



My Future: Junior Mentor User Guide





Register on the My Future platform

- Visit futureinstitute.firsthand.co, click ‘Mentor Registration’ and then ‘Register Now’ to create your profile
- Next, the screen will say “I’d like to be...” and gives you the options of
 - An advisor
 - An advisee
 - Both!
- If you are only a junior mentor, please select “advisor” only. If you are also a mentee in the FIRM program, please select “Both!”





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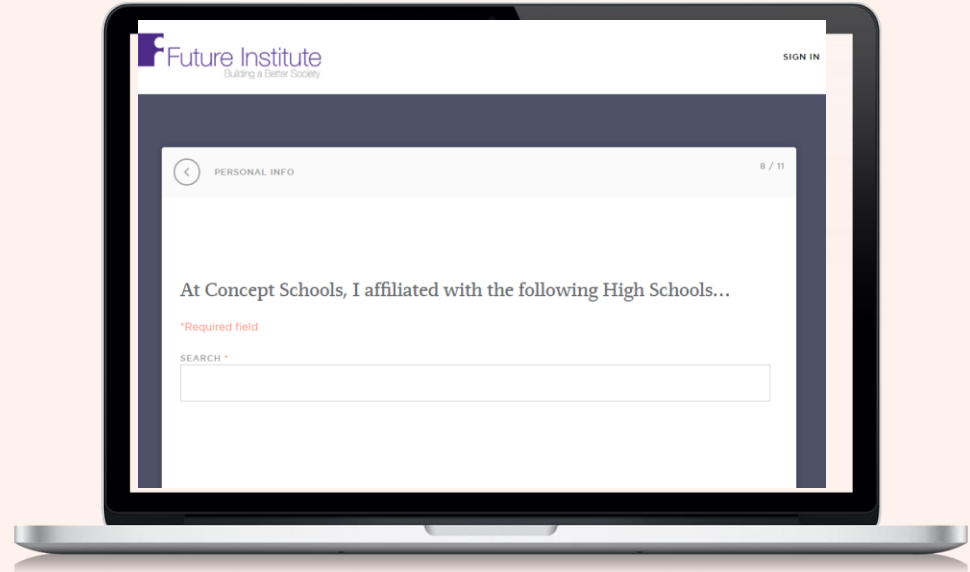
- Enter your name, email address that you use most frequently (please do not use your high school email if you have a personal one you check regularly), phone number (preferred) and password that you'll remember.
- Enter your location and then a photo.
- Enter your high school graduation year (month is optional)
- Enter “High School Diploma” for the degree and “General” for the field of study questions.





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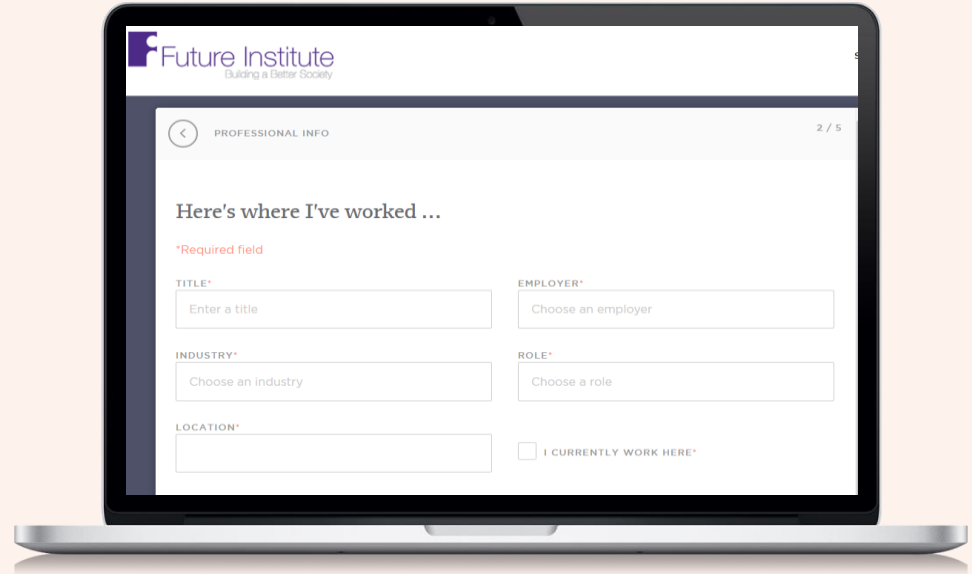
- Skip the next screen that asks you to add degrees and other fields of study.
- On the next screen, please select the high school you graduated from in the dropdown choices.
- Enter the program you are associated with. For the Future Fund program, please select “High School Programs” and then select “Future Fund.” If you are also in FIRM, select it under “FIRM Programs.”
- Then choose the languages you speak.





