CAREER MENTOR PROGRAM
ONLINE APPLICATION SYSTEM VISUAL GUIDE
STEP 1: Log-in to careerCONNECT (uofmcareerservices.ca)

UM students do not need to register for a new account. You can simply click on log-in and use the single sign-on feature to access the platform.

To start, click on the LOGIN button.
STEP 2: Choose UM Student from the Login page

The single sign-on (SSO) feature allows students to login to careerCONNECT using the same login information/credentials to login to your UM student email.

Select UM Students – this will redirect you to the single sign-on page.
STEP 3: Navigate to the Career Mentor Program module

Note: If you are unable to view/access the Career Mentor Program module, please send an email to cmp@umanitoba.ca as soon as possible!
STEP 4: Navigate to the CMP Dashboard

Note: If you are unable to view/access the Career Mentor Program module, please send an email to cmp@umanitoba.ca as soon as possible!

Select CMP Dashboard from the drop-down menu.
STEP 5: Click on View Available Programs/Courses

Note: If you are unable to view/access the Career Mentor Program module, please send an email to cmp@umanitoba.ca as soon as possible!

Click on either of these two buttons to find the current program offering.
STEP 6: Enroll to the Career Mentor Program ‘course’

Note: This is not the official application form, but this is to give you access to the next part of the module. Continue with the next steps to apply to the program.

Click on Apply. A confirmation window will pop up. Select Yes to confirm that you want to enroll in the program.
STEP 7: Go to the First Mentor Match experience/section

Note: If you are applying to the program for the first time OR if you are new to the online application system, you must complete the First Mentor Match experience before you are eligible for Additional Matches. Incorrect applications will be declined by the CMP staff.

Scroll to the First Mentor Match section. Select Answer Questionnaire to open the official application form.
STEP 8: Complete and submit an application form

Note: If you have questions or require additional support in completing your application, please contact cmp@umanitoba.ca.

When you are done, click Submit at the bottom of the application form.
STEP 9: Wait until your application is approved

**Note:** The CMP staff will review your application and this process can take up to two (2) business days. If you have questions, please contact cmp@umanitoba.ca.
STEP 10: Register for a CMP Orientation

**Note:** Once your application is approved, proceed to the next step and register for an orientation session. The orientation session is designed to help you prepare for your mentor meeting and it is required before you are matched with one of our mentors.

Click on “View Associated Events” to see a list of sessions that you can register for.
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**UM Student**

Find a date and time that works for your schedule. Click “Register” to be added to the list of registrants.

Registrants will receive an email with the online link within 24 hours of the event.
STEP 11: Wait to be matched with a mentor

Note: Wait up to two (2) weeks after you complete an orientation session to be matched with a mentor. You will receive an email that contains your mentor’s name and additional instructions that might be relevant.

Once matched, you will see a record here that contains additional details about your mentor.
STEP 12: Contact your mentor within one (1) week

**Note:** Your record will contain details about your mentor (i.e. their name, contact information, position/role, company, etc.). This information will help you with your research and preparation for your meeting.

Click on “View Record” to view your mentor match details.
**STEP 13: Submit a Mentee Evaluation Form**

**Note:** After you meet with your mentor, you are required to submit an evaluation form. If we haven’t received your evaluation form, we assume that you haven’t met with your mentor. We will be reaching out to both you and your mentor to confirm the status of the match and/or intervene if there are any issues with the match.

Click on “Submit” to open the online evaluation form.
STEP 13: Submit a Mentee Evaluation Form

Note: After you meet with your mentor, you are required to submit an evaluation form. If we haven’t received your evaluation form, we assume that you haven’t met with your mentor. We will be reaching out to both you and your mentor to confirm the status of the match and/or intervene if there are any issues with the match.

Submit a completed form. You can also save your response as a draft if you wish to continue editing your feedback later.
Congratulations! You’ve completed all the steps!

Note: This completes the First Mentor Match Experience. If you wish to request for additional matches, you must follow the steps outlined under the Additional Matches experience.

The Additional Matches experience is STRICTLY for students who have completed the First Mentor Match experience and are requesting subsequent matches.
Questions?

Contact us for more information and/or if you need additional assistance with your online application. You can reach us at cmp@umanitoba.ca or by phone at 204-474-8667.