Kintell Mentor Guide

Career Transition Mentoring
Welcome to Career Transition Mentoring on Kintell. This manual takes you through all the key concepts you need to know as one of our Kintell advisors (mentors).

How do I become an advisor in the group?
To become an advisor in the Career Transition Mentoring Group, all you need to do is sign up to the group and create your card.

Who can join as an advisor?
This group is reserved for UNSW Canberra and UNSW alumni who are current or former defence force personnel. Anyone who meets the above criteria and who has something to teach or provide advice on can sign up to the group as an advisor. We are encouraging all alumni who join the group to create a card and become an advisor as we believe that everyone has something to valuable to share. However, we will ask those alumni who are joining the group with the intention of receiving mentorship during their transition to identify themselves as mentees on their cards.

How do I join the Career Transition Mentoring Kintell Group as a mentor?

Step 1. Join Kintell
If you don’t have a Kintell account, please visit this page and join the platform.

- **URL:** [https://kintell.com/g/career-transition-mentoring/join](https://kintell.com/g/career-transition-mentoring/join)
- **Mobile verification:** In order to meet a high standard of cyber security Kintell verifies your mobile number upon joining Kintell. Kintell also sends you SMS reminders about your upcoming bookings.

If you already have a Kintell account, please first log in to your Kintell account, and then visit the above URL. Please do not try to join Kintell again.
Joined the group? Go to step 2
STEP 2. Verification details

In order to begin using the CTMP group, you’ll need to supply some verification details shown below.
Submitted the verification details? Go to step 3

STEP 3. Verification in progress...

We’ll send your details to the group admin for verification. Meanwhile, you can browse the group for ideas on how to draft your advisor profile.
Kintell will email you once the group admin verifies your details

STEP 4. Welcome to the group

Once the admin verifies your identity, we'll notify you with the email below and give you full access to the group which means you can book advisors in the group and/or become an advisor in the group yourself :)

You're verified, what's next?

Hi James, you now have full access to the Career Transition Mentoring group. Woohoo!

What can I do now?
- Make yourself visible in the group by publishing a Group Card.
- Book anyone in the group for 1-1 video session!
- Learn more about how things work in the Kintell FAQs ;)

GO TO YOUR GROUP

Verified by admin? Go to step 5
STEP 5a. Create your Group Card

To become an advisor in the Career Transition Mentoring group, create a ‘group’ card from ‘My Cards’ section of your dashboard.

If you joined using Linkedin, we use your Linkedin photo for your avatar (no need to upload a photo).

Created the card? Start drafting :)
STEP 5b. Draft your Group Card

Now you can draft your group card(s). You can draft and publish multiple cards on different topics.

Don’t forget to add your LinkedIn profile :)
STEP 5c. Availability settings

Decide on the times you’re available to take bookings. You can also sync your digital calendars with Kintell. Once availability is set, the learners can book you directly OR the admin can facilitate a booking on your behalf based on your settings.

Done drafting? Click ‘Preview’ to see how it looks!
STEP 6. Publish your Group Card

Happy with everything? Press ‘Publish’ and your card will go to the Kintell team for review. You will be notified shortly by email once the card is published.

Welcome to Career Transition Mentoring!