

Account Renewal Guide for Returning Mentors

June 10, 2025

The Law Society's mentorship programs (Mentor Express, Mentor Connect and Indigenous Mentorship Program) are hosted through a platform called **Mentorship Rocket**.

If you participated in Mentor Express within the past two program cycles, your information will be pre-populated in Mentorship Rocket.

If you did not participate in Mentor Express within the past two program cycles, you will need to register as a new mentor using the [Registration Guide for New Mentors](#).

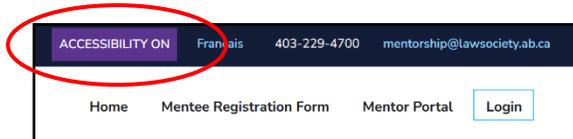
You can access the 2025-2026 platform here: https://mentorshiprocket.com/LSA_2025-2026



This website is compatible with any web browser. To make it as easy as possible to visit the Mentorship Rocket website in the future, we recommend that you bookmark this link or add it to your favourites.



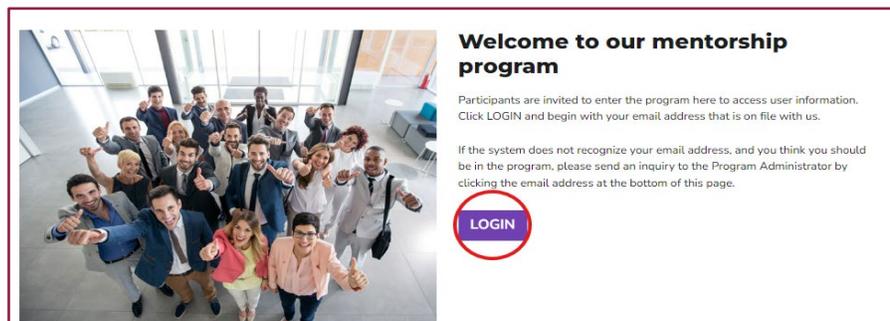
There is an **ACCESSIBILITY** button located at the top of the Mentorship Rocket landing page that can be turned **ON** to change the standard browser display to bolder text and higher contrast colours.



The following steps detail how to log in and update your mentor profile on the Mentorship Rocket platform.

1. Re-activate your previous login

a) Click **LOGIN**



Welcome to our mentorship program

Participants are invited to enter the program here to access user information. Click LOGIN and begin with your email address that is on file with us.

If the system does not recognize your email address, and you think you should be in the program, please send an inquiry to the Program Administrator by clicking the email address at the bottom of this page.

- b) Enter the email address associated with your previous Mentorship Rocket account and click **NEXT**
- c) Enter your password and click **LOGIN**

Your email

Welcome. Please enter your email address on file with the organization which hosts the program you are trying to reach.

Email

NEXT

Email

Mentee@lawsociety.ca

Password

LOGIN **FORGET PASSWORD?**



Your login credentials will be the same as what you used in the previous program cycle.

If you are not sure which email address you used or you no longer have access to that email address, contact our [Mentorship Department](#).

- d) A Quick menu will be displayed when you have logged in. Click the first button that says **YOUR MENTOR PORTAL**.

If the Quick menu does not display, you can also select the Mentor Portal from the menu at the top of the page.

Quick menu for:

Avery Mentor-Test

Please select where you would like to go:

YOUR MENTOR PORTAL

YOUR BOOKED SESSIONS

THE MENTOR GALLERY

While you are logged in, you also can navigate the website using the menu at the top of all pages.



3. The Mentor Portal displays an informational video for your viewing.



a) Scroll down the page to view your Mentor Profile Form. The information you entered from the previous mentorship program cycle will be populated in the fields. Review and update the fields accordingly if your information has changed.

You may add or update the URLs to your LinkedIn profile and any appointment scheduling service you use to share more information with mentees that book meetings with you, but this step is optional.

