

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

2019 Autumn and Winter Term

We will inform you of the result of your application from October 15th (Tue) – 17th (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 October 18 (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 mentioned on your application form 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 18 (Fri)

Date: October 26th (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.



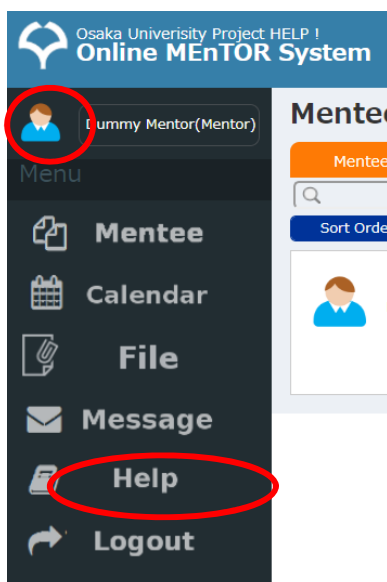
If any problems with the system occur, send an e-mail to:

osakau_webmaster@projecthelp.jp (Project HELP! system staff)

1. An auto-mail from no-reply@ciece.osaka-u.ac.jp will be sent to you latest by October 17th (Thu). If you do not receive the auto-mail, please check your mailbox for junk e-mails first and then contact us (projecthelp@ciece.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 October 18 (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.

Osaka University Project HELP
Online MENTOR System

Language: English

Mentor Dummy(Mentor)

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@oee.osaka-u.ac.jp

Tel: 000-1234-5678

Image:

Choice	Day	Period	Place	Action
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 : osaka_u_webmentor_1.0.0

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 26 (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.

