

Project HELP! About the notice of the result of mentor application etc.

2017 Autumn and Winter Term

We will inform you of the result of your application October 17th (Tue) – 19th (Thur) via e-mail.

When you have been selected as mentor, you need to do **【1】** & **【2】** below, so prepare for them by the time you submit the application, thank you.

【1】 Log-in and input of your information on “MEnTOR” system

Due date: Noon of October 23th (Mon)

In parallel with the notice, your account will be made by October 20th (Fri) 12:00. An auto-mail will be sent to your e-mail address with URL for activation and URL for log-in.

What to do for preparation:

Make sure that you can receive e-mails from: no-reply@projecthelp.osaka-u.ac.jp

For further information, see the file “MEnTOR system induction sheet” on the next page.

【2】 Attendance to the orientation and mentor training

*Confirm your attendance by sending an e-mail to endou-m@office.osaka-u.ac.jp (Project HELP! administrative staff, Miki Endo) **by Noon of October 23th (Mon)**

Date: October 29th (SUN) 9:00-17:30 (reception time 8:45 – 9:00)

Venue: Interdisciplinary Research Building, Toyonaka campus, Osaka University. (No 91. of the campus map below)

http://www.osaka-u.ac.jp/en/access/ja/access/files/campus_map_toyonaka_A4.pdf

What to do for preparation:

Set aside the day in your schedule beforehand.

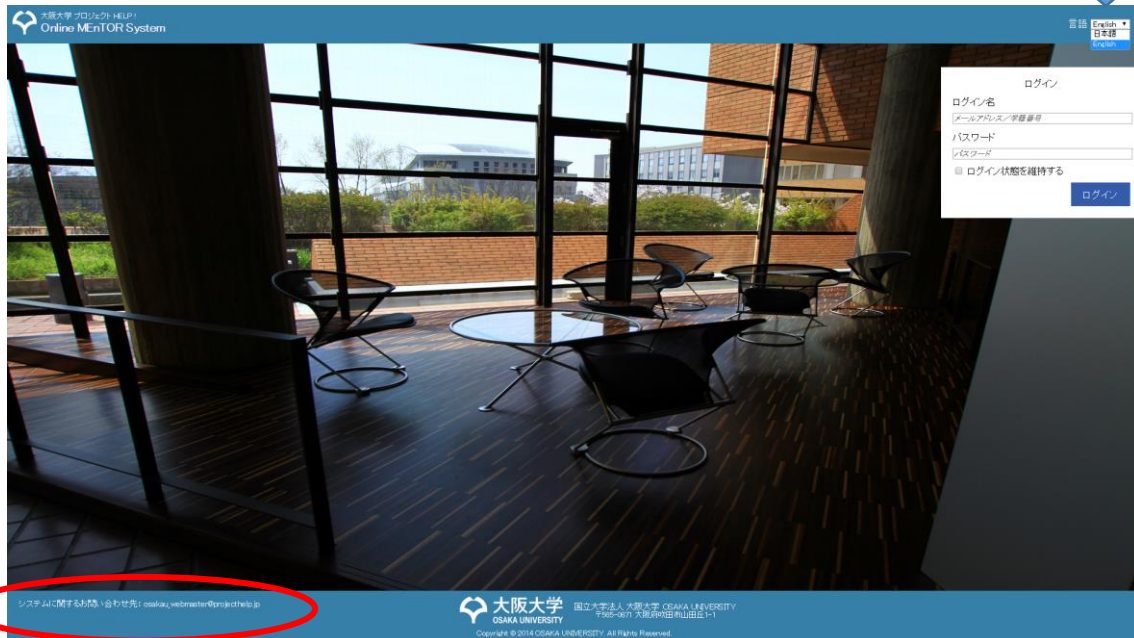
You will find further information of the orientation and the mentor training in the end of this document.

Project HELP! MENTOR system induction sheet

Welcome to MENTOR system, designed for this project.
You will soon be able to access and log in the system with:

<https://www.osaka-u.sys.projecthelp.jp>

You can switch the languages
(Japanese/English) here.

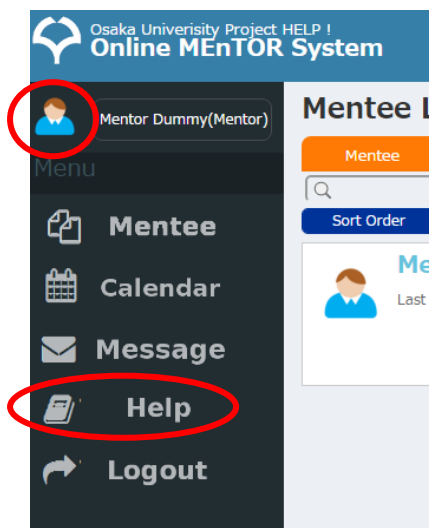


If any problems with the system occur, send an e-mail to:
osakau_webmaster@projecthelp.jp (Project HELP! system staff)

1. An auto-mail from no-reply@ciece.osaka-u.ac.jp will be sent to you latest by October 20th (Fri) 12:00.

Your account will be activated automatically, so you can just log in the system.
Please log in the system by using your e-mail address and the password that you can find in the auto-mail.

2. Check and edit your profile **by noon of October 23th (Mon)**.



To go to your profile page, click the icon on the upper left first.

A manual for this system will appear by clicking "Help" on the sidebar.

Click “Edit” tab if you want to edit your profile.

Osaka University Project HELP
Online MENTOR System

Language: English

Mentor Dummy (Mentor)

Menu

- Mentee
- Calendar
- Message
- Help
- Logout

Your Profile

Mentor Dummy

Name (Alphabet): Family Name: Mentor First Name: Dummy

Department/Faculty: Faculty School of Letters

Gender: Male Female

Day of Birth: 1996/04/01

Country: USA

Mail Address: dummy_mentor@ciee.osaka-u.ac.jp

Tel: 090-1234-5678

Image: ファイルを選択 | 選択されていません

Mentoring Date/Time:

1st Choice	Monday	1st Period	08:50 - 10:20	Toyonaka	Required
2nd Choice	Thursday	3rd Period	13:00 - 14:30	Toyonaka	Required
3rd Choice	Tuesday	5th Period	16:20 - 17:50	Toyonaka	Required
4th Choice					
5th Choice					

System support : osakau_webmentor@ciee.osaka-u.ac.jp

大阪大学 OSAKA UNIVERSITY Yamada-ku, Suita City, Osaka Prefecture 565-0871 Copyright © 2014 OSAKA UNIVERSITY. All Rights Reserved.

“Mentoring Date/Time and Place” cells have been already filled in according to what you declared in your application form. **Please do not change here.**

To save what you have edited, click “Change” button.

Project HELP! Orientation and Mentor Training Course

- Date: October 29 (SUN) 9:00-17:30 (reception time 8:45 – 9:00)
- Venue: Interdisciplinary Research Building, Toyonaka Campus
- What to bring: your student ID, your timetable scheduling for lectures at Osaka University and writing materials

*This is a must-attend orientation and training course

*No. 91 of the map below.

* The Inter-Campus Shuttle Bus is NOT AVAIRABLE on that day.

* If you have calendar of your faculty events (Gakunenreki), please take it with you, too.

Toyonaka campus map



Interdisciplinary Research Building
Located next to the convenient store “Lawson”
 (“Lawson” is close on that day)