Mentor First name: *	Mentor Last name: *
<input type="text" value="Avery"/>	<input type="text" value="Mentor-Test"/>
Company name: (max 85 characters) *	Mentor LinkedIn URL: (e.g https://www.linkedin.com/in/linkedinID)
<input type="text" value="Law Society of Alberta"/>	<input type="text"/>
Mentor Contact Email: *	
<input type="text" value="Mentorship@email.ca"/>	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>i Email is not editable</p> <p>Contact your program administrator if it is necessary to use a different email address. Changing the address will require you to re-register.</p> </div>	
<p>Have an Appointment Scheduling Service? Share your online account URL here. Allow mentees who book mentoring dates to request specific times.</p> <input type="text"/>	
<p>Member ID (Optional) ¶</p> <input type="text"/>	
<p>¶ The Member ID field is only editable by the program administrator and is not shown publically.</p>	

- b) If you want mentees to contact your assistant or someone else when booking meetings with you, add their name and email address under the 'Alternate Contact' fields. If you leave this blank, mentees will use your email address to contact you.


NOTE

If you appoint an alternate contact, you will not receive emails from the mentees who book meetings with you (only the alternate contact person will receive emails from them).

i **Alternate Contact (optional)**

If you prefer mentee meeting arrangements to be managed by an assistant, please add alternate contact details here

Alternate Contact Person Name:	Alternate Contact Person Email:
<input type="text"/>	<input type="text"/>

- c) Review your Mentor Bio. The bio is what mentees see when they view the Mentor Gallery, so it is important that it is clear, succinct and up-to-date.

You may choose what to include, but some ideas are:

- Current work-related information
- Educational background
- When and where you articulated
- Past work experiences
- Other professional interests
- Hobbies and community involvement



NOTE

Do not remove the program name as it provides direction to mentees using the Mentor Gallery.

The name of the mentorship program that you are participating in will automatically appear at the very beginning of your bio.

Mentor Bio: * (You have 1123 characters.)

PROGRAM NAME WILL BE LISTED HERE

In your bio you can insert a 1450 characters biography about yourself. This bio is what the mentees 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, and what areas of law that you work in.

- d) Your Mentor Photo is transferred from the previous program cycle. You can keep it the same, or you can upload a new photo of yourself.

It does not have to be taken by a professional photographer but should be a clear photo featuring only yourself.

The system accepts .jpg or .png formats and files cannot be larger than 2Mb. This photo will accompany your profile in the Mentor Gallery.

Click **Choose File** to browse and upload a new photo.



NOTE

If you are not comfortable providing a photo, you must email the Mentorship Department, and they will upload a generic image to your profile.

Mentor Photo: *

i **Auto-cropped**
Image will be resized and cropped to 250x250 pixels.

Choose File | No file chosen

Accepted formats: jpg, png, Max file size 2Mb

e) Insert your placeholder meeting dates.

The number of meeting dates you will add to your mentor profile will depend on the program you are participating in:

Mentor Express Mentors will add 12 meeting dates between Sept. 30 and April 30.

Mentor Connect Mentors will add only one meeting date between Sept. 30 and April 30. When a mentee books the one meeting date provided, this will begin the on-going mentoring relationship between mentee and mentor and the two of you will arrange all further meetings on your own outside of Mentorship Rocket.

Indigenous Mentors will add only one meeting date between Sept. 30 and April 30. When a mentee books the one meeting date provided, this will begin the on-going mentoring relationship between mentee and mentor and the two of you will arrange all further meetings on your own outside of Mentorship Rocket.

If your proposed dates are left unclaimed by mentees, the system will automatically push those dates forward by two weeks. This offers another opportunity for mentees to book with you instead of those dates expiring. You may edit the altered dates if you would like.

To add a meeting date, click in the empty box and select a date from the dropdown calendar.

Mentorship Sessions: *



Click in the fields below to set mentoring dates within the months programmed by the administrator. Think of your dates as placeholders! Return here and edit un-booked dates any time. Choose meeting times and locations with your mentees (or reschedule) later when they book sessions and contact you.

Please Note: On the day of any un-booked mentoring session date, the date automatically will be pushed two weeks into the future. This ensures none of your session dates becomes "stale". You may edit the altered dates if you wish.

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January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today Clear Close



The meeting dates that you include in your profile are placeholder dates only. After a mentee books a meeting with you, they will be responsible for reaching out. The two of you can then decide what date/time and how you would like to meet (virtually or in-person). You do not have to let us know if the date you actually meet is different than the date in Mentorship Rocket.



