

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

2021 Autumn and Winter Term

We will inform you of the result of your application from October 18 (Mon) – 20 (Wed) 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: October 21 (Thu), Japan Time

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@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 October 21(Thu), Japan Time**

Date: October 30 (Sat) 9:00-17:30 (The specific time is undecided yet.)

What to do for preparation:

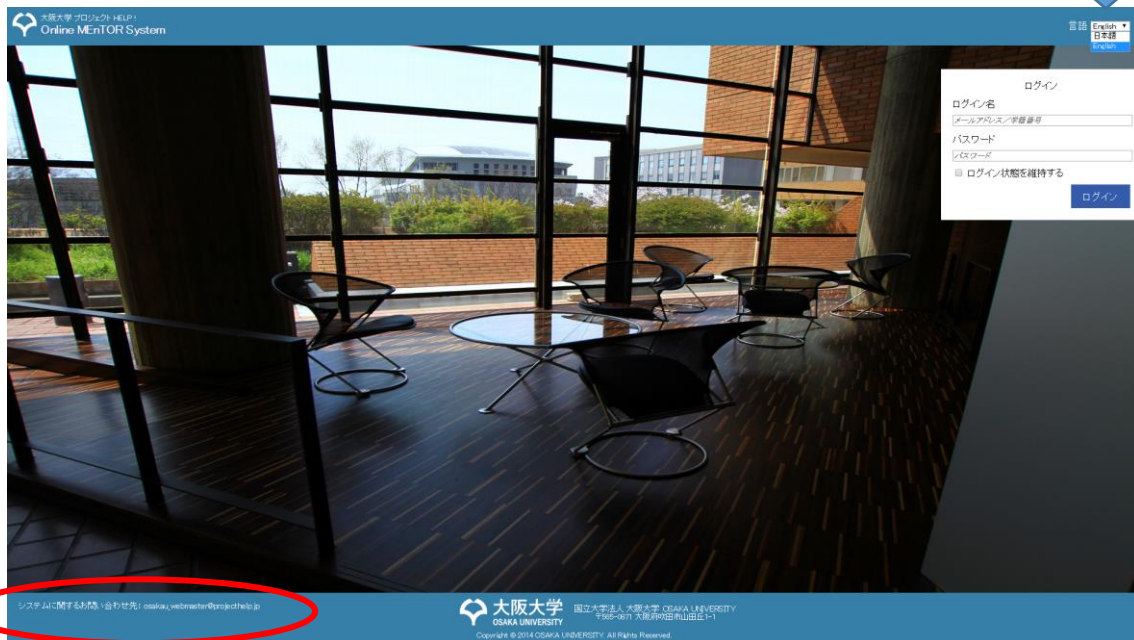
- Set aside the day in your schedule beforehand.
- A good internet connection

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.

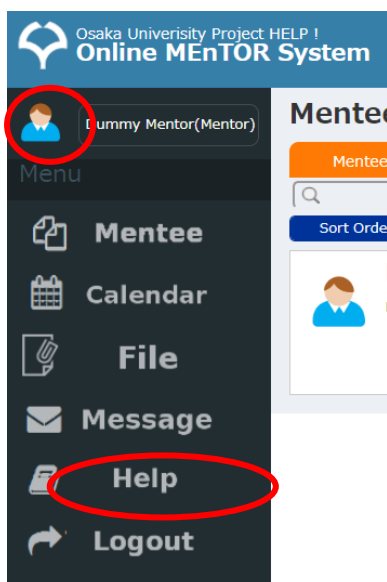


If any problems with the system occur, send an e-mail to:
osakau_webmaster@projecthelp.jp (Project HELP! system staff)

1. An auto-mail from no-reply@ciee.osaka-u.ac.jp will be sent to you latest by **October 20** (Wed). 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 October 21 (Thu), Japan Time.**



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 2nd Choice: Thursday 3rd Period 13:00 - 14:30 Toyonaka 3rd Choice: Tuesday 5th Period 16:20 - 17:50 Toyonaka 4th Choice: 5th Choice

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

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“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 30 (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.