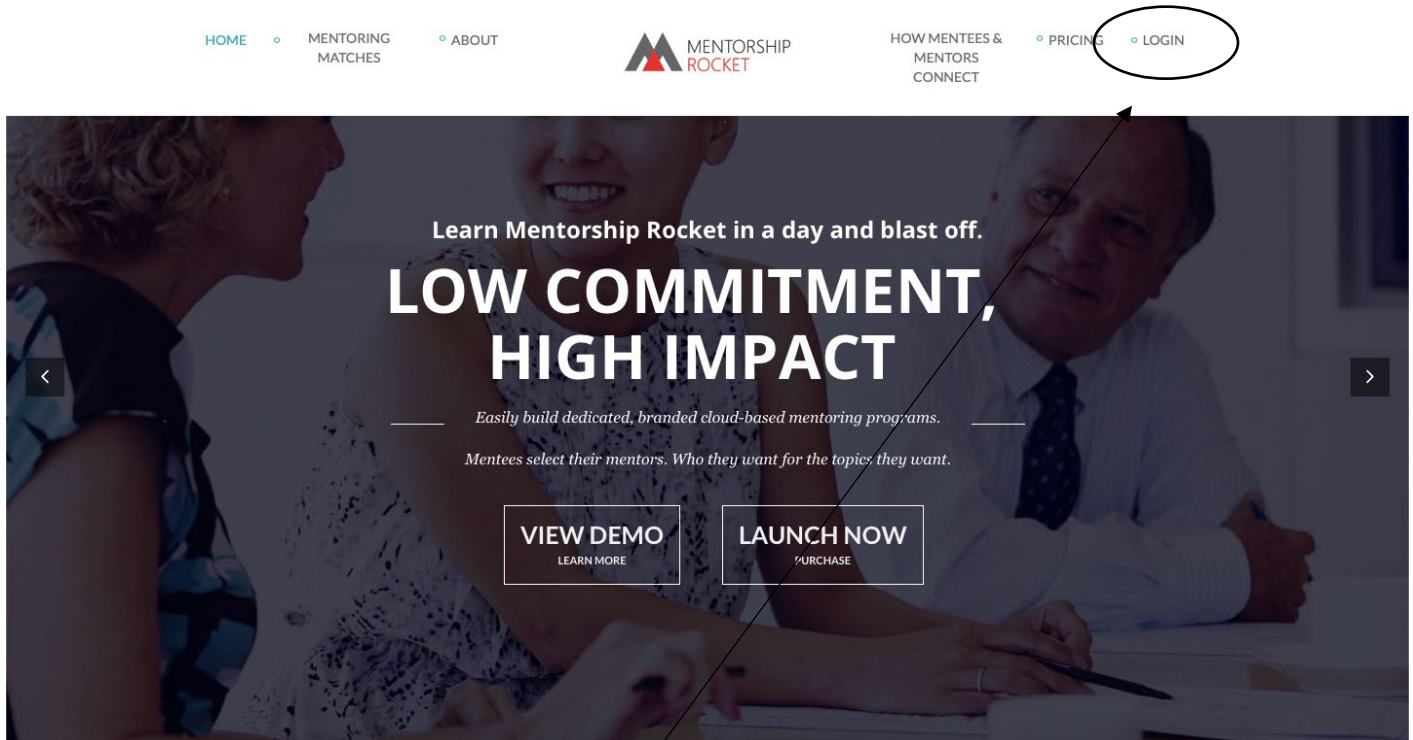




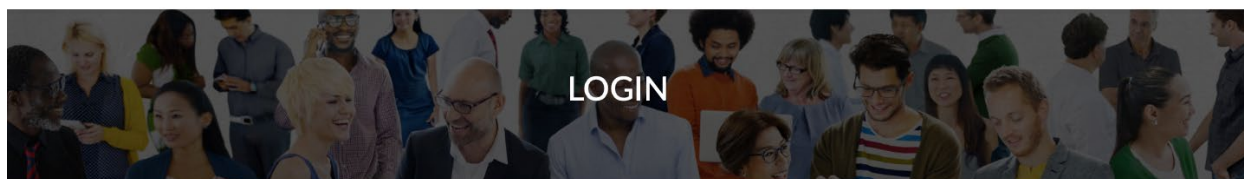
## Mentorship Rocket User Guide for Mentees


If you have any questions, please contact Customer Service by [email](#) or at 1.800.661.9003.

1. Mentorship Rocket is the platform the Law Society of Alberta uses for the Mentor Express Program. You can access the website by going to:  
[https://www.mentorshiprocket.com/LSA\\_2022-2023](https://www.mentorshiprocket.com/LSA_2022-2023).



