



INDIANA STATE
BAR ASSOCIATION
MENTORSHIP

PROFILE SETUP

A step-by-step guide to
setting up your Mentor
City account

Create Your Account
Log In

1

Dashboard
Profile Access

2

Basic Info
Descriptor Words

3

Number of Mentors/Mentees
Bio

4

Specialized Skills
Developmental Areas

5

Meeting Formats
Practice Areas

6

Goals, Law School
Search Results

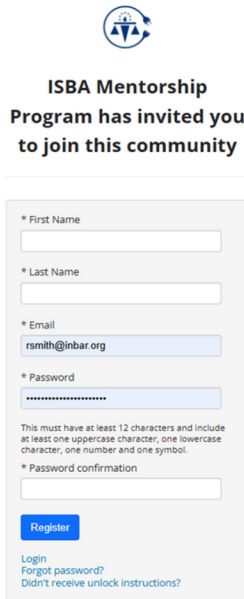
7

Competencies

8

Profile Setup Guide

1 Create your account.



ISBA Mentorship
Program has invited you
to join this community

* First Name

* Last Name

* Email

* Password

This must have at least 12 characters and include at least one uppercase character, one lowercase character, one number and one symbol.

* Password confirmation

[Register](#)

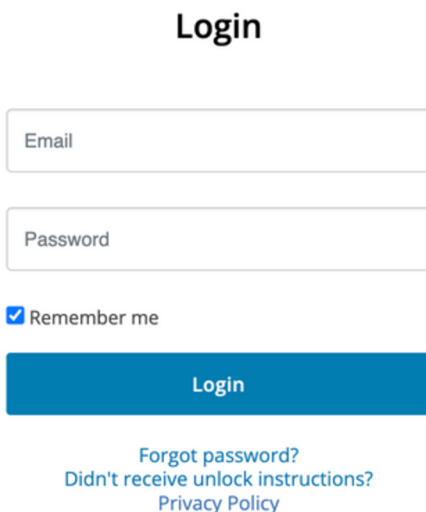
[Login](#)
[Forgot password?](#)
[Didn't receive unlock instructions?](#)

Navigate to:

<https://app.mentorcity.com/en//invitation/a5497f254d5263fe7ca0c657e94a51ee>

Fill out the requested information in the supplied boxes and click “Register.”

2 Log in to the platform.



Login

Email

Password

☒ Remember me

[Login](#)

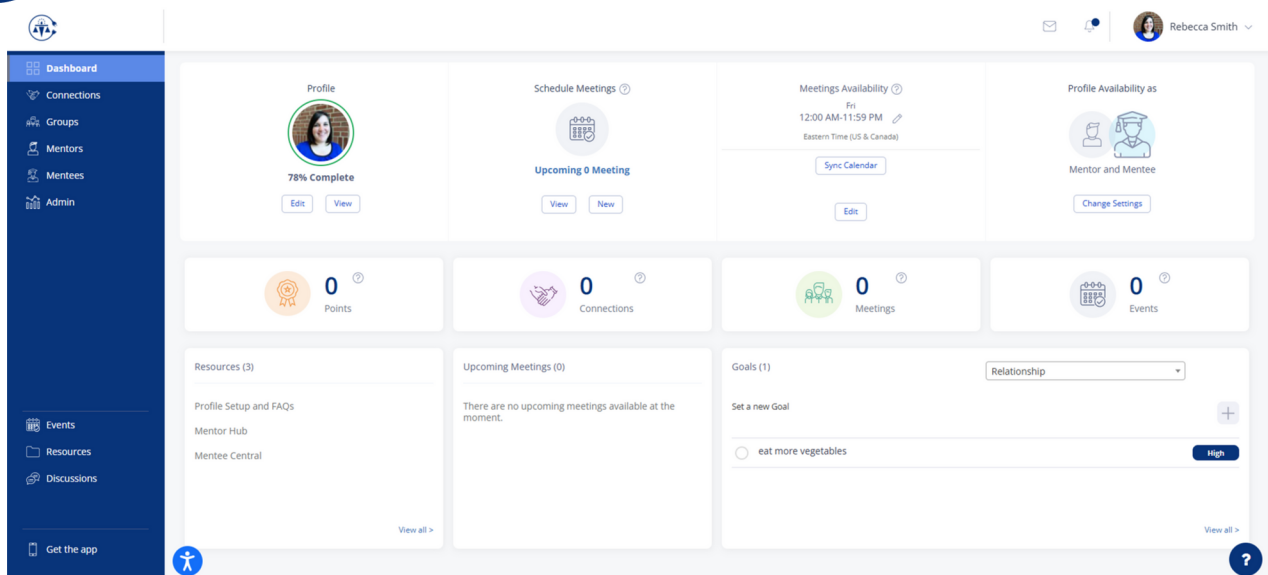
[Forgot password?](#)
[Didn't receive unlock instructions?](#)
[Privacy Policy](#)

