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## Tech4Girls e-Mentoring Platform User Guidelines for Mentees

Link to access the landing page of the Tech4Girls e-Mentoring platform:  
<https://equals.edukadu.com/en/home>

Please use the **Chrome Browser**

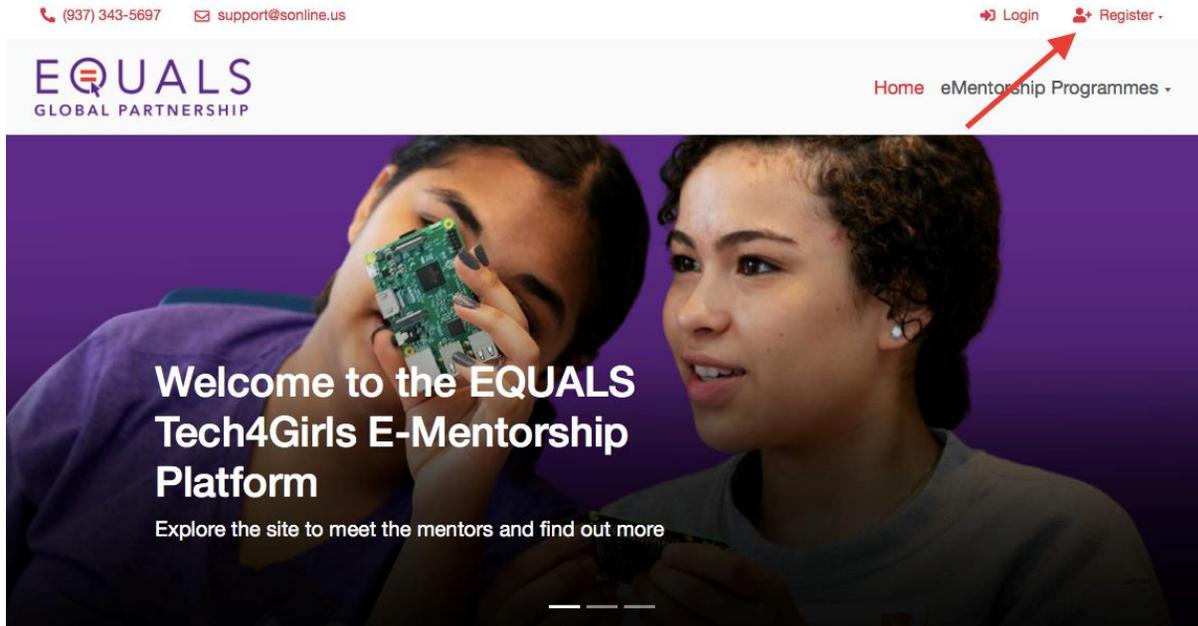
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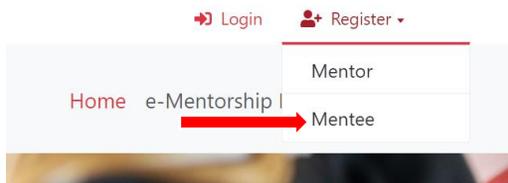


## I. Registration

1. Click on the register button in the top-right corner of the homepage.



2. Select "Mentee".



3. Fill in the application form with the corresponding information about yourself.



### Application Form

If you would like to participate as a mentee in the e-mentoring program, please fill in the short form below. The information you provide below will remain confidential and will not be shared with any external party.

Title \*  Miss  Mrs  Ms

First Name \*

Surname \*



- I can commit approximately 1 hour per week to the Tech4Girls e-Mentoring programme

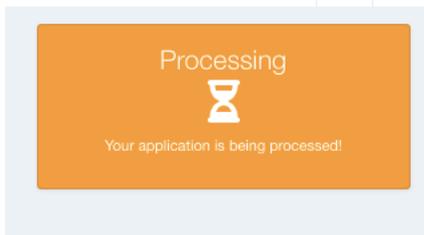
By submitting the application, you agree to the **Terms & Conditions**



Submit Application

4. After submitting your application, you will receive a welcome email with instructions on how to log in for the first time. The email will include your user ID (your email address) and your temporary password. After logging in for the first time, you will be asked to create a new password.

