

Project HELP! Notification of the result of mentor application etc.

2021 Spring and Summer Term

**We will inform you of the result of your application from April 12<sup>th</sup> (Mon) – 15<sup>th</sup> (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 16 (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](mailto:projecthelp@ciee.osaka-u.ac.jp) (Project HELP! administrative staff) by Noon of April 16(Fri)**

Date: April 24<sup>th</sup> (Sat) 9:00-17:30 (The specific time is undecided yet.)

What to do for preparation:

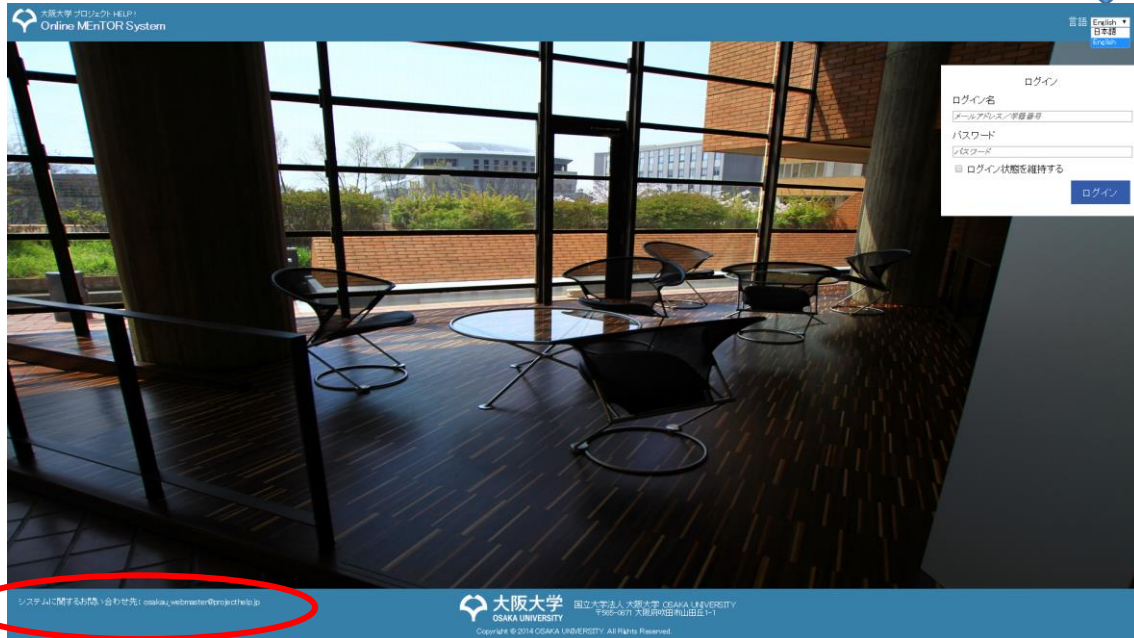
- Set aside the day in your schedule beforehand.
- A good internet connection

# 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.

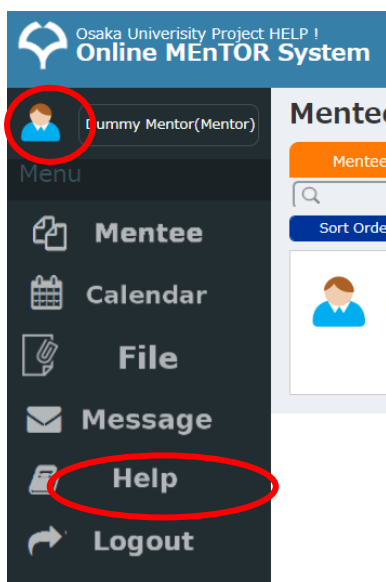


If any problems with the system occur, send an e-mail to:  
[osakau\\_webmaster@projecthelp.jp](mailto:osakau_webmaster@projecthelp.jp) (Project HELP! system staff)

1. An auto-mail from [no-reply@ciece.osaka-u.ac.jp](mailto:no-reply@ciece.osaka-u.ac.jp) will be sent to you latest by **April 15<sup>th</sup>** (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](mailto: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 April 16 (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.
- 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@ciee.osaka-u.ac.jp.
  - Tel: 090-1234-5678.
- Image:** Placeholder for profile picture.
- Mentoring Schedule:**

Choice	Day	Period	Place	Status	
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					
- Buttons:** 'Edit' (circled in red), 'Change' (circled in red), 'Cancel'.

A green arrow points to the footer area, which includes the Osaka University logo and contact information.

“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 24 (Sat)

The mentor training course and the orientation are held online, and the details will be noticed to the successful applicants from the Project HELP! Office.