Visit https://app.mentorcity.com/en/sign_in to log in.

***Tip:** Save the link to your bookmarks for easy access in the future.

3

Access your dashboard.

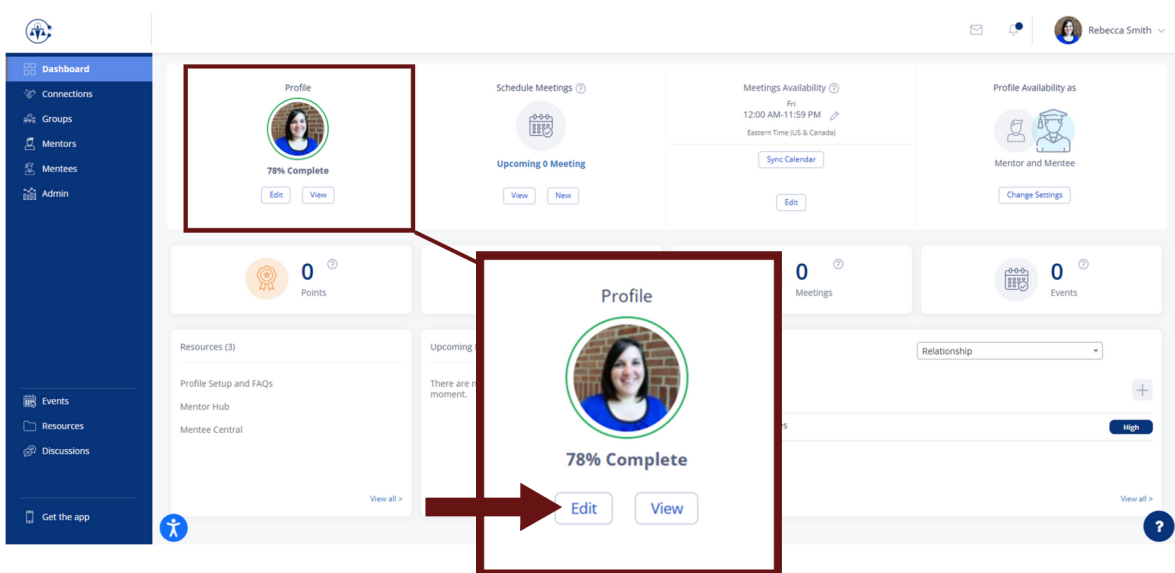


Upon logging in, you will have access to your dashboard, which contains your profile, matches, goals, and mentorship meetings.

***Tip:** For more information on your dashboard, [visit our Mentorship Dashboard Guide »](#)

4

Find your profile.



Locate your profile in the upper left quarter of the dashboard.

Select “Edit.”

5

Provide some basic information.

1 Basic Information 2 Competencies

Profile Picture **A**
Choose File

* First Name **B**
Rebecca

* Last Name
Smith

* Attorney Number
12345-67

* Gender
Female

Country
United States

State
Indiana

City
Indianapolis

* Time Zone
(GMT-05:00) Eastern Time (US & Canada)

Three words that describe you **C**
conscientious, willful, affable

- A** **Upload a profile picture** by clicking “Choose file” at the top left. Please use a png, jpeg, or tiff file.
- B** **Input** the requested information. Fields marked with an asterisk are mandatory.
- C** ***Tip:** Completing all of the prompts allows for the best possible matches.

