

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

2023 Autumn and Winter Term

**We will inform you of the result of your application from October 11<sup>th</sup> (Wed) – 13<sup>th</sup> (Fri) 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 17 (Tue)**

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 October 17 (Tue)**

Date: October 21<sup>th</sup> (Sat) 9:00-17:30

What to do for preparation:

- Keep the day open for the orientation and mentor training.

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.



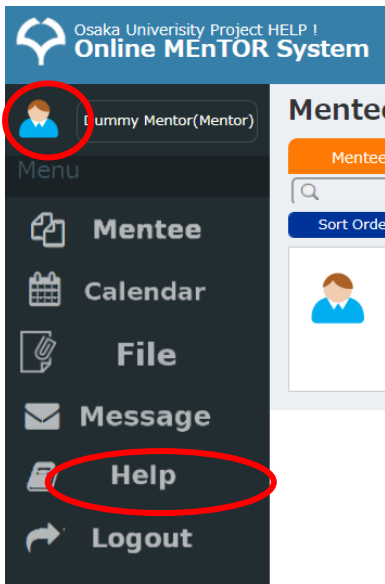
If any problems with the system occur, send an e-mail to:

[osakau\\_webmaster@projecthelp.jp](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 **October 13(FRI)**. 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.

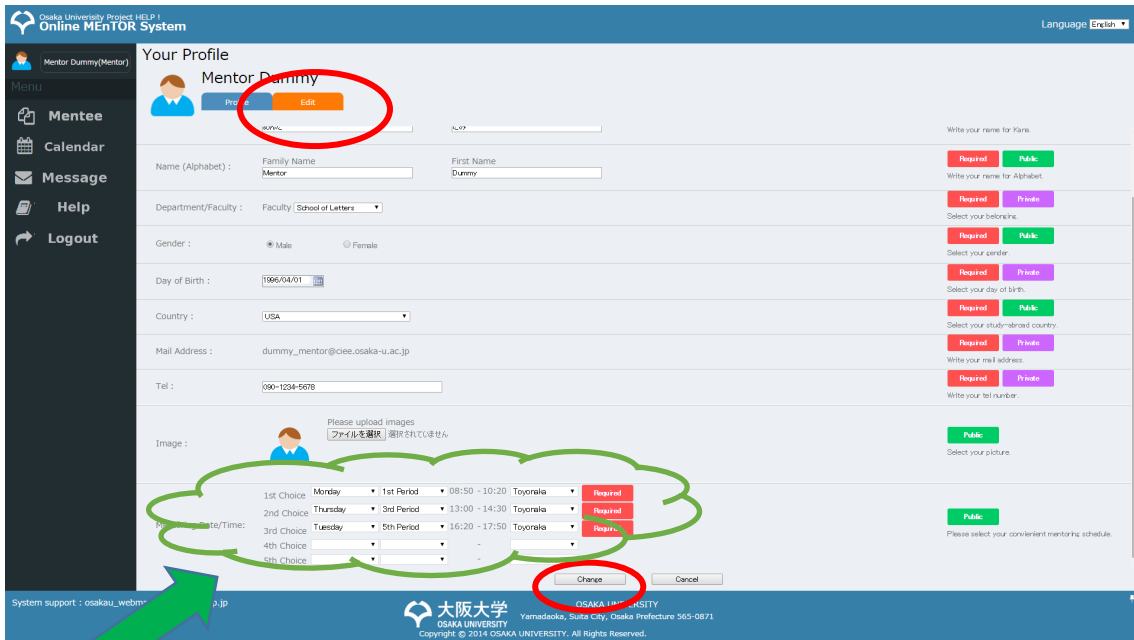
2. Check and edit your profile **by October 17 (TUE)**.



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.



“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 21 (Sat) , Morning and Afternoon
- Venue: Convention Center, Suita Campus
- What to bring: your student ID, your timetable scheduling for lectures at Osaka University and writing materials
- \* Participation in the orientation and the mentor training is mandatory.
- \* 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.

