# Welcome To BYUI Connect

A powerful networking tool that will give you access to alumni from BYU-Idaho and other CES schools who want to mentor students like you.

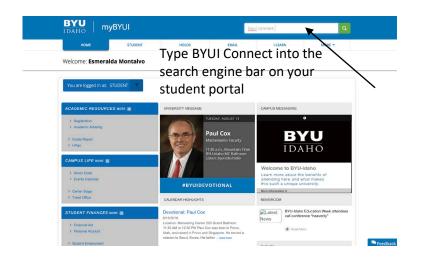


### **How to access BYUI Connect:**

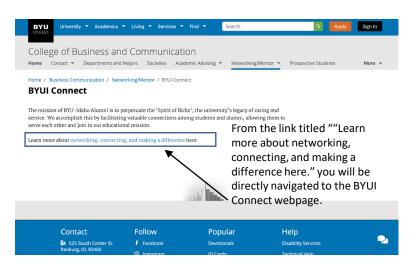
- Open your browser and type <u>www.byuiconnect.com</u> to be navigated directly to the webpage
- Log into your student portal on the BYU-Idaho webpage

## The log in steps on are the same with each process.

The pictures show what it will look like when you search from your student portal on the BYU-Idaho webpage.

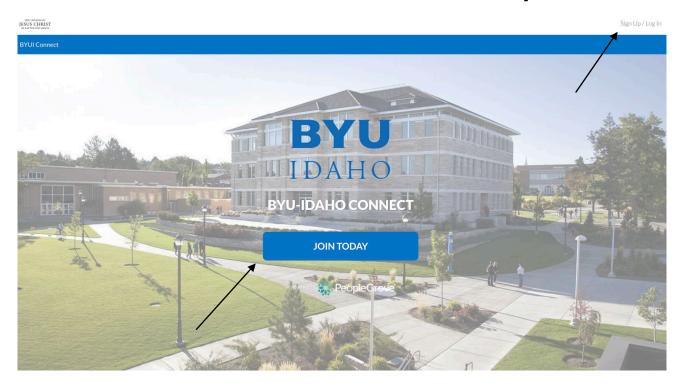


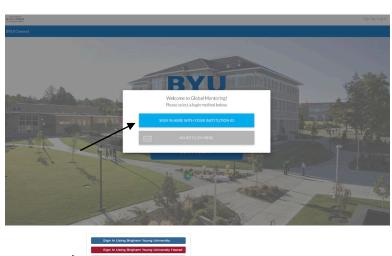




## How to begin the sign up process:

- First-time users can join in two ways
- 1. Select "Sign Up/Log In" from the top right hand corner of the page
- 2. Select "Join Today!" from the middle of the page
- From the pop-up box select the option to "Sign in with Your Institution", when you are directed to the next screen you will select Brigham Young University-Idaho





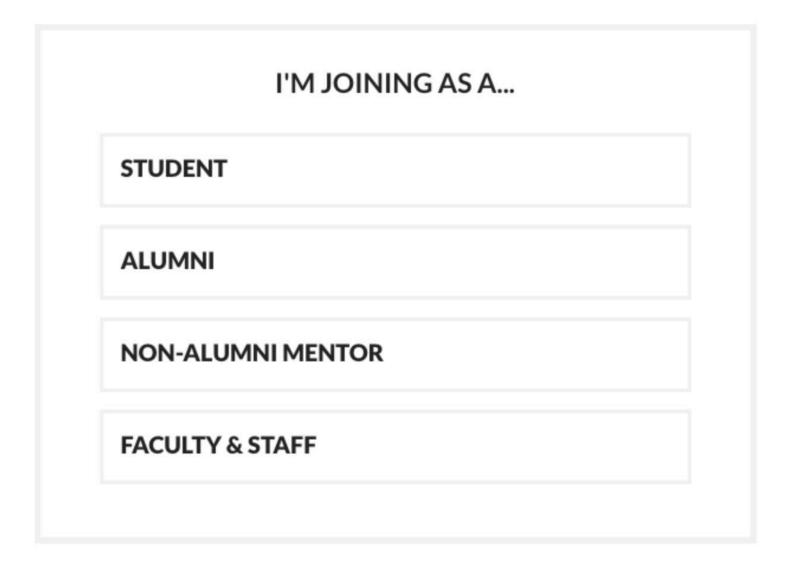


# Welcome to Global Mentoring!

First name	Last name
Email address	
Password	
Minimum 8 characters, including an uppercase letter, lowercase letter, and number.	
CREATE ACCOUNT	

