

Operation Manual of Mentor Indication System

Welcome Message

Welcome to the Faculty of Science! As a new member of this big family, you must be really excited to explore everything you'd like to know about your study and life at HKBU Science. We know for sure that you can use some help from us --- here we present to you the Mentorship Scheme.

*** Mentorship Scheme**

In order to help all new students to adapt to university life, which can be very different from your previous high school life, an academic staff member from one of our departments will be assigned to serve as an advisor or resource person, known as a Mentor, for your study at HKBU.

*** What does a Mentor do?**

The mentor will meet regularly with students in an informal small group settings (4-5 students) or individually to provide advice on academic, personal, social and/or other issues during your first year of study. He/she can also brief you on University regulations and policies as well as to receive complaints and suggested improvements from you.

*** Why do you need a Mentor?**

The mentor can assist you:

- To adapt to University Life and Learning smoothly and efficiently
- To set and develop attainable academic and personal goals in your University studies
- To identify your Major study programme that fit your interests and abilities
- To formulate your career goals and career paths
- To apply for various scholarship and student exchange schemes which require recommendations from instructors/mentors

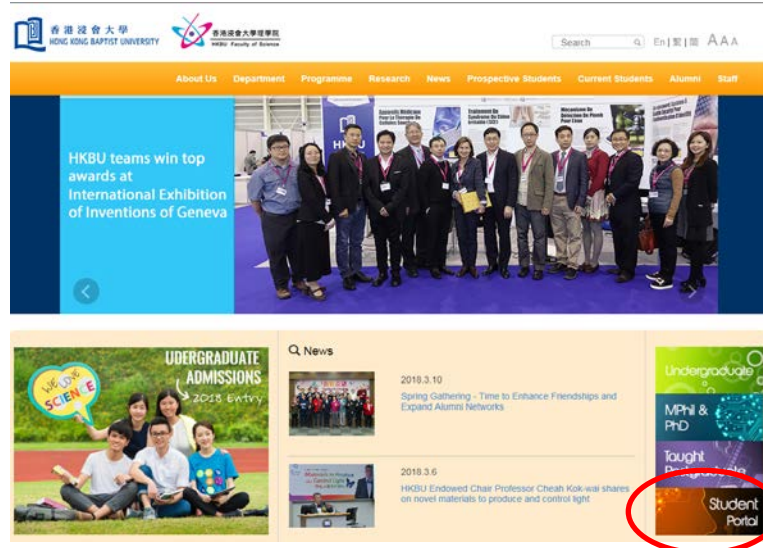
*** Choose your Mentor!**

You have to do this through an online system, please follow the steps below:

Special Note

1. System opening date: 31 August 2018 (Friday)
2. Mentor indication deadline: 14 September 2018 (Friday)
3. Notification date on assignment of mentor: on or before 27 September 2018 (Thursday)
4. Please make sure you SUBMIT the choice on or before the deadline. Otherwise, a mentor will be randomly assigned to you.
5. If your choice is only SAVED AS DRAFT, it is regarded as an incomplete process. Therefore, a mentor will be randomly assigned to you.
6. If you do not want to make any indication on preferred department, you can choose "No Preference (a mentor will be randomly assigned)"
7. If your choice is "I do not want to participate in the Mentorship Scheme (no mentor will be assigned)", no mentor will be assigned to you.

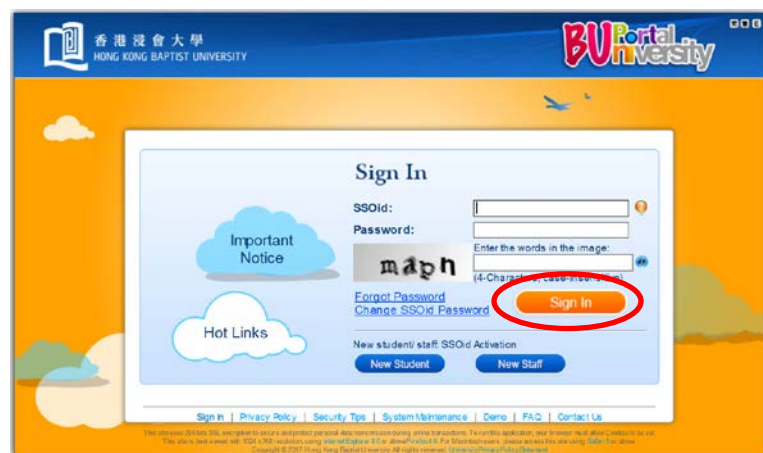
1. Go to website of “HKBU Faculty of Science” at <http://www.sci.hkbu.edu.hk> and click “Student Portal”.



