Forum Instructions

Created by: Jason Woo, TAC Member
Revised by: Andreas Quainoo, TAC Co-Chair

Accessing the Forum:

1. The forum can be accessed at http://wmupeermentoring.com/. The link can also be found at the top of the “Peer Mentor Resources” page of the Mentoring for Success Program website. It is recommended that you bookmark this link for easy access.

2. An account is required to access and post on the forum. If you do not have one, click the “Register” link found on the top-right portion of the page.

3. This will take you to the registration agreement page. Click to indicate your agreement to these terms to proceed.

4. You are now at the registration information page. Please follow these guidelines when entering your registration and profile information:
   a. Use your real name or a recognizable form of your real name as your username. While it is tempting to use your Bronco NetID, it is difficult for others to figure out who “kfp8658” is. Likewise, it is difficult for others to figure out who “Moon Fairy” is.
   b. Use your wmich.edu email address.
   c. You may also set your preferred time zone (Eastern) and language here.
   d. Enter your first and last name in the “Name” field.
   e. In order for the forum to eliminate random sign-ups, you are required to enter ‘Division of Multicultural Affairs’ in the last text field during the registration process.
5. After you complete the form and click “Submit,” you will receive a notification that your forum account needs to be activated by the user to confirm your email address. Click the second link in the email as shown below. After clicking the link, you will be directed to a webpage that will indicate that your account has been activated.

Welcome to Mentoring for Success Program Forum Forums

Please keep this e-mail for your records. Your account information is as follows:

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Username: The User
Board URL: [http://wmueermentoring.com/forums](http://wmueermentoring.com/forums)
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Please visit the following link in order to activate your account:


Your password has been securely stored in our database and cannot be retrieved. In the event that it is forgotten, you will be able to reset it using the email address associated with your account.

Thank you for registering.

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Mentoring for Success Program
2201 Ellsworth Hall
Division of Multicultural Affairs
Western Michigan University
Kalamazoo MI 49008-5283 USA
Phone: (269) 387-4799 | Fax: (269) 387-3960
6. You will then receive another email stating that your account needs to be activated by an administrator (This may take up to two business days).

   Please keep this e-mail for your records. Your account information is as follows:

   ________________________________
   Username: The User
   ________________________________
   Board URL: http://wmupersonalmentoring.com/forums
   ________________________________
   Your account is currently inactive and will need to be approved by an administrator before you can log in. Another email will be sent when this has occurred.
   Your password has been securely stored in our database and cannot be retrieved. In the event that it is forgotten, you will be able to reset it using the email address associated with your account.

   Thank you for registering.

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7. After activation, you will receive the following email:

   Hello The User,

   Your account on “Mentoring for Success Program Forum” has been activated by an administrator, you may login now.

   Your password has been securely stored in our database and cannot be retrieved. In the event that it is forgotten, you will be able to reset it using the email address associated with your account.

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8. Congratulations! You now have a Mentoring for Success Program Forum account. To log in, click the “Log in” link found in the top-right portion of the page and enter your login credentials. Alternatively, you may click any one of the sub-forums and you will be directed to it once you log in successfully.
Navigating the Forum:

1. Log in to the forum with your chosen username and password.

2. At the beginning of your employment, you may spend a significant amount of time going through all forum topics and responses to each topic. It is important to post your response to these topics, even if the response is simply “I have read and understood this,” so that the program assistants will be able to see that you have spent as much time on the forum as stated in your time sheet.

3. The forum contains numerous sub-forums, each serving a different purpose and divided into relevant categories. Use the description found under each sub-forum title to help determine the right place to post your messages.

4. Use the search box at the top of the index page or each forum to locate any topics of interest.

5. Before creating a new topic, look through existing topics or use the search box at the top of the index page to search for a similar one as it may be possible that someone has asked a similar question.
6. Use the “Post Reply” button to respond to existing posts in a thread. This can be found at the top or bottom of the screen in any thread.

