



# MENTOR PORTAL INSTRUCTIONS

## FOR TEAM LEADS:

1. Go to <https://aacmentors.formtitan.com/ftproject/mentor-portal/register> to reset your password.
2. You'll need to enter the **Last Name** and **Email address** Adopt A Class has on file. If you are unsure of your credentials, please email your AAC Liaison or [info@aacmentors.org](mailto:info@aacmentors.org) for help.
3. After you have followed the Reset Your Password Instructions, please login with your new password.
4. Inside the Mentor Portal, you will be able to fill out your personal information, read our Safety and Security information, and check the box that you've acknowledged the agreement.
5. Lastly, be sure to add **ALL** of your team members under the 'My Teams' tab. Use the photos below for step-by-step reference.



My Adopt a Class Mentor Teams

Log a Visit

Name	School	Team Lead	Co-Team Lead	Kristen Tierney	AAC Liaison	
Moore	Oyler School	Megan Moore	Hannah Rizzi	Kristen Tierney	Katie Address Director of Operations katie@aacmentors.org	Add New Members

Name	School	Team Lead	Co-Team Lead	Co-Team Lead	AAC Liaison	
Moore	Oyler School	Megan Moore	Hannah Rizzi	Kristen Tierney	Katie Address Director of Operations katie@aacmentors.org	Add New Members

Click 'Add New Members' on the far right of your team dashboard.



Type in your team members first and last name, as well as their email address. When finished, click 'Add Members.'

→ \* First Name Test   \* Last Name Test   \* Email test@test.com | [Add] [Trash]

Add Members

## My Adopt a Class Mentor Teams




[Log a Visit](#)

Team Name	School	Team Lead	Co-Team Lead	Co-Team Lead	AAC Liaison
▼ Fake Company Team	Fake School	Sally Sallyson	Jack Jackson		Katie Andress Director of Operations katie@aacmentors.org <a href="#">Add New Members</a>
Full Name	Mentor Email	Status	Active	Safety Agreement Last Signed	
Jack Jackson	ann.gus+jackjackson@gmail.com	Active			
Sally Sallyson	ann.gus+sally@gmail.com	Active		2023-09-12	

To change the status of your team member, click the pencil icon that will appear when you hover over the Status column.

## My Adopt a Class Mentor Teams

[Log a Visit](#)

Team Name	School	Team Lead	Co-Team Lead	Co-Team Lead	AAC Liaison
▼ Fake Company Team	Fake School	Sally Sallyson	Jack Jackson		Katie Andress Director of Operations katie@aacmentors.org <a href="#">Add New Members</a>
Full Name	Mentor Email	Status	Active	Safety Agreement Last Signed	
Jack Jackson	ann.gus+jackjackson@gmail.com	Active			
Mike Michaelson	mike@michaelson.com	Active			
Sally Sallyson	ann.gus+sally@gmail.com	Active		2023-09-12	

Here, your team member can be marked as 'Active' or 'Former.'

## FOR TEAM MEMBERS:

1. Go to <https://aacmentors.formtitan.com/ftproject/mentor-portal/register> to reset your password.
2. You'll need to enter the **Last Name** and **Email address** Adopt A Class has on file. If you are unsure of your credentials, please email your AAC Liaison or [info@aacmentors.org](mailto:info@aacmentors.org) for help.
3. After you have followed the Reset Your Password Instructions, please login with your new password.
4. Inside the Mentor Portal, you will be able to fill out your personal information, read our Safety and Security information, and check the box that you've acknowledged the agreement.