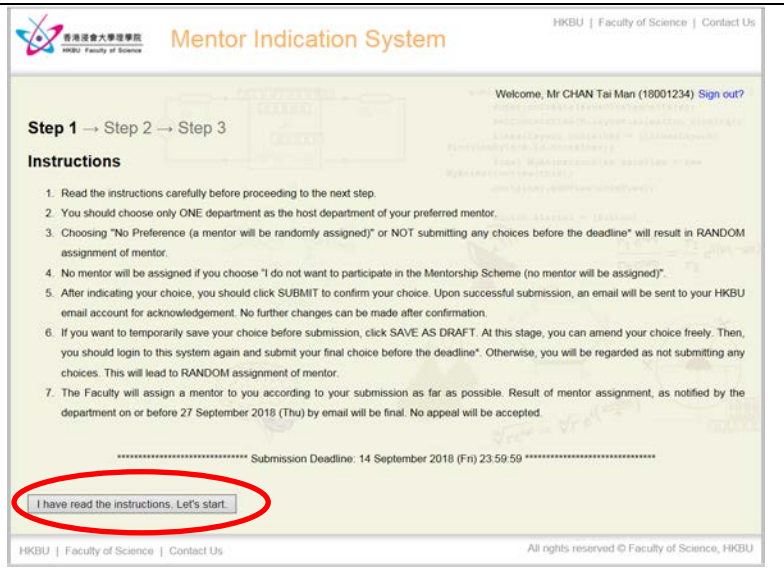
2. Click “Mentor Indication System” at <http://cyone.sci.hkbu.edu.hk/portal/>.



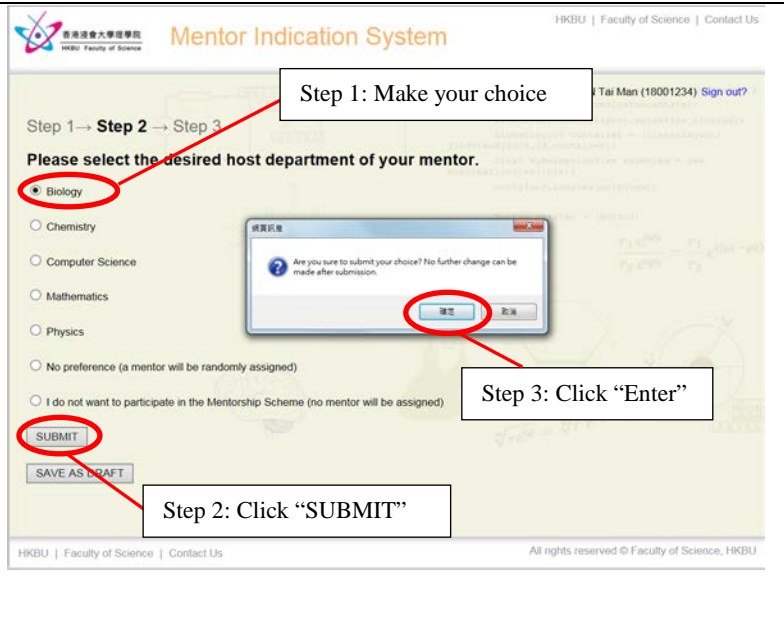
3. You'll arrive at the login page. Type in your SSOid and password, then click “Sign In”.