2. Click **Login** in the top right corner
3. This will bring you to a page to fill in your email address. You must use the email address that you provided when you initially signed up to participate in Mentor Express through the Law Society website. If you were automatically enrolled, use the email address that you have registered with the Law Society.





### Your email


Welcome. Please enter your email address

Email


[Next](#)

4. Click the **Next** button.
5. On the registration page, add your name and create a password. Please document your password in a secure location so you have it for future reference. You will be asked for these credentials each time you log into the platform.


HOME • MENTORING MATCHES • MENTEE REGISTRATION FORM



MENTOR PORTAL • HOW MENTEES & MENTORS CONNECT • LOGIN



LAW SOCIETY OF ALBERTA



### Register

This is your first time here! Please create a login using the form below in order to access your mentorship program(s).

First Name

Last Name

E-Mail Address

Password

Password requires a minimum of 8 characters that include minimum one upper, one lower, number & special character like (& ! \$ @ # %)

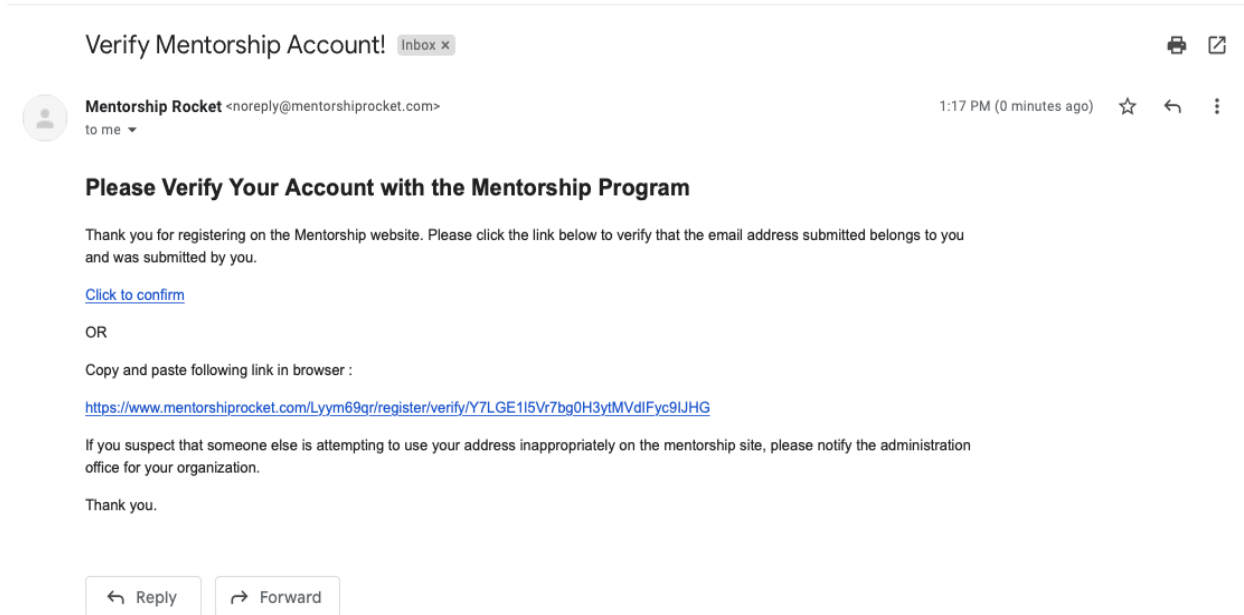
Confirm Password

I have read and agree to: [TERMS & CONDITIONS](#)

