

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

2018 Autumn and Winter Term

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

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

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

Due date: Noon of October 22 (Mon)

In parallel with the notice, your account will be made.

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@ciee.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 projecthelp@ciee.osaka-u.ac.jp. (Project HELP! administrative staff) **by Noon of October 22 (Mon)**

Date: October 27th (Sat) 9:00-17:30 (reception time 8:45 – 9:00)

Venue: Convention Center, Suita campus, Osaka University. (No 2. of the campus map below)

<http://www.osaka-u.ac.jp/en/access/suita>

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.

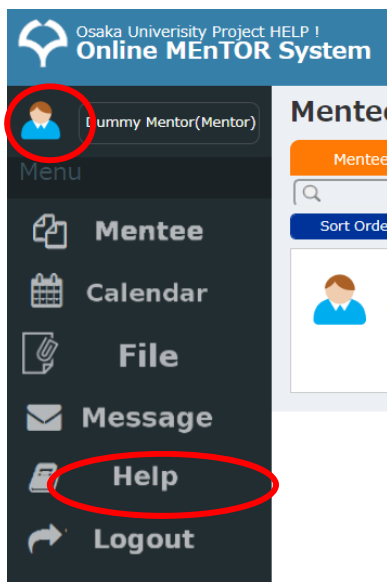


If any problems with the system occur, send an e-mail to:
osakau_webmaster@projecthelp.jp (Project HELP! system staff)

1. An auto-mail from no-reply@ciee.osaka-u.ac.jp will be sent to you latest by October 19th (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 22 (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.

The screenshot shows the 'Your Profile' page for a mentor named 'Mentor Dummy'. The page is divided into several sections:

- Header:** 'Osaka University Project OSEP Online MENTOR System' and 'Language English'.
- Navigation:** 'Mentee', 'Calendar', 'Message', 'Help', 'Logout'.
- Profile Information:**
 - Name (Alphabet): Family Name: Mentor, First Name: Dummy
 - Department/Faculty: Faculty_School of Letters
 - Gender: Male (selected)
 - Day of Birth: 1966/04/01
 - Country: USA
 - Mail Address: dummy_mentor@oies.osaka-u.ac.jp
 - Tel: 090-1234-5678
- Image:** A placeholder for a profile picture with a 'Public' button.
- Mentoring Schedule:** A table with columns for '1st Choice', '2nd Choice', '3rd Choice', '4th Choice', and '5th Choice'. Each row contains a day, period, and location (Toyouka). The 'Change' button at the bottom of this section is circled in red.

A green arrow points to the 'Change' button. A green cloud highlights the mentoring schedule section.

“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 27 (Sat) 9:00-17:30 (reception time 8:45 – 9:00)
- Venue: Convention Center, Suita 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. 2 of the map below.

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

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

Suita campus map



Convention Center

On the other side of the bus terminal HANDAI-HONBU-MAE, you will see a walkway. Go up the walkway, and you will find the Convention Center in front of you.