5. When you log in for the first time, you may notice that your application is “pending”. You may see a message on the right side of your dashboard indicating “Your application is being processed”.



Your application will need to be accepted first in order for you to access your documents and start communicating with your mentor and the Tech4Girls coordination team. You can check the status of your application on the right side of your dashboard.

When your application is accepted, you will receive a confirmation email that your application has been accepted and the status indicated on your dashboard will be “Active”.



**NOTE:** your mailbox will only be activated once your application has been processed and our team sends you an email to notify you of the mentor with whom you have been matched. You will then be able to contact your program coordinator via your mailbox on your dashboard at any time, where the name of your coordinator will automatically appear in your outbox.

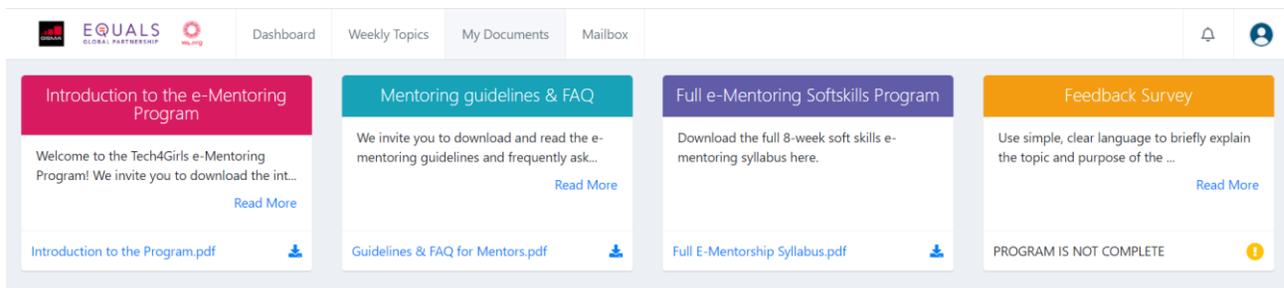
## II. Your dashboard



Once your application has been accepted, you will be able to access different tabs on your dashboard. Your dashboard enables you to keep track of your weekly progress and of your written exchanges with both your mentor and the Tech4Girls coordination team.

The top bar enables you to navigate between the different tabs. From there you can access your mailbox, the list of weekly topics to cover with your mentor and your online resources.

## III. My Documents



By clicking on the “My Documents” tab, you can access information about the Tech4Girls e-Mentoring programme.

1. The Introduction to the e-Mentoring Programme gives you a brief overview of the programme and the objectives of the programme.
2. The Mentoring guidelines and FAQ is a more detailed document in which you will find answers to questions you may have about the Tech4Girls e-Mentoring programme. We invite you to review it before you start the programme and begin corresponding with your mentor.
3. The Full e-Mentoring Softskills Programme is an outline of the entire 8-week mentoring syllabus that includes email exchange guidelines, tips and resources.
4. Once you've completed the 8-week programme, you will be invited to fill in a feedback survey.



## IV. Weekly Topics

The screenshot shows the 'Weekly Topics' page with a navigation bar at the top containing 'Dashboard', 'Weekly Topics', 'My Documents', and 'Mailbox'. The main content area displays eight topic cards arranged in a 2x4 grid:

