Logging Sessions



How to Log Mentor Sessions

TAKE STOCK WEBSITE

- 1. Visit: <u>https://tsicmentorapp.org/login</u>
- 2. Enter your email that we have on file and the password: Welcome123
 - You may change your password if you'd like.
- 3. Refer to the blue column on the left side of the screen- click "Log a Session".
- 4. Click the orange "Log a Session" button in the upper right corner.
- 5. Enter all the information on the screen.
- 6. Click "Save".

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 a Dashboard a Session Management b Scheduling 	Mentor LOGGED SESSIONS						_		Session
Confirmed Completed	Mentee	Title	Date	Time Duration (minutes)		Method/Locatior		Туре
Log A Session ~ Criat/Video • Mentee									
Staff Resources									
≈ Message Center ≈ Mentor Toolkit ≈ App Help								•	
≈ Dashboard ∞ Session Management	Mentor LOG A SESSION							8	() ()
Scheduling Confirmed	Log a Session								
Log A Session	Note								
Mentee Staff	Choose a Mentee * Select a mentee								•
 ∞ Message Center ∞ Mentor Toolkit 	Date *				Session Duration	*			•
≃ App Help ≈ Update Password	Session Method/Location Select an option			•	Session Type*	n			•
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TSIC MENTOR APP

- 1. Download the TSIC Mentor App on your Android or Apple device.
- 2. Open the app and select "Log in as Mentor".
- 3. Enter your email and password.
- 4. Select "Log a Session".
- 5. Click the orange "+" button in the lower right corner.
- 6. Enter all the information.
- 7. Click "Log a Session".



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