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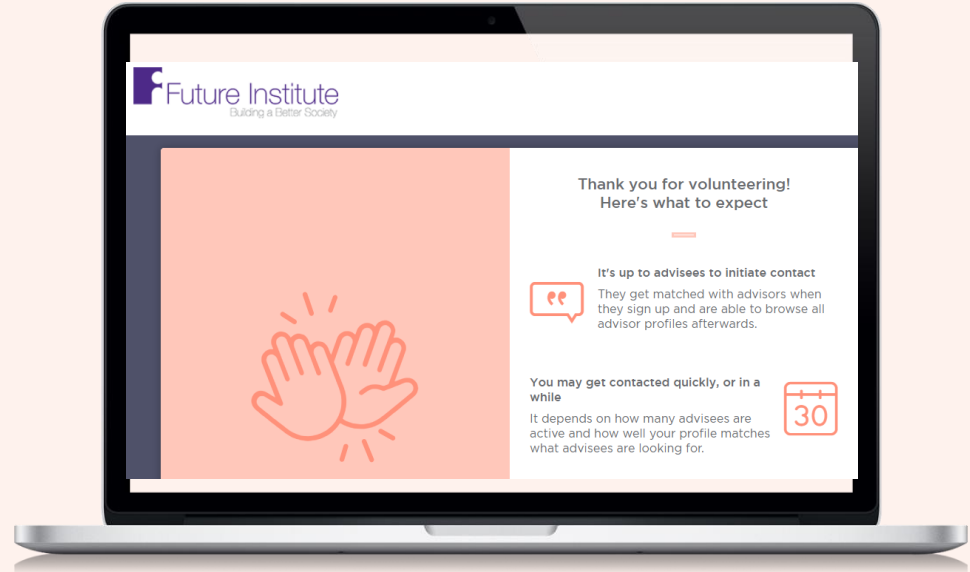
- On the next screen, please enter your job history (if any, if you don't have any, please select "Remove this employment item" at the bottom of the screen in red).
- Then, verify your school information and add your college information and major/area of study.
- On the next screen, please select the areas you'd like to give advice about to your high school student.





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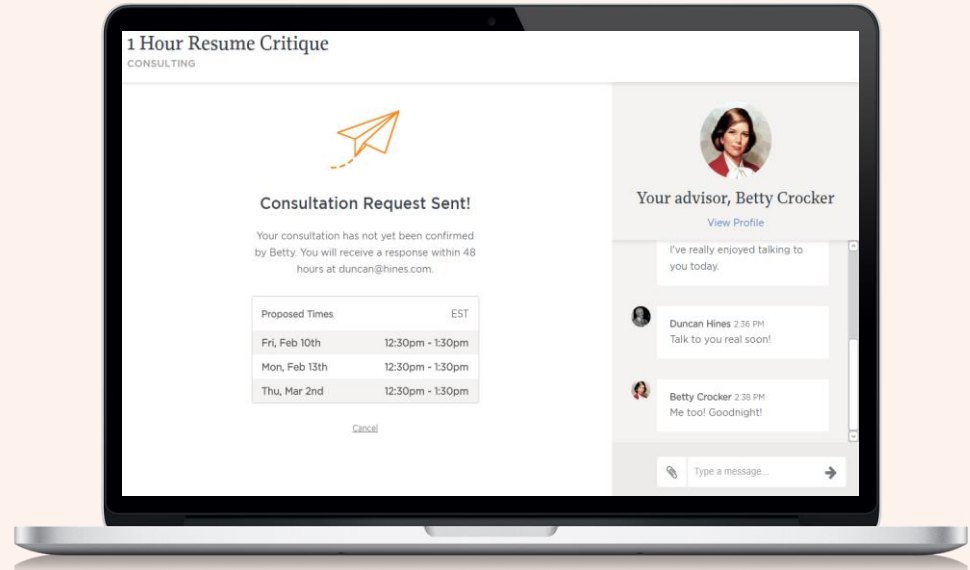
- The next screen will ask you about opportunities, please select “My serving as a volunteer.” Then, select your availability.
- The My Future portal has a matching component for mentees, which means that when they register, they see their best matches for mentors. However, we are not using this feature and your paired student will choose you as their junior mentor.
- If you receive a consultation request from a student who is not your assigned mentee, please decline the request. This should not be a recurring issue.