To save your progress at any point, scroll down to the bottom of the page and click **SAVE**. You will be redirected to the **HOME PAGE**.

f) Continue scrolling to the **MENTOR PROGRAM CATEGORIES**.

These are tags that indicate the areas you are experienced or interested in discussing with mentees. Mentees will refer to these tags when selecting a mentor.

The tags you entered from the previous mentorship program cycle will be pre-populated. Review and update the tags accordingly.

There are three buckets of tags:

1. Mentorship Programs:

This category will already be completed for you by the Mentorship Department. **Please do not change or remove the program that you are tagged in** as this information lets mentees know which program you are participating in as a mentor.

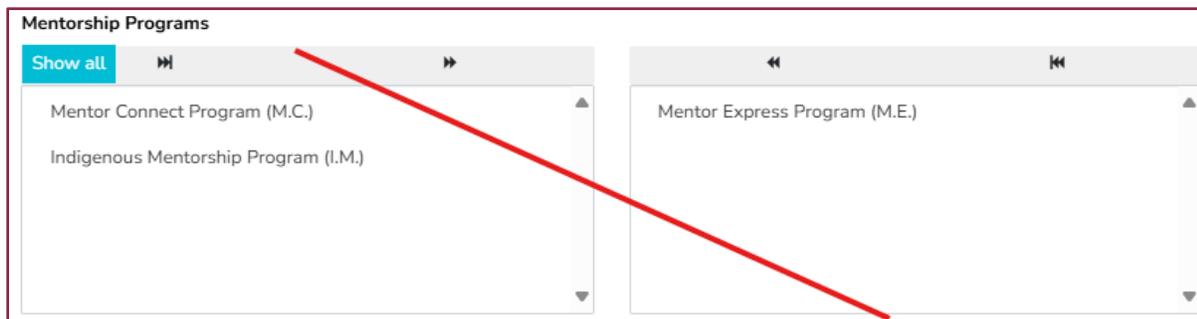
2. Topics for Discussion:

These are topics or areas of law that you have experience with and would feel comfortable talking with mentees about.

3. About your Mentor:

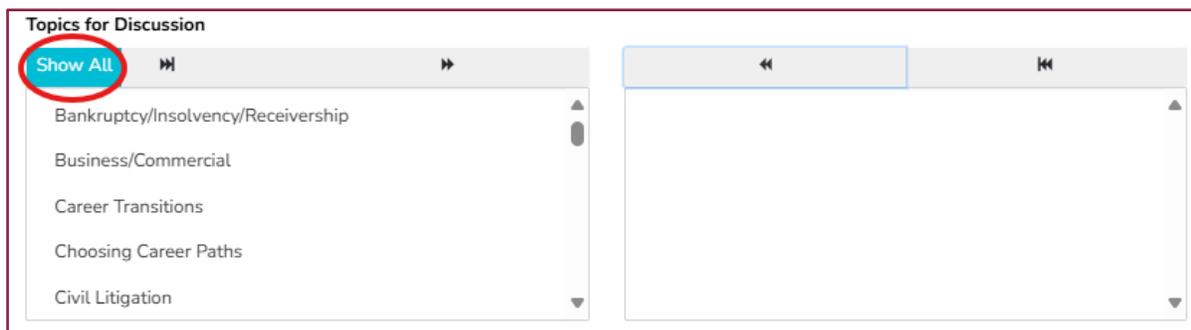
These describe you as a mentor. Please tag yourself in anything that directly applies to or describes you.

Skip the Mentorship Programs section entirely. As mentioned, the Mentorship Department has tagged you in the appropriate program that you are participating in. Please do not change this.