- 1. Introductions**: Week 1 of the program is an opportunity to introduce yourself and to e-meet your... [Read More](#) [Week 1 Introduction Letter.pdf](#)
- 2. Goals & Dreams**: Week 2 focuses on goals and dreams! It's the perfect opportunity for you to sh... [Read More](#) [Week 2 Goals & Dreams.pdf](#)
- 3. Developing Personal Strengths**: Week 3 is about identifying and acknowledging personal strengths, to help build... [Read More](#) [Week 3 Personal Strengths.pdf](#)
- 4. Problem-Solving Skills**: Week 4 is about developing problem-solving skills that are crucial to manage and... [Read More](#) [Week 4 Problem-Solving Skills .pdf](#)
- 5. Time Management**: Week 5 is about cultivating good time management skills that are essential to re... [Read More](#) [Week 5 Time Management.pdf](#)
- 6. Cultivating Leadership Skills**: Week 6 explores how to cultivate leadership skills. We invite you to download th... [Read More](#) [Week 6 Leadership Skills.pdf](#)
- 7. Teamwork**: Week 7 is about teamwork, which is crucial in most professional (and personal) e... [Read More](#) [Week 7 Teamwork.pdf](#)
- 8. Developing Self-Confidence**: Week 8 focuses on developing self-confidence, a fundamental skill that can be pe... [Read More](#) [Week 8 Self-Confidence.pdf](#)

By clicking on the “Weekly Topics” tab, you can access the list of 8 topics which you’ll be discussing with your mentor over the course of the e-Mentoring programme.

Each week has a short PDF document attached with brief instructions and guidelines regarding the weekly topic and your correspondence with your mentor.

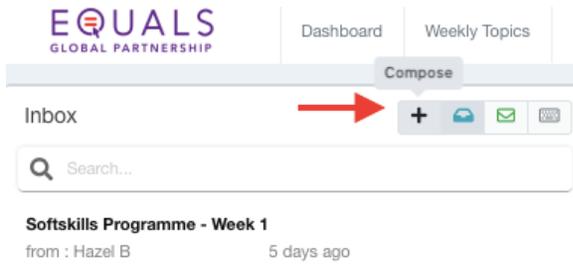
## V. Mailbox

Your mailbox serves for communicating with your mentor and also with the Tech4Girls coordination team.

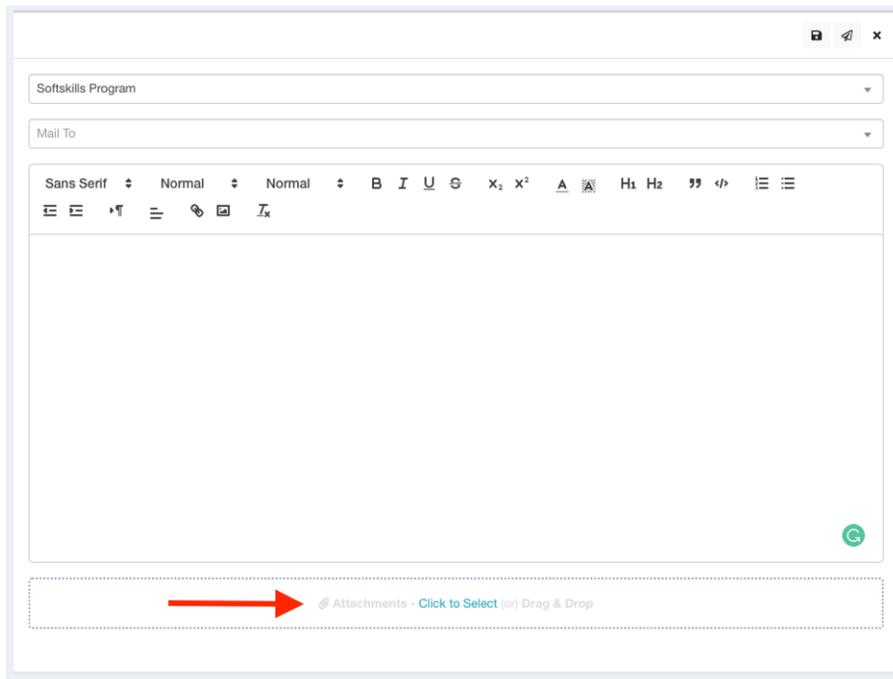
The screenshot shows the 'Mailbox' page with a navigation bar at the top containing 'Dashboard', 'Weekly Topics', 'My Documents', and 'Mailbox'. The main content area is split into two sections:

