

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

2019 Spring and Summer Term

We will inform you of the result of your application from April 16th (Tue) – 18th (Thu) via e-mail.

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

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

Due date: Noon of April 19 (Fri)

In parallel with the notice of the result, 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@ciece.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@ciece.osaka-u.ac.jp. (Project HELP! administrative staff) **by Noon of April 19 (Fri)**

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.



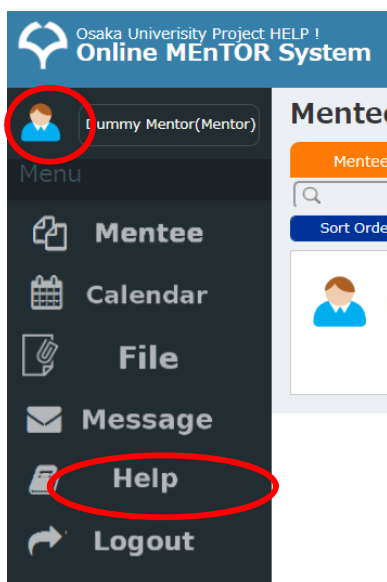
If any problems with the system occur, send an e-mail to:

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 April 19th (Fri) 12:00. If you do not receive the auto-mail, please check your mailbox for junk e-mails first and then contact us (projecthelp@ciee.osaka-u.ac.jp) ASAP.

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 April 19 (Fri)**.



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 displays the 'Your Profile' page for a user named 'Mentor Dummy'. The page is divided into several sections:

- Header:** Osaka University Project HELP Online MENTOR System, Language: English.
- Left Sidebar:** Menu, 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: 1996/04/01.
 - Country: USA.
 - Mail Address: dummy_mentor@oee.osaka-u.ac.jp.
 - Tel: 000-1234-5678.
- Image:** Profile picture upload area.
- Mentoring Date/Time:** A table with 5 rows (1st to 5th Choice) and 5 columns (Day, Period, Location, Required, Public). The table is pre-filled with data: 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 (empty), 5th Choice (empty).
- Buttons:** 'Change' and 'Cancel' buttons at the bottom right.

“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: April 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.

