



The place for alumni and student  
networking and mentoring

## How to get started:

Key information to ensure you get the most out the platform

### STEP 1

#### Sign up and personalise your profile

Your profile allows you to share relevant information with SurreyConnects. By ensuring your profile is detailed and up to date you can ensure that you are making the right connections.

If you would like to know more about how to edit your profile, please watch this [video](#).

### STEP 2

#### Customise your settings

When you are creating your profile, you will be able customise your settings and select whether you are: offering help or mentoring; seeking help or mentoring. Select whichever applies to you.

##### Offer help

Offering help involves answering basic questions about your role and industry or perhaps giving guidance about internships and work experience. This is done via SurreyConnects built-in message function. You can also select to get more involved by being a speaker or panellist at an event and we will contact you about any opportunities that arise.

##### Seek help and seek mentoring

If you are changing industry or simply wishing to network then select seeking help, or seeking mentoring. This will ensure you start making the right connections.

##### Offer mentoring

Selecting offering mentoring is also a low commitment, that is very flexible. Our Three Cups of Coffee, online mentoring programme is designed to be quick and effective for both students, graduates, and yourselves.

It is best to understand what Three Cups of Coffee is and whether you could be mentor before customising your settings, please see our website for more information.

If you would like to know more about how to connect on the platform and why customising your settings is important, please watch this [video](#).

### STEP 3

#### Search the directory

Use the filter on the Directory to find those that are seeking help or a mentor. Read profiles and start networking using the SurreyConnects messaging and video calling functions.

If you would like to know more about how to navigate the Directory, please watch this [video](#).

# STEP 4

## Time to Explore

Start exploring SurreyConnects:

- Interact with the Newsfeed
- Search or advertise jobs
- Sign up to upcoming events
- Reminisce in the photo gallery
- Use the resources

## Top Tip

Remember to use the [resources](#) on SurreyConnects to help you.

This includes guides on how to use the platform and tools related to Three Cups of Coffee. These tools will ensure you are supported as a mentor and demonstrate how easy it is to get involved.

# THREE CUPS OF COFFEE

## MENTORING SCHEME



If you have decided to become a mentor as part of Three Cups of Coffee, remember to:

- **Edit your mentoring settings**

You can limit the amount of mentees you have at one time.

- **Accept mentee requests**

There may come a time where a student messages and you are unable to mentor them. Simply apologise, say you are at capacity and point them in the direction of the Directory or perhaps suggest someone else who can help.

- **End mentorship after Three Cups of Coffee has concluded**

This is to update your availability on SurreyConnects. If you wish to continue a mentorship after Three Cups of Coffee, please do not end your mentorship.



## Navigation Tips:

The image shows a screenshot of the SurreyConnects Mentoring interface with several navigation elements highlighted by orange circles and lines pointing to text labels:

- Settings:** A circle highlights the 'Settings' option in the 'Mentoring' dropdown menu. A line points to the text: "Select to edit your mentoring settings".
- Accept/Decline Requests:** A circle highlights the person icon in the top right of the 'Mentoring' header. A line points to the text: "Select here to accept or decline mentoring requests".
- Mentoring Relationships:** A circle highlights the 'Mentoring Relationships' option in the 'Mentoring' dropdown menu. A line points to the text: "Select mentoring relationships to be able to see ongoing mentorships or requests".
- End Mentorship:** A circle highlights the person icon with an 'x' in the top right of the 'Current mentors' card. A line points to the text: "Select here to end mentorship".

Other visible interface elements include: 'Find a Mentor', 'Mentoring Relationships', 'Programs', 'Settings', 'Unlimited' status, a counter '1', 'Feed', 'Directory', 'Current mentors', 'Lucy Evans' (Alumni Engagement Manager, University of Surrey), 'VIDEO CHAT', 'MESSAGE', and 'Show original request'.



Get in touch and use the resources on SurreyConnects to help you.

Alumni Team, University of Surrey, Guildford, Surrey, GU2 7XH, UK

Phone: +44 (0)1483 683143

Email: [alumni@surrey.ac.uk](mailto:alumni@surrey.ac.uk)