- Inbox**: A list of four emails:
  - Softskills Program** from : Ash G, 4 days ago
  - Softskills Program - Week 1** from : Lindsey NC, 5 days ago
  - Softskills Program** from : Ash G, 5 days ago
  - Welcome Email** from : EQUALS Tech4Girls, 5 days ago
- Email Detail**: A detailed view of the selected email:
  - Softskills Program** (ID: P0001-M0053, 19-Feb-2021 07:18 PM)
  - From:** Ash G
  - Content:** Dear Hazel, I hope you are well. I am here to help you if ever you have any questions. Enjoy the program! Ash

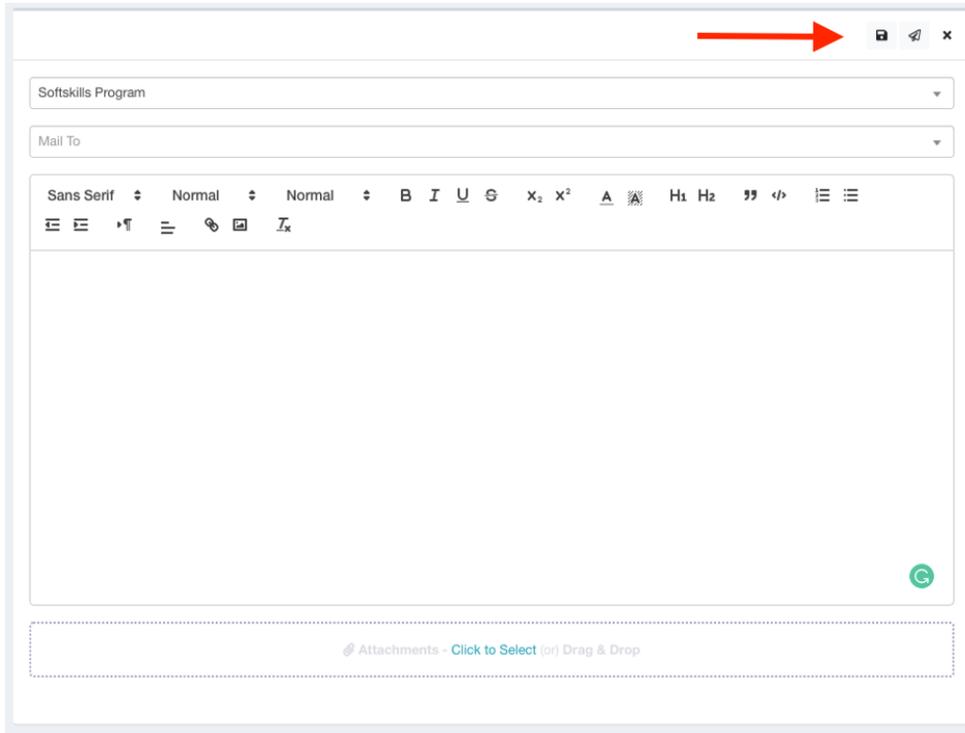
1. To compose an email, click on the “+” icon.



