PeopleGrove – Signing up (Mentor)

Signing up – Quick start (detailed version follows below).

- Go to the homepage (https://paceconnect.peoplegrove.com/)
- Click the "Join The Mentoring Program" button
- Select Pace University ID as the login method
- Join as a "Mentor"
- Proceed through the steps and fill out your background info
- Check the “I agree...” checkbox and digitally sign the Agreement

You’ll receive an email once your account has been approved.

Signing up – Step by Step (detailed version).

- Go to the homepage (https://paceconnect.peoplegrove.com/)
- Click the "Join The Mentoring Program" button
Select “PACE UNIVERSITY ID” as login method:

Select “Mentor”, click “Continue”: 
**Filling in your details.**

After selecting “Mentor” a series of 8 screens will prompt you for details about yourself, your interests and let you set your preferences. A progress indicator shown below, indicates remaining sign up screens.

**Your Education:**

- Please fill out all fields and click “Continue”
My Quick Bio.

Please add a photo of yourself (required):

- Click on the “person” icon
- Either click on the camera icon to take a picture,
- OR upload one by clicking on any of the social media icons,
- OR upload one from your computer
My Quick Bio (continued):

- After adding your photo, add details to the remaining fields and click “Continue”
My Preferences.

• Indicate if available for “Career Conversations”
• Select the maximum number of meetings you wish to be available per month (these preferences can be updated any time from within “My Preferences” found under your icon top right of the homepage)
• Click “Continue”
**Happy to Chat About.**

- Please answer with as much detail as you wish to share as this will help suggest ideal Proteges from the pool
- Text fields have “predictive search” e.g. typing in just “engin” will return an “Engineering” checkbox
- Click “Continue”
More About Me.

- Please add more of your details here
- Click “Continue”
**My Career Communities.**

- Joining “Career Communities” provides opportunities to connect to tailored industry resources and programs
- Set visibility
- Click “Continue”
**SMS Notifications:**

Set these now, or later from ”My Preferences” (see below):

![SMS Notifications screenshot](image)

**Notifications (setting up from profile once signed up):**

- Click on your icon at top right of menu bar
- Click ”My Preferences”
Agreements.

After "SMS Notifications, the Agreements screen is the last screen of the sign up.

1) Read and scroll down the “Professional Responsibility Agreement” and
2) At the very bottom, check “I have read the entire agreement above”
3) Sign with your preferred choice (draw or type)
4) Click “Next”
Submission confirmation screen.

A member of the admin team will be notified of your submission and review your details to confirm your account.

Add more details (optional).

- To add to your profile, click on “Enhance Your Profile”
- To update your preferences, click on “Update Preferences”
Next Steps.

If you would like further information, please visit “About Pace Mentoring” from the link on the landing page, or reach out to the team at pacementoring@pace.edu.

Thank you!

Pace Mentoring Team,
Human Resources,
Pace University.

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