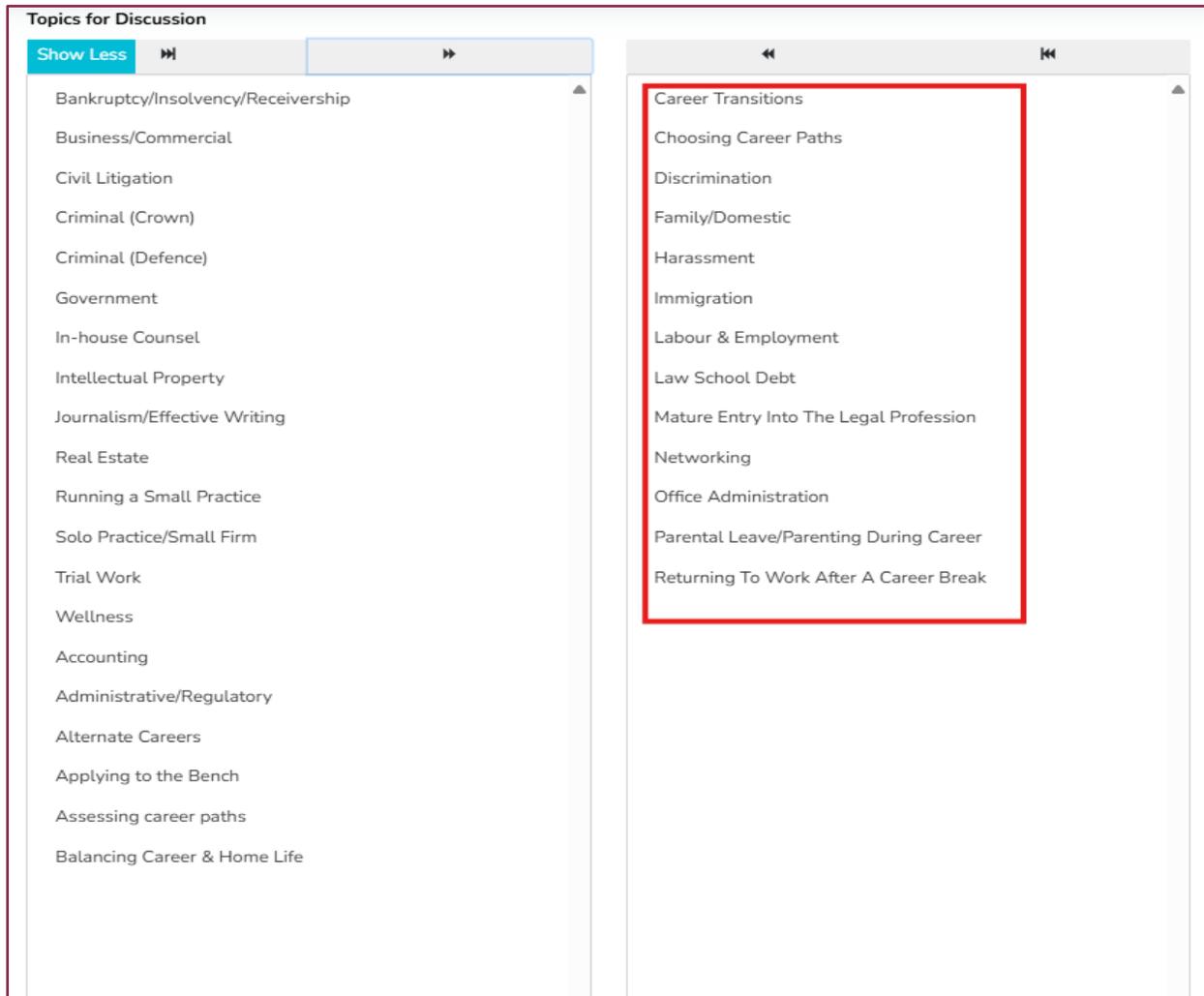


Scroll down to the next section: Topics for Discussion.

Click on the blue **Show All** button to expand the available selections. The screenshots below show how your list may look.



The box on the left includes all possible topic selections that were not added to your previous mentor profile. The box on the right is the list of topics you added during the previous mentorship cycle and will appear on your mentor profile.



g) Review your topics selection.

To add topics in your mentor profile, you will need to move topics from the left box to the right box. In the left box, select a topic and click on the ►► icon in the top right corner. The topic will be moved to the box on the right.

To remove topics, you will need to move topics from the right box to the left box. In the right box, select a topic and click on the ◀◀ icon in the top left corner. The topic will be moved to the box on the left.



The ►► and ◀◀ icons will move every topic from one box to the other. We do not recommend using this function.

Repeat the same steps above for the “About Your Mentor” section.

Click the **SAVE** button to complete your profile.