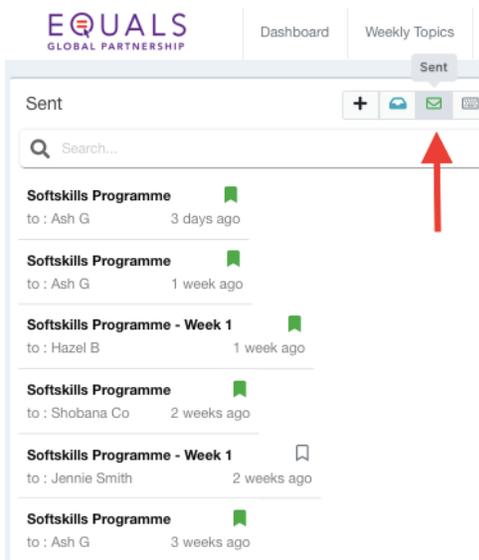
2. Select “Softskills Programme” as the subject of your email, and then Click on “Mail To”. The name of the mentor with whom you have been matched will automatically appear as a possible recipient, as will the name of your Tech4Girls coordinator. Select the recipient and draft your email. You can also add attachments by clicking on “Attachments Click to Select or Drag & Drop” under the text box where indicated below.



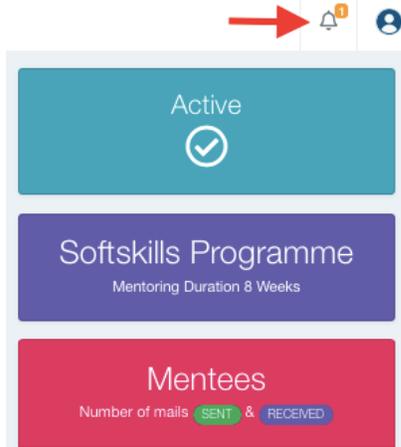
3. You can save your email as a draft or send it, using the buttons in the top right-hand corner.



4. You can access the emails you have already sent by clicking on the green envelope icon.



5. When you receive a new email from your mentor or from the coordinator, it will be indicated on your dashboard in the top right-hand corner, as shown below. You will also be notified of any new emails via your external email address.



## VI. Communications with your mentor during the 8-week programme

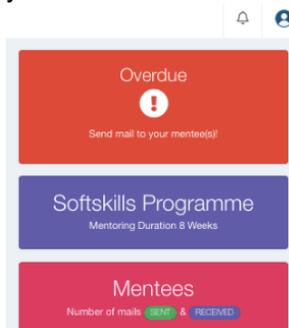
Once your application has been accepted and the matching process is complete, you will receive an email from the programme coordinator with some brief information about the mentor with whom you have been matched. Once you've received the first email from your mentor, you will be invited to draft your introductory email to your mentor.

**NOTE:** You must wait to receive your first introductory email from your mentor before sending your first email to your mentor.

Throughout the programme, don't hesitate to refer to your "Weekly Topics" tab where you'll find guidelines, resources and tips to help you write your weekly letters to your mentor. As you progress through the programme, you'll have access to each of the weekly topic documents.

In the event that you are unable to send your weekly letter to your mentor on time, please try to inform the e-Mentoring programme coordinator. You can send an email to your programme coordinator via your mailbox on the platform.

If you are late in sending your weekly letter to your mentor, a reminder message will appear on your dashboard indicating that your weekly letter to your mentor is overdue.





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## **VII. Feedback questionnaire**

Once you have completed the 8-week e-Mentoring programme, you will be invited to complete a short evaluation questionnaire. Your feedback is important as it will enable our team to further improve and adapt the programme to mentors' and mentees' needs. The questionnaire takes just a few minutes to complete.

## **VIII. Tech4Girls e-Mentoring Programme Team & Support**

The Tech4Girls team is committed to guiding you throughout the e-Mentoring programme. The FAQ & Guidelines in the "My Documents" tab on your dashboard should answer many of the questions you might have. However, if you have any outstanding questions or queries during the programme, please don't hesitate to contact the programme coordinator. You can email the programme coordinator via your mailbox where the name of the coordinator will automatically appear. Also, as the Tech4Girls e-Mentoring programme is a pilot programme, our team is keen to receive suggestions of ways the programme can be improved. Please don't hesitate to contact the programme coordinator with any feedback or suggestions you may have. Our team will be happy to hear from you.

We look forward to welcoming you to the EQUALS Tech4Girls e-Mentoring Programme!