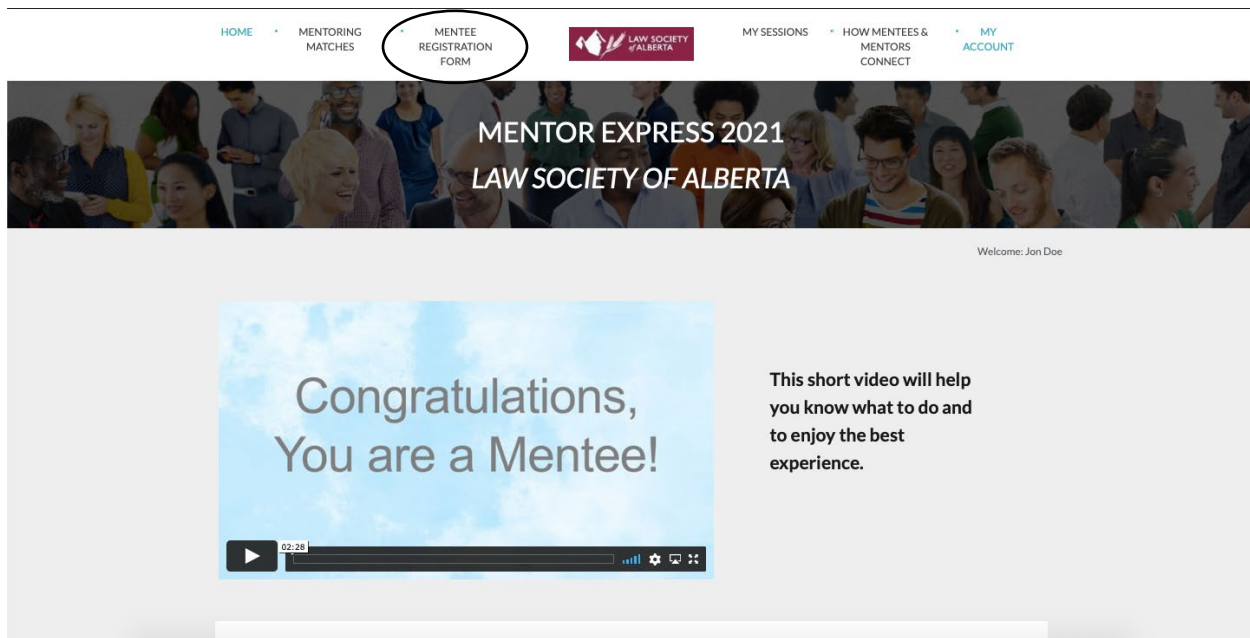
[REGISTER](#) [CANCEL](#)

6. Review the **Terms & Conditions**, check the box, and click **Register**.

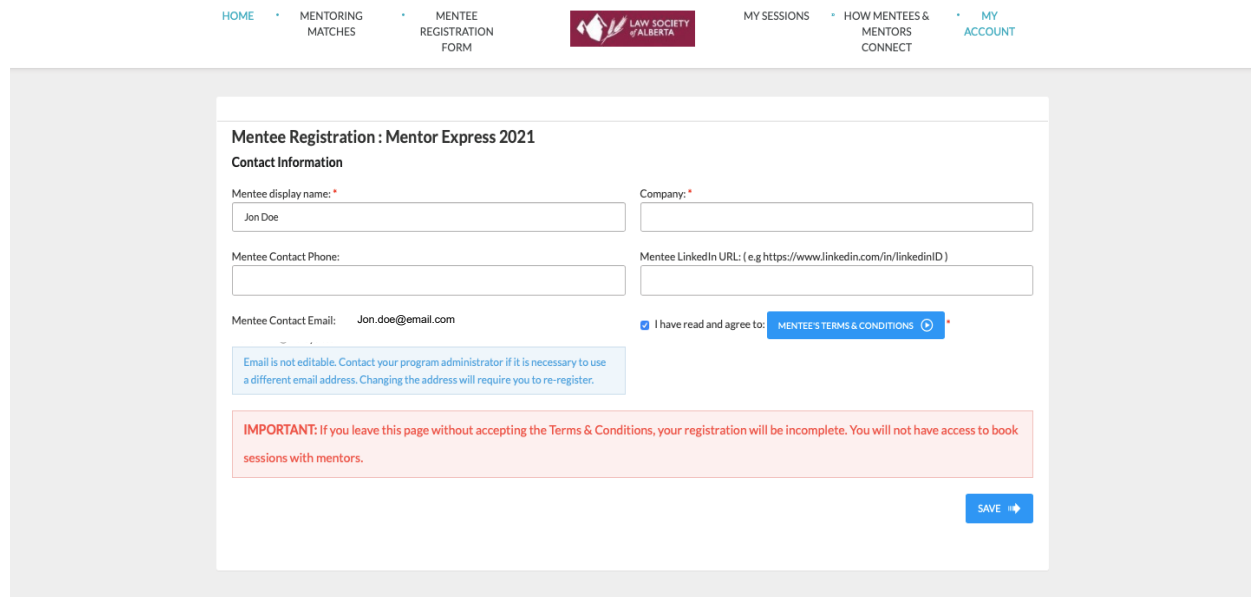
- You will receive a confirmation email asking you to verify your email address. Check your junk email folder if you do not see the email in your inbox. If you do not receive an email, contact [Customer Service](#) at the Law Society. Follow the instructions in the email and select **Click to Confirm**.



