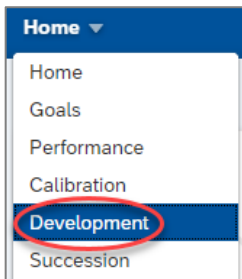# HOW TO SIGN UP IN PRIDE 360
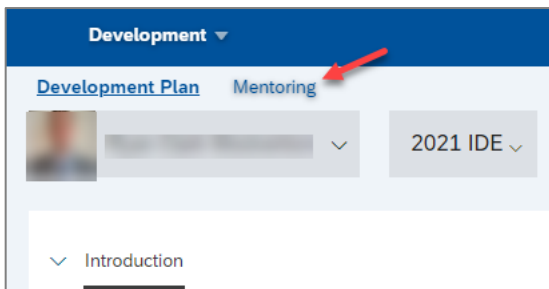
*Select Pride360 link on Shared Point site under **OTS HR** in **Departments***

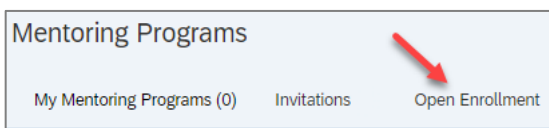## Action 1 – Locate the Mentoring Page

- Step 1: Select "Development" in the drop-down menu in the top left corner of the screen

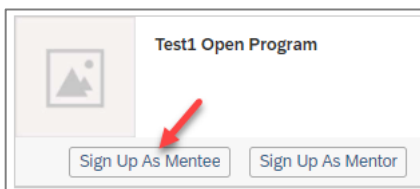- Step 2: Select the Mentoring Link in the top left corner
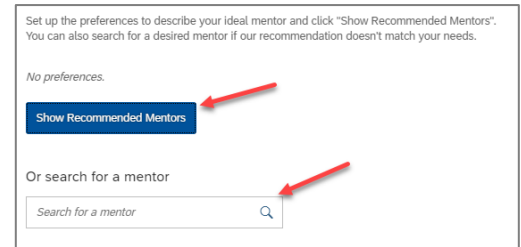

- Step 3: Select the Open Enrollment

Action 2 – Sign Up as a Mentee
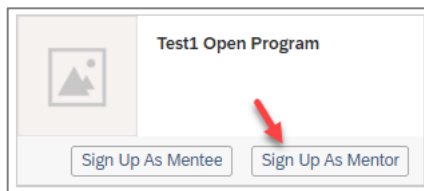
- Step 1: Select Sign Up as Mentee

HOW TO SIGN UP IN PRIDE 360

- Step 2: Follow the steps to sign up
    - o Select Join on the Welcome page
    - o Select your preferences
    - o Send a match request to a mentor by using the Show Recommended Mentors Button or using the search bar
    - o Complete Sign Up
        - ▪ If there are no Mentors available you will be unable to complete your signup

Action 3 – Sign Up as a Mentor

- Step 1: Select the Open Enrollment

- Step 2: Follow the steps to sign up
    - o Select Join on the Welcome page
    - o Select your preferences
        - ▪ Number of Mentees
    - o Upload Biography when it asks you to upload a document.
    - o Complete Sign Up
- Step 3: You will receive an email when a mentee request mentoring.