



Center for Experiential Learning Alumni Mentor Guide

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ALUMNI MENTOR PROGRAM

This program is designed to replace/update the ACORN program. This is a web-based system where Keuka alumni can post information for participation in various KEUKA Mentor Activities. This is a joint program between Center for Experiential Learning and the Office of Alumni and Family Relations.

To serve as a Keuka Mentor access the following website: www.keuka.edu/stormtracker
Once the page appears click on the **Alumni Mentors** link.

1. New Users- Registration: If you are not a current user:
Click on the "Click here to Register" link.
Complete the registration profile, including the following sections:

Personal Information:

- This section includes pertinent contact information needed for registering as a mentor. All required fields are marked with an asterisk.
- Allow Student Contact: select Yes if you wish to allow students to contact you directly. If you select Yes, you must also make a selection under "Show Contact Method."
- Show Contact Method: select Anonymous or Show Contact Info. Anonymous will prevent students from seeing your actual contact information but will allow them to submit an email to you through the system. The email you receive will be from the students email address so that you may reply directly to the student. Anonymous will send to your primary email address unless you specify to use your alternate email address below.
- Student/ Mentor Contacts: Enter the number of students you want to be able to contact you per month.

Employment Information:

- The fields above Previous Jobs all refer to your current job and employer information. Students will be able to see and search by these fields.
- All fields including and below Previous Jobs refers to any previous jobs the mentor has had and also any advice, expertise, and hobbies you want the student or mentee to know about. Students will be able to see and search by these fields.

Education and Additional Information:

- The Education section is available for you to list what degrees, including your Keuka degree, you have received.
- The Additional information section is where you will list your co-curricular activities while at Keuka, and the mentor activities that you are interested in.
- Hold down CTRL to select more than one option. To deselect an option, hold down CTRL and click on the option that should be deselected.

Mentor activities include:

Mentor

Field Period housing

Volunteer for Enrollment Management/Admissions

Present to students in a classroom setting

Speaker at college sponsored events

Email networking with students

Speaker at a student club meeting or program

Field Period opportunity

Host a regional event

Mock interview

Alumni midlife transition planning

Conduct information interviews

Alumni job search

Click the **SAVE** button to complete the registration process.

NOTE: After registration is completed your record will have a Pending status until an administrator activates the record. Once the record is activated your profile will be available for viewing.

2. Existing users – Log into system using your Username and Password

As a mentor you can login to update your profile. When you log in, the profile is displayed in edit mode, which means you can immediately make any changes you want, and click save to activate the changes for viewing.

For additional information to log into the Storm Tracker system to post job opportunities, or to search job opportunities please contact the staff in the Center for Experiential Learning.

Keuka College, Center for Experiential Learning

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