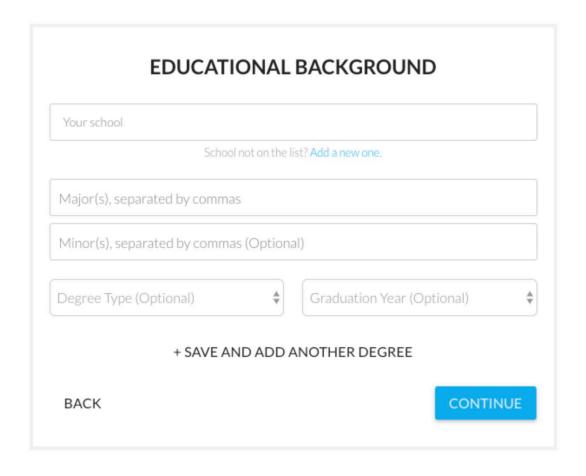
Check and correct the spelling of your first and last name, then enter your preferred email address. After checking for spelling errors and entering your email address click on "Create Account".

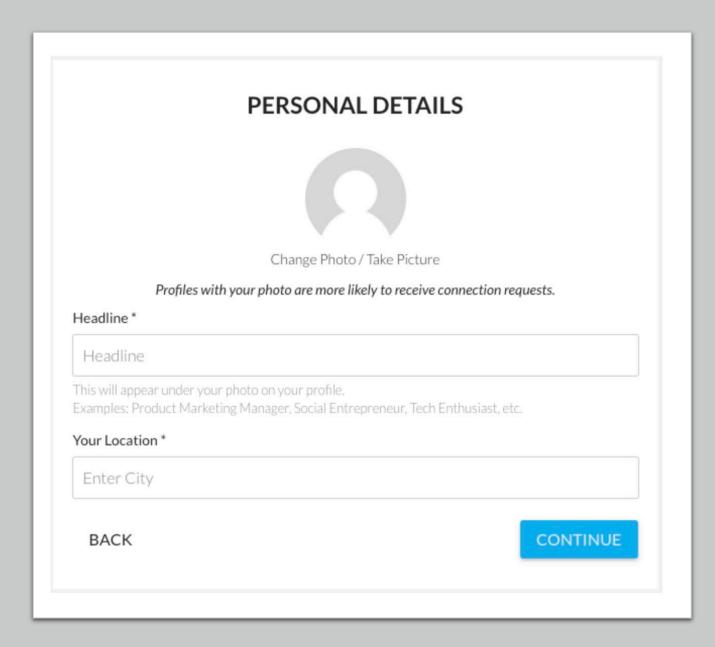
Next, choose a role that best describes you in this networking site:



# **Educational Background**

 Enter your education information including: the name of each university you have attended, your majors and minors, the type of degree you earned or are seeking and your graduation year from the drop down boxes that will appear as you click on each different section. You can add multiple universities by clicking on the "save and add another degree" button. When you have entered all of your education information click continue.





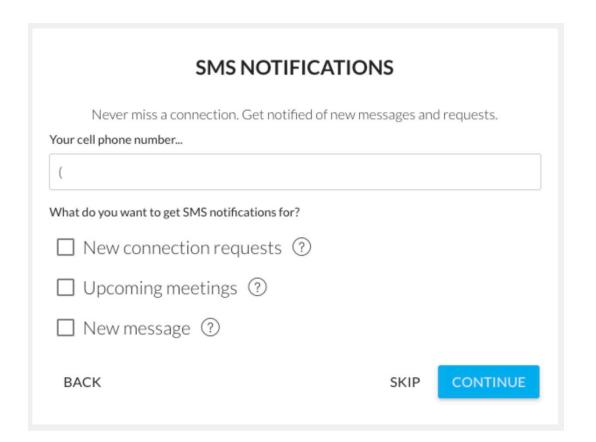
# Personal Information

### **Photo Tips:**

- Upload a professional photo of just yourself
- Avoid uploading cropped photos, wedding photos and family photos
- Ensure your face takes up 50% of the space
- Profiles with pictures are more likely to receive more connection requests than those without them