6 Define your mentorship role.

A Mentoring Role
Mentor and Mentee

Maximum number of **Mentees** at the same time 1 **B** Maximum number of **Mentors** at the same time 1

C Bio
Provide a brief description of who you are and your experiences.
Rebecca received a B.A. in History, Art History and French from Bowling Green State University and an M.A. in Public History from IU Indianapolis. Before joining the ISBA staff, Rebecca enjoyed a decade-long career in the humanities and has worked for Indiana Landmarks and the Indiana State Museum and Historic Sites. Rebecca likes touring historic places and structures, attempting work on her old home, and caring for her two ferrets, Roo and Po.

A **Use** the drop-down menu to choose if you want to be listed as a Mentor, a Mentee, or both.

B **Choose** your number of connections.

- If you are a **Mentor**, this is where you indicate the number of Mentees you can work with at one time.
- If you are a **Mentee**, this is where you indicate the number of Mentors you can work with at one time.

C **Add your bio.** Adding your bio is helpful for potential matches to learn if they have anything in common with you.

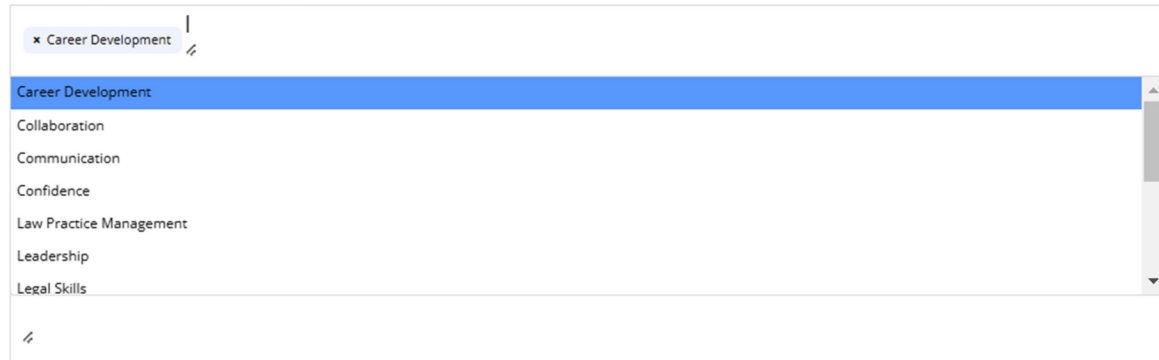
***Tip:** include some of your personal interests in your bio.

7

Select your skills.

Specialized Skills

List the areas you feel comfortable Mentoring someone in.



Specialized Skills

List the areas you feel comfortable Mentoring someone in.

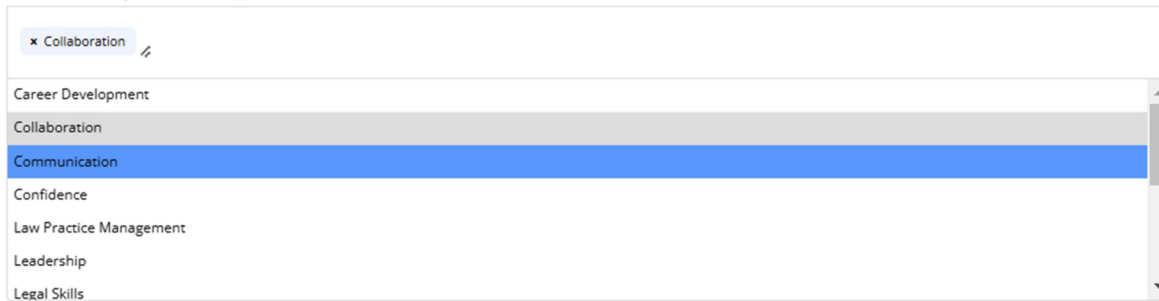
Selected: Career Development

- Career Development
- Collaboration
- Communication
- Confidence
- Law Practice Management
- Leadership
- Legal Skills

Mentors should select skills from the “Specialized Skills” drop-down menu that illustrate areas they feel comfortable mentoring someone in.