7. If you are participating in a discussion and wish to be notified when someone responds, use the “Subscribe topic” link to receive email notifications at the bottom of a thread. If you want to bookmark a topic for later, click the “Bookmark topic” link.

8. To search for the posts you have made, click the “View your posts” link toward the top of the page.

9. The “View unanswered posts,” “View unread posts,” and “View new posts” links will help you quickly locate latest discussions and avoid searching all over the forum for new posts that require a response.

10. If you are unable to finish reading a post or wish to return to a topic later, you may make the post as unread and return to it later.

11. If you have any technical questions regarding the forum, check out the “FAQ” section first. You may also edit your profile at any time using the “User Control Panel” link.
12. Always logout after using the forum especially when using a public computer.

**Customizing Your Experience:**

For details regarding customizing your profile and settings with the forum software, see the developer’s guide here: [phpbb.com/support/documentation/3.0/userguide/index.php](phpbb.com/support/documentation/3.0/userguide/index.php)

**Legend:**

Icons are located on the left of every topic, forum, and sub-forum. The red ones icons show unread topics. A red star on the upper right show a topic you have posted in. A padlock on the lower right of an icon indicates a thread that has been locked. A sticky is a topic that remains at the top of every forum and sub-forum.

- Unread Announcement
- Unread Forum with Sub Forums
- Unread topic
- Unread topic that you have posted in
- Read Announcement
- Read Sticky Topic
- Read topic that you have posted in
- Read Topic that has been locked
General Guidelines:

1. Check and respond to posts on the Mentoring for Success Program Forum on the same days as your chosen email schedule.
   a. For example: if you chose Monday, Wednesday, Friday, and Saturday, those are the days you are expected to be logging in to the forum.
   b. It is highly recommended that you group emailing and the forum as a single activity on your time sheet and check them both at the same time.

2. Use the forum to relay messages that require multiple responses from more than one person. This will help prevent flooding the email inboxes of all parties involved.

Forum Rules:

We have implemented the following guide for using the Mentoring for Success Program Forum. This guide is designed to strike a balance between the main goal of our forum, providing support and keeping the relaxed and welcoming atmosphere for all users. Please read the following rules and guidelines very carefully. Refusal to obey these guidelines will result in the appropriate responsive actions.

1. We require all posts to be polite, constructive, and on topic.

2. The administrators of this site reserve the right, without notice, edit the subject of a post; to move, reclassify, or delete any post or other material that is deemed inappropriate or disruptive, or fails to conform to these forum rules; or to ensure proper indexing and searchability.
   a. Please note that, from time to time, topics may be removed for being inappropriate even though your individual post in that topic may have been perfectly fine. Please do not take this personally; this will not reflect badly on you.

3. Having fun is good. We like good clean fun. Please, however, do not have fun at other people’s expense. Keep things positive and polite. We may take action against posts and/or topics that could cause unrest in the community beyond a civil and polite disagreement.

4. If you have an issue concerning our services, policies, or another colleague, please use a personal contact method such as a private message or email to your supervisor. We take serious complaints to heart and will do our best to address them.

5. There will be no profanity or foul language. It is unprofessional and offensive and it will not be tolerated.

6. There will be no racial-, ethnic-, gender-based insults or any other personal discrimination.

7. There will be no posts meant to offend or hurt any other member in a manner which is offensive or inflammatory.

8. You may not make personal attacks on other users or staff members either in public forums or private messages.

9. Spamming is not permitted; please keep all your posts as constructive as possible.

10. Pictures may be posted as long as they are not explicit or offensive. If you plan to post more than one image or if the topic is based on graphics, please link the images rather than post the images directly.

11. Remember to post in the correct forum. Take your time to look at other topics and see where your topic should go. If your topic is placed in the wrong forum, it will be moved by a moderator.

12. Any impersonation of a user within these forums in any mode of communication is strictly prohibited.

13. Violation of any of these rules will result in consequences determined on a case-by-case basis.