1. **Getting to the Page**
   
   Visit: csus.edu/sacstateumentor/profile
   
   OR
   
   A) Visit: csus.edu/sacstateumentor and click on the “Join Us” menu option for more information.
   
   B) Click on the button “Create Your Profile”

2. **Creating an Account**
   
   A) Click the “Sign Up” button
   
   B) Select your role: (Mentor or Mentee)
   
   C) Complete and submit the form (First Name, Last Name, and Email)
   
   D) Check your email (You will receive an email with a link to set your password and update your profile information, once a site administrator approves your request)

3. **Uploading Your Information**
   
   A) Once you open your email, click on the link (it will open a new window)
   
   B) Set your password and update your information
   
   C) Share your professional information OR transfer it from your “LinkedIn” account by clicking on the “LinkedIn” button and giving permission to share your information.

4. **Uploading Your Picture**
   
   A) Click on the “Add Profile Picture” tab
   
   B) Click the browse button, locate the photo file, and click ok (open)
   
   Note: The photo’s maximum size is 1MB and a maximum width and height of 500 pixels and no less than 30 pixels.
   
   C) To resize and crop your photo, open your photo with Picture Manager from Microsoft Office.
   
   D) Once in Picture Manager, click the “Edit Picture” button and resize the photo to be 500 pixels of width and height.