that you will need to designate a preferred method by which you wish to be contacted. Additionally, you will want to include names of contact personnel.
STEP 3 (Part 3):

This step is important and provides us with key information that helps us connect you with the right people.

You will need to select your preferred method of mentoring (i.e. face to face, online, etc.), content areas and preferred age range of mentees.

STEP 4:

In Step 4, you will be prompted to do several action items after setting up your account. This includes directions to connecting to mentees, recording current mentoring and more. Make sure you read through these prompts carefully.

Once you are finished, you can close the window. From there, you will be directed to your “Manage Mentor Relationships Page,” where you will see various girl-serving organizations in your area.
Account Set Up for Companies / Organizations

What’s Next?

Once you’ve registered for your account, you’ll be able to log mentoring hours that you have completed by clicking “Be Counted.”

If you don’t have any mentoring hours to report, you’ll have the capability of searching for girl-serving organizations in need of mentors!

You will also notice that your company or organization might list suggested relationships. These are organizations that your company works with regularly.

Be Counted!

When you select the “Be Counted: Enter Mentoring Relationships” button, you’ll be directed to this page. Here, you can input hours for each mentoring project.

Your completed mentorings will be logged here on the “manage mentoring relationships” page.

You can click “view details” on this section to see a full report on mentoring hours.
Searching for Mentoring Opportunities

On your home screen, you will find a section labeled “suggested mentoring opportunities.” These are opportunities that are custom to your needs. They have been selected based on locations and the type of mentoring you want to do. Select one of these to start the process!

Here are some suggested Mentoring Opportunities:

- Girls Inc. of Chattanooga
- Chattanooga Girls Leaders
- ACE Mentor Program of... Chattanooga
- Women’s Foundation of... Nationwide

SEARCH FOR ANOTHER MENTORING OPPORTUNITY

Search by City, State, Zip Code or Organization Name

Contact a Girl-Serving Org

Because MWM relies on girl-serving organizations to coordinate the initial meet of mentee and mentors, once you have selected an organization, you'll need to reach out to them.

To do this, you will click on “Create Mentoring Relationship” which will send a message to the organization and put it on your mentoring relationships list. You should also contact the organization to arrange a time and place for the mentoring.
Account Set Up for Companies / Organizations

Easy Navigation

In the dropdown menu on the home page, you can navigate through various account features including managing your mentoring, your pledges and more!

Your Account

Click “Account” in the drop down menu to make changes to your account information.

Pledges

To view your mentoring progress, click “Pledges” in the dropdown menu option.
Account Set Up for Companies / Organizations

Employee Signup Link

To make the registration process easier, you have a web link that you can send to your employees. If your employees use this link to sign up with MWM, their accounts will be automatically linked to your company account and your reports will include their data. Your custom link is shown on the first page of your account profile.

Send the link to your employees by email or on your employee web page. When they go to this page, it will show your company logo and message.

From there, your employee can sign into an account that they have already created or create a new account that links to the parent company. You will want your employees to register as an individual.

*Note: You want to make sure that all employees register as an individual.