4. Read the instructions carefully before getting started. When you are ready, click the button to begin.

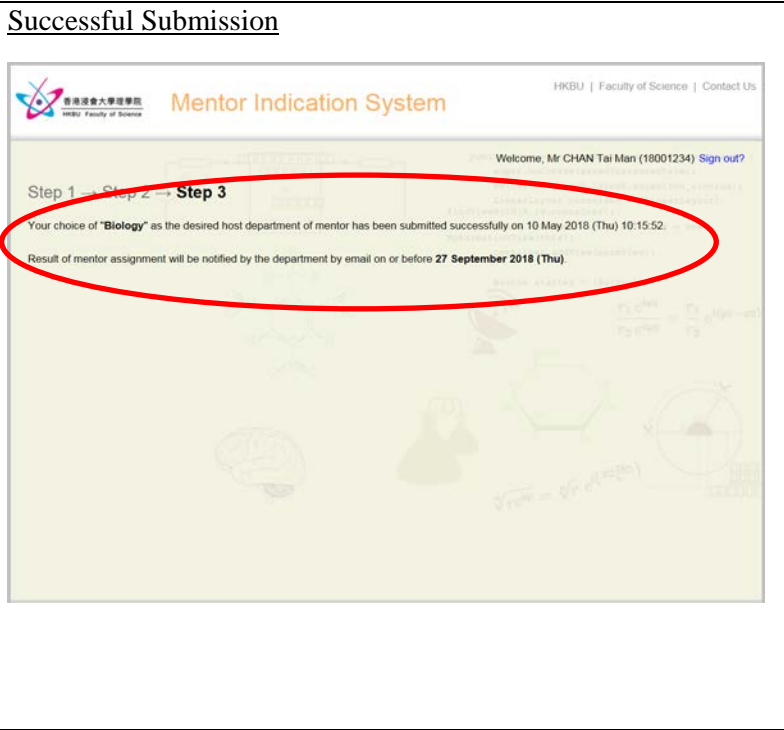


5. Make your choice and click "SUBMIT".
(If you would like to change your choice later, click "SAVE AS DRAFT" ⇒ Go to Step 7)



6. You will see the message as shown upon successful submission.

Reminder
You are **NOT** allowed to make any further changes at this stage.

