

AUB Alumni Mentoring Platform – User Guide

aub.firsthand.co





The next generation of AUB alumni is asking for your help

Why join?

- Give back in an impactful way – offer your time and talent to help the next generation of alumni get their start
- Easily, on your own time – give back whenever and how often you want, on topics you know well
- With your privacy protected – we don't share your contact info

Register as an advisor



- Visit aub.firsthand.co, click **'GIVE ADVICE,'** and click “Log in with your Network ID”
- Either log in with your email address and password or click “First time login” if you’ve never logged in before



First, register for the AUB Alumni Online Community



- If you've never logged in before and need to register, click "First time login"
- Enter your first and last name (as it was when you were at AUB) and press "FIND>>"
- Select your name and press "NEXT"
- To complete registration, enter your AUB ID and press "VERIFY".

Registration

There's a chance AUB Online Community already has your information on file. Please enter the appropriate information below and click "Find."

First Name:
Daniel

Last Name:
Bliss

FIND >>

Registration

First Name>Last Name:City: State:Major:

Daniel Bliss Beirut

NEXT

Registration

Enter your Login ID in the box below and click "Verify". If you do not know your Login ID please [contact support](#).

ID Number:
N00002371

VERIFY

***Note:** If you do not remember your AUB ID, email Justin Tessier at tessier@aub.edu or select the "contact support" option.*

First, register for the AUB Alumni Online Community



- Once you are registered, you can login and view your profile by visiting the link below and entering your email and the password you create for the community.
<http://alumni.aub.edu.lb/MyProfile>
- Registered users can also login using their social media accounts by selecting the icons on the Login/Logout Page.
- If you do not remember your password, select the “Reset My Password” option and enter the email address you used to set up the account

Login/Logout

If you are already registered, please log in with your information below. If you have not yet registered and would like to do so, please [click here to begin the process](#).

Email Address:

Password: [Reset My Password](#)

Remember My Username

LOGIN [First Time Login](#)

Or, Login With Another Account

[f](#) [in](#) [t](#) [g](#) [y!](#)

Reset Password

In the space below, enter the email address that you have registered with the Online Community. An email message will be sent to this email account containing a link to reset your password. This Reset Password link will be good for 72 hours.

The message will come from the email address noreply@imodules.com. If you have any spam-blocking software in place that refuses emails from unknown sources, please make sure you add this address to your trusted senders to make sure the email reaches you.

Enter email address:

RESET MY PASSWORD >>

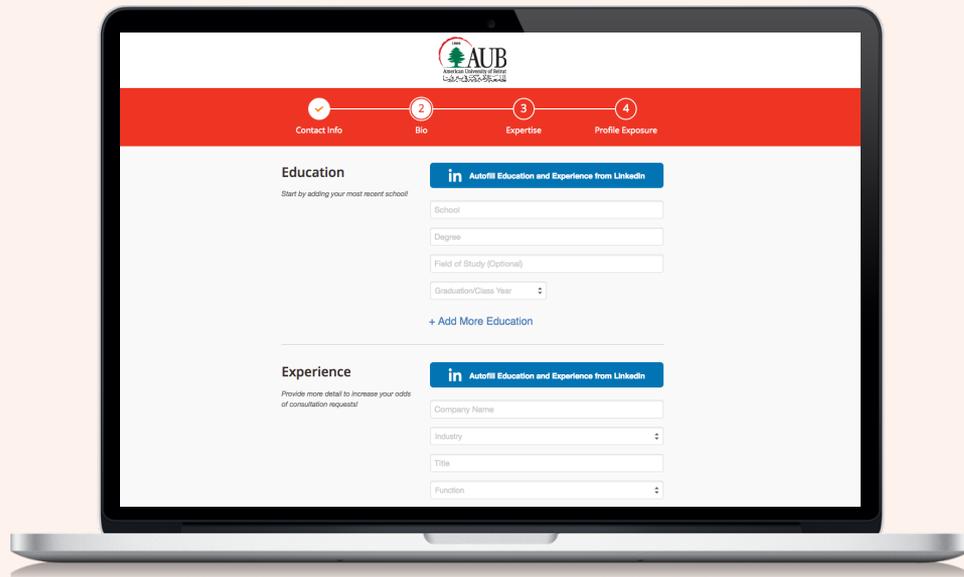
Note: This is not recommended if you use a computer that may leave your email account accessible by others.

Note: If you no longer have access to the email on your account, email Justin Tessier at tessier@aub.edu or select the “contact support” option, and we will update your email address.

