Mentor guide for MAP registration TU Delft 4 Life

Step 1: Read the MAP mentor webpage carefully: <u>https://www.tudelft.nl/lr/business-</u>portal/alumni/mentor-alumni-programme-map.

Step 2: Click on the registration button and you will be directed to the login page of the TU Delft 4 Life website.

Step 3: Please log in to your personal account. If you are new to the platform and not registered yet, you can create a new account. Please note that registering for the TU Delft 4 Life portal can take up to 2 working days due to the verification process with the TU Delft Alumni Database.

Step 4: Register for the AE MAP environment (see steps below). The details you enter here, are now linked to your TU Delft for Life account. You can update them anytime.

4a. Go to Mentoring Programme navigation pane at TU Delft for Life.

4b. Select the AE mentor alumni programme (MAP) module.

4c. In the MAP module, select Join as MAP Mentor. A registration pop-up will appear.

4d. Complete your MAP registration and press Finish afterwards.

NOTE: Please set the settings to maximum of 2 connections on the second page of the registration procedure. After you accepted two students, new students are not able to send out new connection requests







Step 5: Students are able to send a connection request till one week after the online kick-off. It is up to you to decide whether you would like to wait to review all the incoming requests or to make your decision earlier. Students are asked to motivate their connection choice and are encouraged to send their MAP objectives to you. The connection request will show in the inbox in the portal, and it will be forwarded to your personal e-mail address. If you decline a connection request, please also motivate your action to the student.

NOTE: Only if you have accepted a request at some point, you are part of the programme! Make sure to monitor your inbox a little at the start of the cycle.



After you have established a connection with your MAP mentee, you can both decide which communication platform suits you best. You could use the chat function of TU Delft for Life, or any other platform of your preference.

For remaining questions, you can always contact <u>AEmentor-alumni@tudelft.nl</u>.