Development Areas

List the areas that you would like support from a Mentor in.



Development Areas

List the areas that you would like support from a Mentor in.

Selected: Collaboration

- Career Development
- Collaboration
- Communication
- Confidence
- Law Practice Management
- Leadership
- Legal Skills

Mentees should select options from the “Developmental Areas” drop-down menu that illustrate areas for which they would like to receive mentorship.

If you are both a **Mentor** and **Mentee**, select options from both drop-down menus.

8

Select your meeting formats and year admitted to practice.

Meeting Formats (multiple)

× In-Person

Email

In-Person

Live text chat

Over the phone

Video conferencing

*Year Admitted to Practice
When were you admitted to the state of Indiana?

2006

Select all of the ways you are willing to meet in the “Meeting Formats” drop down menu.

You will be given the chance to include your **place of employment** and asked to give your **year of admission to the Indiana bar**.

9

Select your practice area(s).

*Practice Area(s)

In which area(s) do you currently practice and/or would like to learn more about?

× Administrative Law

Administrative Law

Agricultural Law

Alternative Dispute Resolution

Animal Law

Appellate

Business Law

Civil Rights

Select options from the “Practice Area(s)” drop-down menu that represent area(s) in which you currently practice and/or area(s) you would like to learn more about.

10 Provide additional information about your goal(s).

*Mentorship Goals

What are you looking to get out of your mentorship experience?

Find someone who can discuss how they switched practice areas. Also interested in meeting someone who is a new parent.

Law School

Which law school did you graduate from?

Select an option

IU Robert H. McKinney School of Law: Indiana University Indianapolis

Indiana Tech Law School

Maurer School of Law: Indiana University Bloomington

Notre Dame Law School

Other

Valparaiso University School of Law

Express what you hope to gain from your mentorship experience in the “Mentorship Goals” space.

Add your law school. Select from the drop-down menu or type in your school’s name.

11 Before you move on...

LinkedIn Page

☒ Appear in search results

By removing this checkmark, you will not show up in regular search results for this program. The program admin person may still match you.

Save and go to the Competencies section



Make sure the box for “Appear in search results” is checked. This lets you be matched by the system.

12

Rate your competencies.

1

2

Basic Information

Competencies

Please rate yourself on the following skills based on how you see yourself and how you believe you are perceived by others. This will not be displayed on your profile and is used by the system to recommend a good match.

1. Fair

2. Good

3. Excellent

4. Outstanding

Effective communication

Verbal (what you say), nonverbal (how you look e.g. eye contact, appearance), paraverbal (how you sound e.g. tone, voice)

☐ Fair
☐ Good
☒ Excellent
☐ Outstanding

Giving and receiving feedback

Constructive, specific, clear, providing examples, cross-cultural competence

☐ Fair
☐ Good
☒ Excellent
☐ Outstanding

Listening skills

Paraphrasing, asking questions, summarizing, nodding, smiling

☐ Fair
☒ Good
☐ Excellent
☐ Outstanding

Presentation skills

Public speaking, confidence, learning styles, engaging audience

☐ Fair
☒ Good
☐ Excellent
☐ Outstanding

Networking

Approaching people, building rapport, following-up, maintaining relationships

☐ Fair
☐ Good
☒ Excellent
☐ Outstanding

Teamwork

Collaboration, participation, commitment, problem solving

☐ Fair
☒ Good
☐ Excellent
☐ Outstanding



Save and Find a Mentor/Mentee

Spend a couple of minutes rating yourself on the listed skills. Completing this step is important to generate good matches.

This will not be displayed in your profile for others to view.