Continue your registration to be an advisor



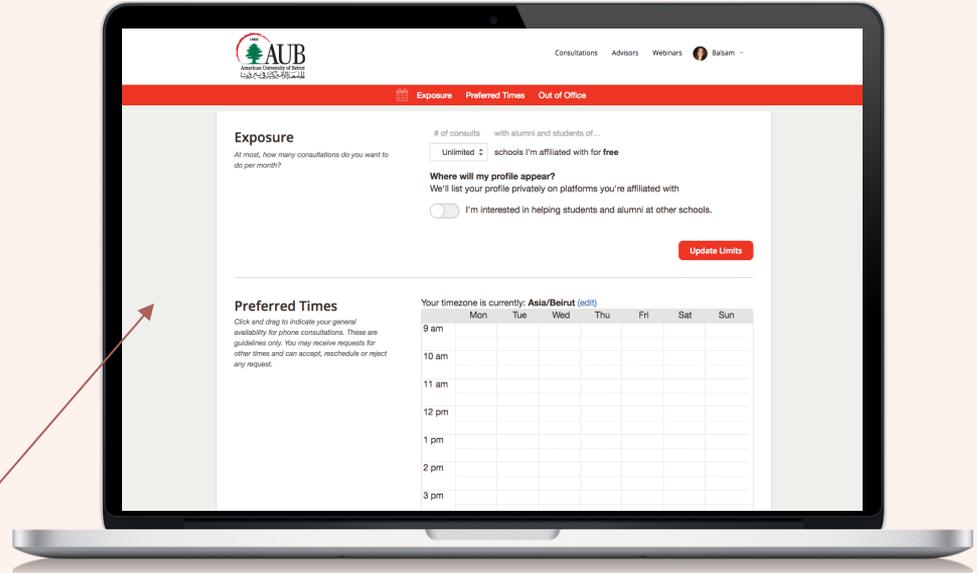
- Once you've logged into the AUB Alumni Online Community, you'll be transferred to registration form for the Alumni Mentoring Platform
- Complete the registration process. If you import your LinkedIn profile, registration can take as little as two minutes
- Once your profile is created, advisees can view your profile and request consultations with you
- Sign in at any time to make changes to your account



Manage your profile



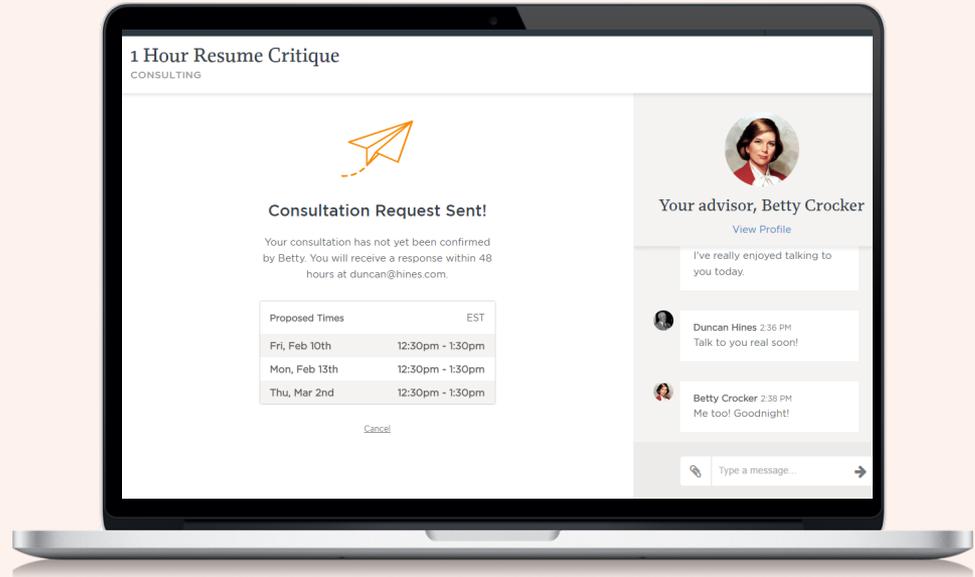
- Log into your account to:
 - Change your profile (add positions, a summary section, descriptions etc.)
 - Manage your past and upcoming consultations (accept meeting times, reschedule consultations, give feedback to your advisee etc.)
 - Adjust your profile exposure (set an out of office, set a monthly consultation limit, enter your preferred meeting times etc.)





Connect with advisees

- When an advisee requests a consultation with you, you will receive an email and a text message (if you've opted in to SMS notifications)
- Accept one of the times suggested or request new consultation times that work better for you
- Use your consultation page to find dial-in information for your call, send messages to your advisee, upload files, or reschedule a consultation



FAQ



- **What type of advice can I offer?**

You are welcome to provide any career-related advice that you think is relevant to your advisee. Whether they are interviewing for a job or internship, applying to graduate school, or learning about a specific industry, advisees want your unique perspective. Advisees are responsible for outlining what type of information they are seeking. Feel free to ask your advisee for additional clarification in advance of the conversation.

- **Will the advisee be able to see my name, phone number or email address?**

No, your name, phone number, or email address are never shared with the advisee as all communication is routed through your consultation homepage.

- **Where on my profile can I outline how I can be most helpful to advisees?**

We recommend filling out the summary at the top of your profile ("Summarize your background and expertise") as well as filling out details related to the type of consultations you are willing to offer (career conversations, resume reviews, and/or mock interviews). Generally, the more detail the better.

Tips for a successful consultation



Meeting Requests

- You will receive an email from the platform that will have some suggested meeting times and will also include details about the type of advice the advisee is looking for (e.g., informational interview for investment banking). Once you accept the meeting request for a specific time, the AUB Alumni Mentoring Platform will send you a calendar invitation.

Preparing for Your Meeting

- We recommend you prepare as you would for any professional meeting. You can contact your advisee in advance of the meeting through the consultation homepage (accessible on your advisor profile) if you have specific questions on what they would like to cover (e.g., types of investment banking interviews they want to focus on) or if you want them to forward additional files to your attention. All information will be shared through this consultation page and we will notify you by email if the advisee contacts you.