- You will then be directed back to the Mentor Express site with confirmation that you have completed the initial mentee registration process. Log back into the platform with your email address and newly created password.
- Click on the **Mentee Registration Form** button in the top menu of the page.



10. Your name and email address are pre-loaded in the form based on your initial registration. Continue to fill in the contact information by adding your phone number and your firm or company name. It is optional to add in a URL to your LinkedIn profile if you want your chosen mentors to learn more about you.



HOME • MENTORING MATCHES • MENTEE REGISTRATION FORM

LAW SOCIETY of ALBERTA

MY SESSIONS • HOW MENTEES & MENTORS CONNECT • MY ACCOUNT

### Mentee Registration : Mentor Express 2021

#### Contact Information

Mentee display name: \*  
Jon Doe

Company: \*

Mentee Contact Phone:

Mentee LinkedIn URL: ( e.g.https://www.linkedin.com/in/linkedinID )

Mentee Contact Email: Jon.doe@email.com

I have read and agree to: [MENTEE'S TERMS & CONDITIONS](#)

Email is not editable. Contact your program administrator if it is necessary to use a different email address. Changing the address will require you to re-register.

**IMPORTANT:** If you leave this page without accepting the Terms & Conditions, your registration will be incomplete. You will not have access to book sessions with mentors.

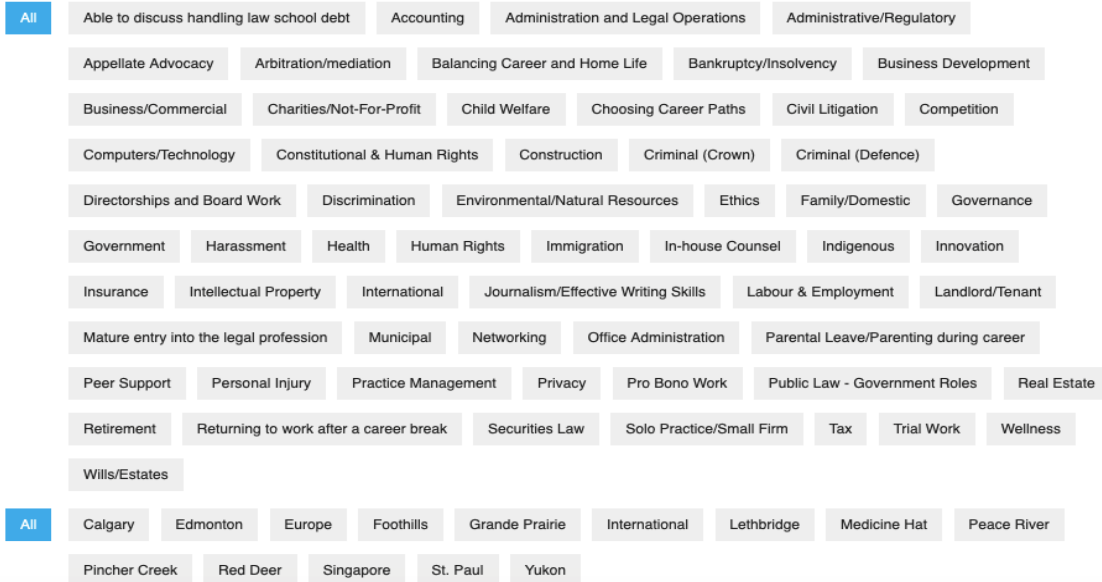
[SAVE](#)

11. Read the **Mentee Terms & Conditions** and click the box to accept the terms and conditions of the program.
12. Click **Save** in the bottom right corner.
13. Visit the mentor gallery to find a complete list of all available mentors and their available meeting times by clicking **Home** in the top right corner. At the top of the page, you will see a list of all topics that mentors have tagged themselves in, whether that's specific practice areas of expertise, discussion topics of interest, personal attributes or mentor geographic locations. Most mentors have chosen a range of topics they would be open to discussing with you.

Using these tags as filters, you can make your mentor search as broad or as narrow as you want.

The mentors are introduced below. Thank you mentors for your generous commitment of time to this program.

In the menu above, please click **Mentoring Matches** and **How Mentees and Mentors Connect** to read how this mentorship model works.




