Using the University of Georgia School of Law Mentorship website – a Guide for Alumni and Professional Mentors

1. Visit [https://sites.google.com/site/ugalawmentorship/](https://sites.google.com/site/ugalawmentorship/)
   Here you’ll find links to mentor resources and a link to your mentorship group(s).
   (You should have received an email from Alex Sklut regarding the mentorship site. Please make sure you are logged in to the google account associated with the email address that received it. If you need to create a new google account, follow this documentation: [http://www.law.uga.edu/sites/default/files/create-google-account.pdf](http://www.law.uga.edu/sites/default/files/create-google-account.pdf))

2. The first time you visit the mentorship site, you’ll be presented with a box asking for permission to access your data. Click the Review Permissions link.
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3. Click Allow to give the site access. (Note that “View and manage your spreadsheets” permission is necessary only for a behind-the-scenes shared spreadsheet. The site will not access your personal spreadsheets or other documents on your google drive unless you share them.)

4. Your mentee (or mentees) will be listed. Click on the appropriate link.
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The University of Georgia School of Law Mentorship Program is designed for alumni & professional mentor, a peer mentor, and a Career Development mentor.

Mentor Resources

- University of Georgia School of Law Mentor Resource Guide
- Guide to Athens (created for law students by law students)

Mentorship Group(s)

- Mentorship Group for Bill Builderson
- Mentorship Group for Thomas Thompson

5. Here is your mentee and the mentorship group. You may email your mentee individually or email the whole group.

Mentorship Group
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6. To add your photo to the group, click “Upload your picture.”

   - Email this group using Outlook
   - Email this group using another email
   - **Upload your picture**
   - Shared Documents

7. Click the Browse button...

   ![Upload Your Picture](Image)

   - **Browse...** No file selected.  **Submit**

8. Select the photo you wish to use and click Open.
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9. Then click Submit.

Upload Your Picture
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10. When you see the confirmation message, click on the link that says “Return to the Mentorship team page.”

Upload Your Picture

![Browse...] Grove.jpg
File successfully uploaded. Thank you.

Return to the Mentorship team page

11. Your photo should now appear in the group.

Mentorship Group

12. You may also share documents...

- Email this group using Outlook
- Email this group using another email
- Upload your picture
- Shared Documents
13. Clicking on the Shared Documents link takes you to a shared Google Drive. You may use this drive space to share with this mentee and mentorship group whatever you wish.

14. Please contact Alex Sklut: (706) 542-5167, asklut@uga.edu if you have any questions. If you have any technical difficulties, please contact the Law School’s IT Department: (706) 542-0895, lawit@listserv.uga.edu