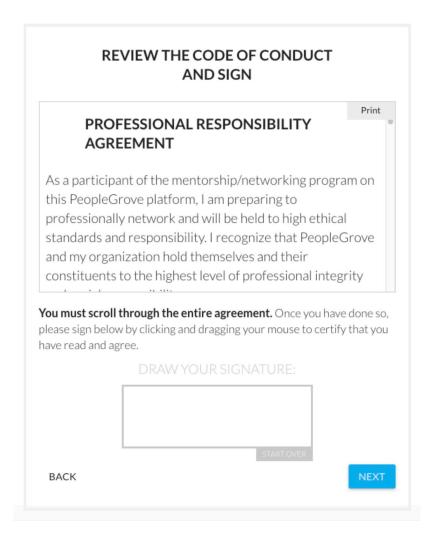
#### **Headline Tips:**

- Include your current position
- Major/minor
- Your aspirations
- What you are seeking from this group
- Add your location, then click continue



## **SMS Notifications:**

- Insert your mobile phone number if you would like to receive SMS notifications, then select how often you want to receive notifications to your phone.
- When you have picked your selections, click the continue button to navigate to the next page.



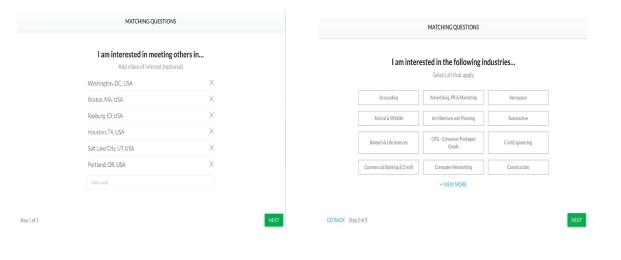
- Review and sign the "Code of Conduct" agreement to provide you with a better understanding of what is expected in this networking site. You must scroll through the entire agreement, before being allowed to electronically sign the document.
- In the "Code of Conduct" you are agreeing to be held to high ethical standards and responsibilities as you prepare to professionally network. The different topics covered in this agreement are: Honesty & Integrity, Networking Terms & Conditions that include a list of Do's and Don'ts, Consequences for any inappropriate behavior, and Respecting the Privacy of other students' information.
- By signing this agreement, you agree to adhere to BYU-Idaho's and PeopleGrove's required guidelines, polices and acknowledge that there are consequences for inappropriate behavior. After reviewing the information, you will click in this box to show that you have read the entire agreement, then draw your signature in the box provided.

# Code of Conduct Agreement

# Take the "Matching Quiz":

To be matched with the right mentor for your professional goals answer a few questions about your interests

From the drop-down box provided on the next few pages you will select the choices that best fit your professional goals



#### MATCHING QUESTIONS

#### I am interested in the following Topics

Add topics



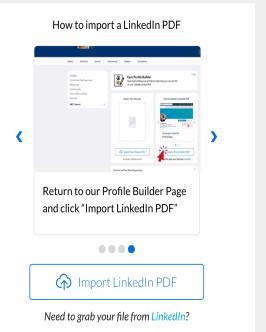
GO BACK Step 3 of 3 SAVE

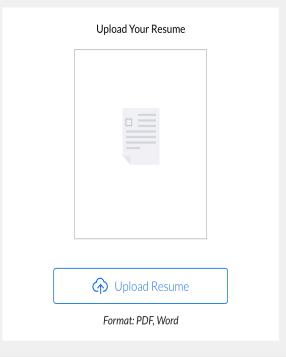


#### **Easy Profile Builder**

Collapse

Import a PDF of your resume or LinkedIn to easily create your profile





#### **Build a Powerful Profile**

- If you have a LinkedIn Profile you can import a PDF copy of your resume onto BYUI Connect
- Click on the "Easy Profile Builder" option to learn step-by-step how to complete that process. There is a chance that the information may not convert over the way that it is intended to, so you review the information in each section to resolve any format inconsistencies
- You can upload other documents like letters of recommendations as well as a digital copy of your cover letter and resume. To find a document you have saved, click on the documents tab on your profile

# **Additional Profile Enhancements:**

- Write a brief bio about yourself in short paragraphs to keep the audience's attention: write in first person, include your hard skills and/or technical skills, share your personal philosophy, highlight your accomplishments and experiences, and demonstrate your leadership style and knowledge if the field you are going into
- Upload a cover photo that you have personally taken, have purchased rights to or have found in a copyright-free advanced Google search. To ensure that you are using a non-copyrighted photo change the settings in Google, under the advanced options click "free to use or share, even commercially"