The screenshot shows a grid of filter buttons for searching mentors. The filters are organized into two main sections: 'All' (highlighted in blue) and a list of specific topics and locations. The topics include: Accounting, Administration and Legal Operations, Administrative/Regulatory, Appellate Advocacy, Arbitration/mediation, Balancing Career and Home Life, Bankruptcy/Insolvency, Business Development, Business/Commercial, Charities/Not-For-Profit, Child Welfare, Choosing Career Paths, Civil Litigation, Competition, Computers/Technology, Constitutional & Human Rights, Construction, Criminal (Crown), Criminal (Defence), Directorships and Board Work, Discrimination, Environmental/Natural Resources, Ethics, Family/Domestic, Governance, Government, Harassment, Health, Human Rights, Immigration, In-house Counsel, Indigenous, Innovation, Insurance, Intellectual Property, International, Journalism/Effective Writing Skills, Labour & Employment, Landlord/Tenant, Mature entry into the legal profession, Municipal, Networking, Office Administration, Parental Leave/Parenting during career, Peer Support, Personal Injury, Practice Management, Privacy, Pro Bono Work, Public Law - Government Roles, Real Estate, Retirement, Returning to work after a career break, Securities Law, Solo Practice/Small Firm, Tax, Trial Work, Wellness, and Wills/Estates. The location filters include: Calgary, Edmonton, Europe, Foothills, Grande Prairie, International, Lethbridge, Medicine Hat, Peace River, Pincher Creek, Red Deer, Singapore, St. Paul, and Yukon.

14. Click the blue **All** buttons on the left side of the screen to see all mentors available. If you want to narrow your search to something specific, click on topic buttons that interest you to filter for mentors who have tagged themselves in that area.

15. Scroll down on the page to see the mentors that match your search filters. For each mentor, you will see:

- a photo they have provided of themselves,
- a blue **BIO/SESSIONS** button, and
- a green **SESSIONS AVAILABLE** box indicating how many sessions they still have available to book.




The image shows a mentor profile card for Jane Doe. At the top, the name 'Jane Doe' is displayed in a light grey box. Below the name is a grey silhouette of a person's head and shoulders. Underneath the silhouette, the text 'Jane Doe Professional Corporation' is shown. A blue button with the text 'BIO / SESSIONS' is positioned below the name. At the bottom of the card, a green box contains the text '6 Sessions Available'.



16. Click on a mentor's blue **BIO/SESSIONS** button to read a mentor's bio, learn more about them and see their available dates. A date displayed in blue is available for you to book. If a date displays in grey, someone else has already booked that session and it is no longer available.

Jane Doe



In this bio you can insert a 100-word biography about yourself. This bio is what the mentee will see when they are booking sessions. Please include information about yourself, hobbies, interests, past and current work experience, where you went to school, what year you were called to the bar, what areas of law you work in.

*This mentor is found in 5 categories on the homepage.*  
[SEE ALL](#)

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Sessions: Click to book.

■ Available Session (even if the date is past, book it and reschedule with mentor)  
■ Booked session (unavailable)

Thu Feb 4, 2021

Fri Feb 5, 2021

Sat Feb 6, 2021

Sun Feb 7, 2021

Mon Feb 8, 2021

Tue Feb 9, 2021

CLOSE

17. Once you find a mentor that you're interested in meeting, click on one of their available dates to book it and click **Ok** to confirm. The system will only let you book one meeting with any given mentor. Please note that these dates are just placeholders; the exact time and date of any meeting can be adjusted later to reflect your schedule and that of your mentors.

18. Click on the **My Sessions** button in the top menu to review your booked sessions. This page provides a summary of your booked sessions along with the contact information for each of your chosen mentors. If your mentor has listed someone else as their contact - an assistant, for example – you will see their contact information instead of the mentor's.

### Important, please read the bulleted points here:

- When the session-booking stage activates, check here for a summary of the mentors with whom you booked sessions.  
*NOTE: The website does not send email notices regarding bookings.*
- Your mentors will be identified below, including authorized email addresses for contacting them.
- Even if a mentorship date is distant, **contact the mentor right away** to thank her/him for the opportunity and to firm up the date on both parties' calendars.
- **You are responsible** for directly contacting your selected mentors and ensuring the times and locations/methods for meeting are mutually established and that the meetings occur.
- Need to RESCHEDULE a meeting date? Please communicate directly with your mentor.  
Need to CANCEL a booking and make it available to other mentees? [Contact the program administrator.](#)

Thursday February 4th 2021 [Add to Calendar](#)



Jane Doe - Jane Doe Professional Corporation

Please coordinate with:

Assistant - [✉ assistant@email.com](mailto:assistant@email.com)

[STARTER MESSAGES](#)

19. **It is your responsibility to make first contact with your mentors.** Using the contact information provided, send an email to your mentors to let them know you have selected one of their meeting dates. If you will be meeting remotely, this is also a good time to propose what kind of video conferencing software you might use to connect.
20. Click on the blue **STARTER MESSAGES** button for some sample email templates you can use if you are not sure how to phrase your initial email.