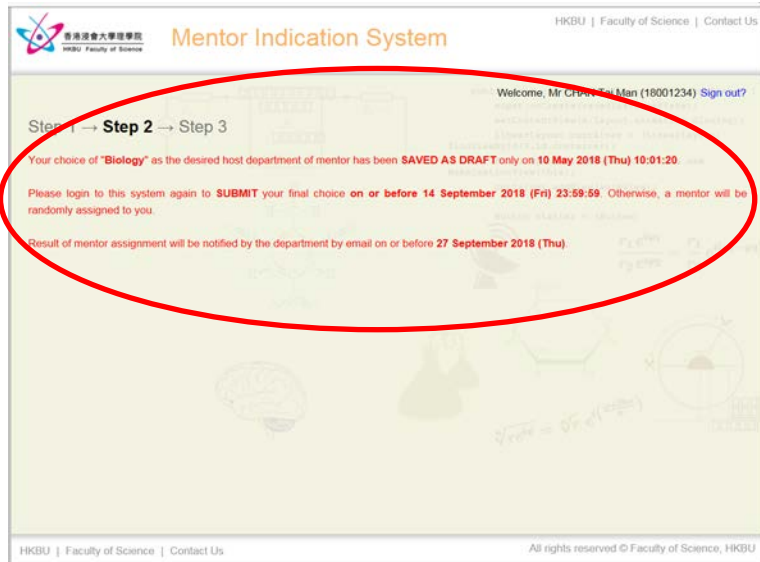


Saved As Draft

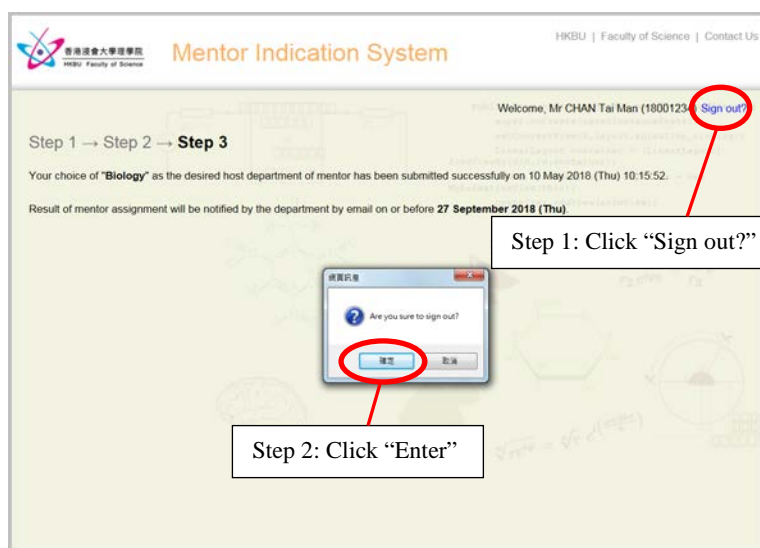
7. You will see the message as shown when you click “SAVE AS DRAFT”.

Reminder

1. You can login again to amend your choice before the deadline.
2. Click “SUBMIT” before the deadline, otherwise, a mentor will be randomly assigned to you.



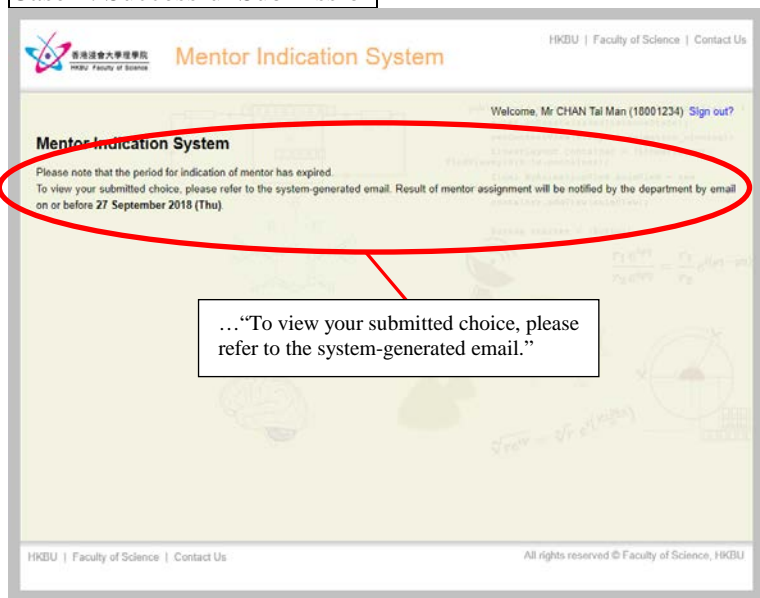
8. Click “Sign out?” to leave the system.



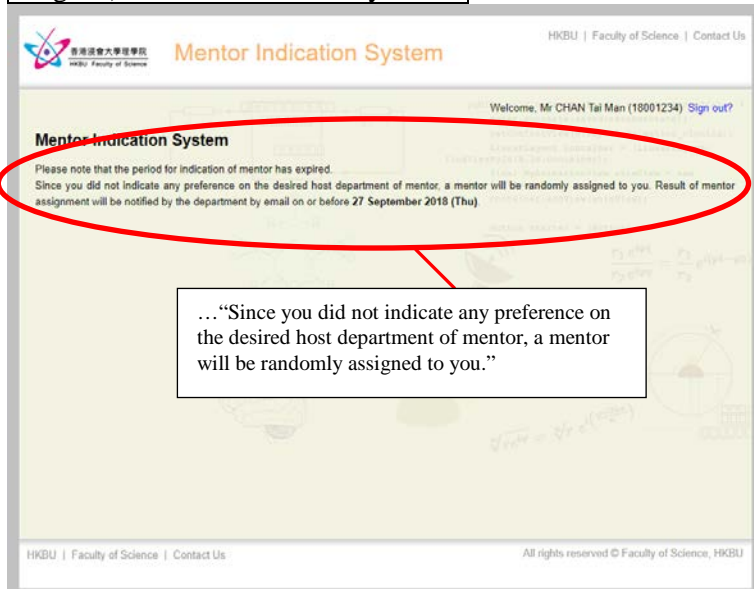
What if I login after the deadline?