Connect with students

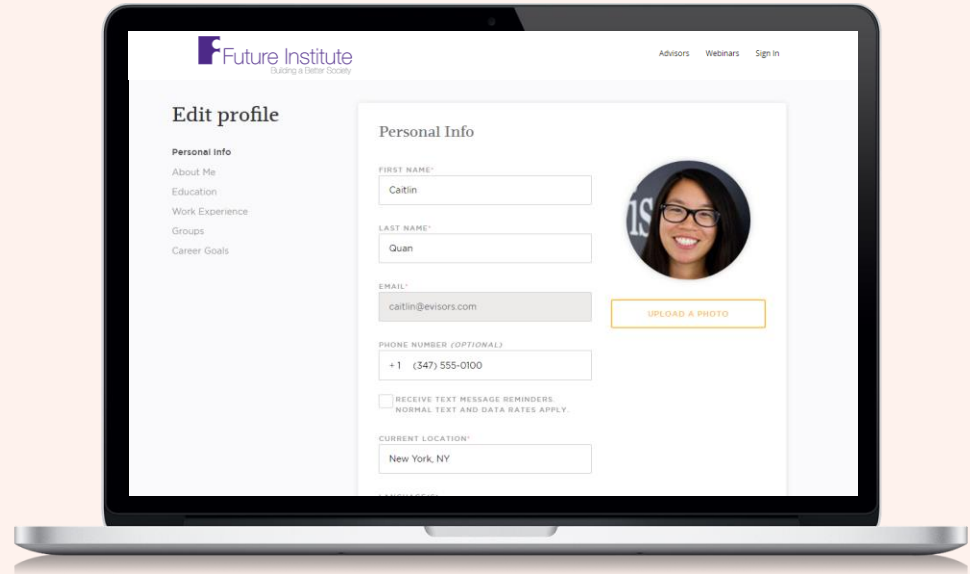
- When you get a consultation request, you will receive an email notification from the platform
- Accept, decline or suggest new times to meet for the mentee to choose from
- Your consultation homepage allows you to communicate with the mentee and share files
- When your call is confirmed, you will be sent a conference number to dial in to along with an access code – your mentee will also dial in at the scheduled time for you call





See your dashboard and manage your profile

- When you're logged into your account, you will be able to make changes to your profile, set out of office hours, edit your availability and view and manage past and current consultations





Tips for a successful consultation

Meeting Requests

- You will receive an email that will have some suggested meeting times and will also include details about the type of advice the mentee is looking for (e.g., informational interview for investment banking). Once you accept the meeting request for a specific time, you will receive a calendar invitation.

Preparing for Your Meeting

- We recommend you prepare as you would for any professional meeting. You can contact your student in advance of the meeting through the consultation homepage (accessible on your mentor profile) if you have specific questions on what they would like to cover (e.g., types of investment banking interviews they want to focus on) or if you want them to forward additional files to your attention. All information will be shared through this consultation page and we will notify you by email if the student contacts you.



Give the next generation of
up-and-comers the advice
you wish you'd had.

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