You will **NOT** be allowed to login the system to indicate mentor. You will see the messages as shown.

Case 1: Successful Submission

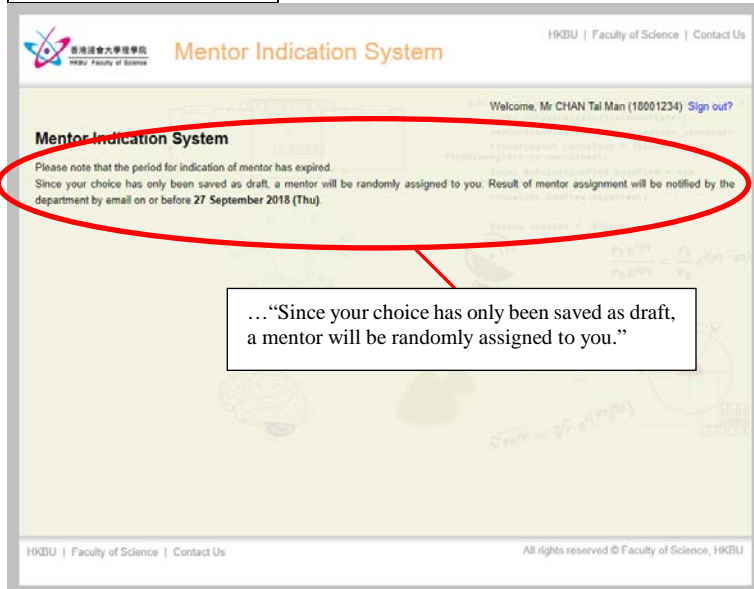


Case 2: Indicated “No Preference (a mentor will be randomly assigned)”/ did not indicate any choice



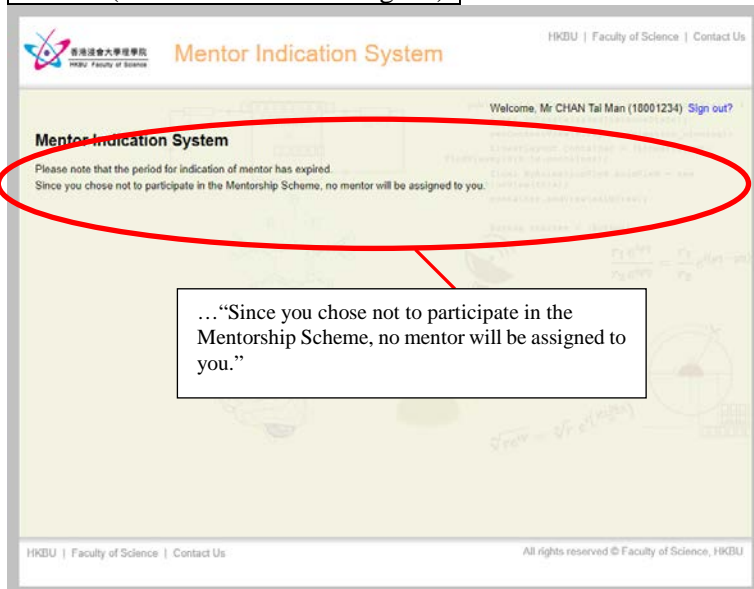
...“Since you did not indicate any preference on the desired host department of mentor, a mentor will be randomly assigned to you.”

Case 3: Saved as Draft



...“Since your choice has only been saved as draft, a mentor will be randomly assigned to you.”

Case 4: Indicated “I do not want to participate in the Mentorship Scheme (no mentor will be assigned)”



...“Since you chose not to participate in the Mentorship Scheme, no mentor will be assigned to you.”

*****For enquiries, please email to wwyong@hkbu.edu.hk*****