

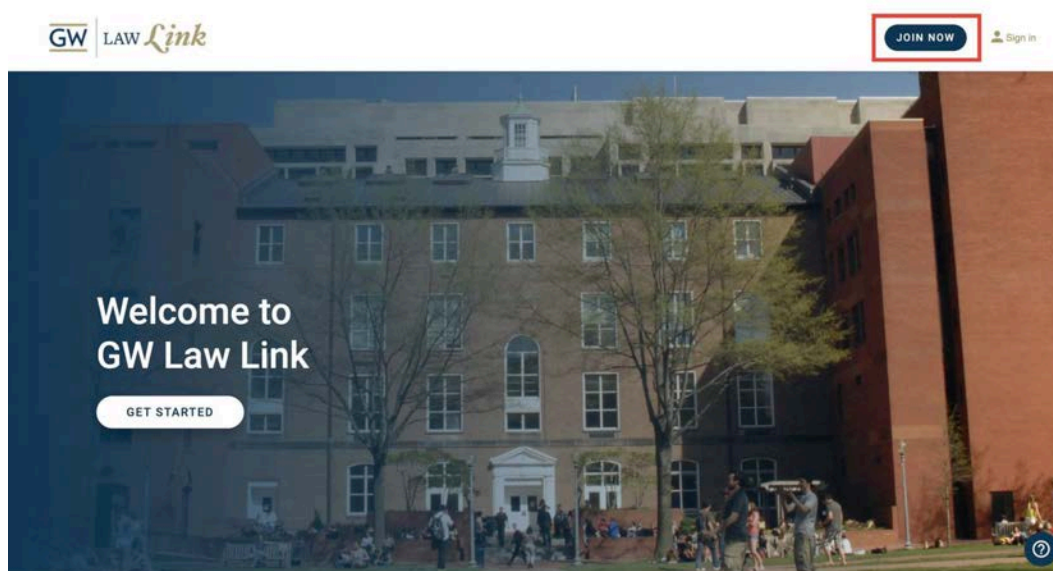


GW Law Link Alumni/Mentor User Guide

Part 1: User Registration

Step 1: Setting up your user profile

- Go to www.link.law.gwu.edu
- Click on the "Join Now" button in the right hand corner



- If you login with your @law.gwu.edu email address (or the preferred email address Law Link has on file), you will be granted immediate access to the platform. If you log in with your LinkedIn account, your profile creation process will take 90 seconds or less. We recommend creating your profile one of these two ways.
- Select your appropriate affiliation(s) to GW Law and answer all of the required profile creation questions.

Affiliation *

- Alum
- Student
- Staff
- Faculty
- Adjunct Faculty
- ...

Pronouns

Bar Jurisdiction

Gender

Student Organization Affiliation

Evening/Part-Time Program

Former Last Name/Maiden Name

Race/Ethnicity

GW Law Inn of Court (post 2012)

Journal Membership

Home State/Region

I agree to the site's Terms of use and Privacy policy and understand that I will be receiving emails and notifications until I choose otherwise.

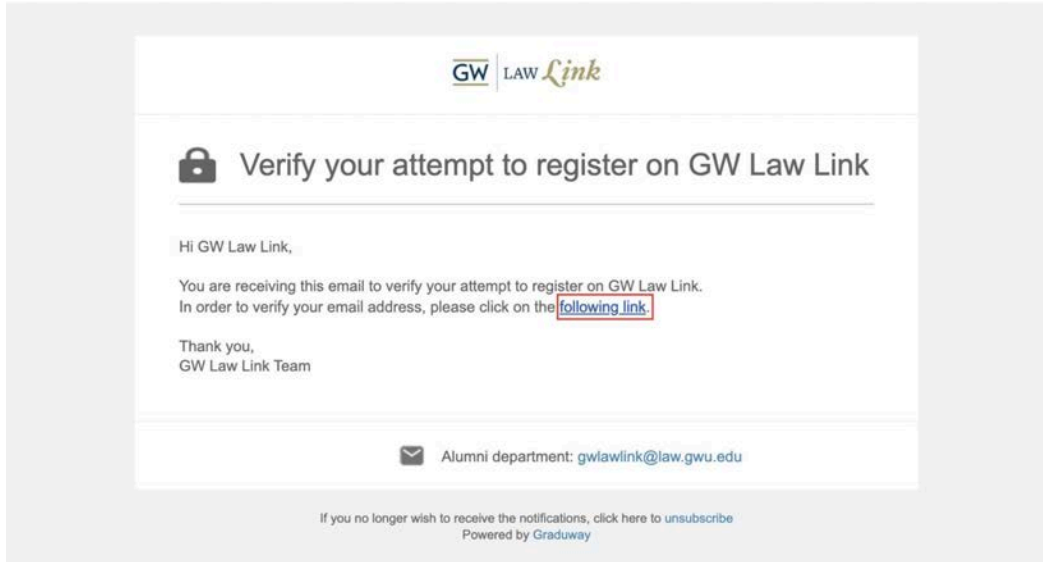
CONTINUE

- Click the checkbox to agree to the site's Terms of Use and Privacy Policy.
- Click the "Continue" button when finished.

I agree to the site's Terms of use and Privacy policy and understand that I will be receiving emails and notifications until I choose otherwise.

CONTINUE

- If the "Continue" button is gray, a required question is unanswered. Please review the questions again and be sure to answer all those questions that have a "*" next to them.
- The system will send you an email verification message. Open your email inbox and click the verification link provided.



- If you do not see the email, please check your spam folder for an email from gwlawlink@law.gwu.edu.

Step 2: Advanced Profile Setup

- Once you click the email verification link, you can input professional information, practice area information, past education credentials, and background information about your time at GW Law. Click the “Continue” button when finished.

- The more information you provide, the easier it will be for prospective mentees and fellow alumni to find you. We encourage you to update your profile every six months.

Step 3: Willing to Help

- There are various ways you can provide support within the GW Law Link community, which can be indicated on your profile. Informal support can be provided via
 - Please determine the ways you want to help and check the corresponding boxes.
 - Please note that you have control over how many fellow GW Law community members you can help/mentor at a time.
 - Click the “Continue” button when you are finished with your selections.
 - These selections can be modified at any time.

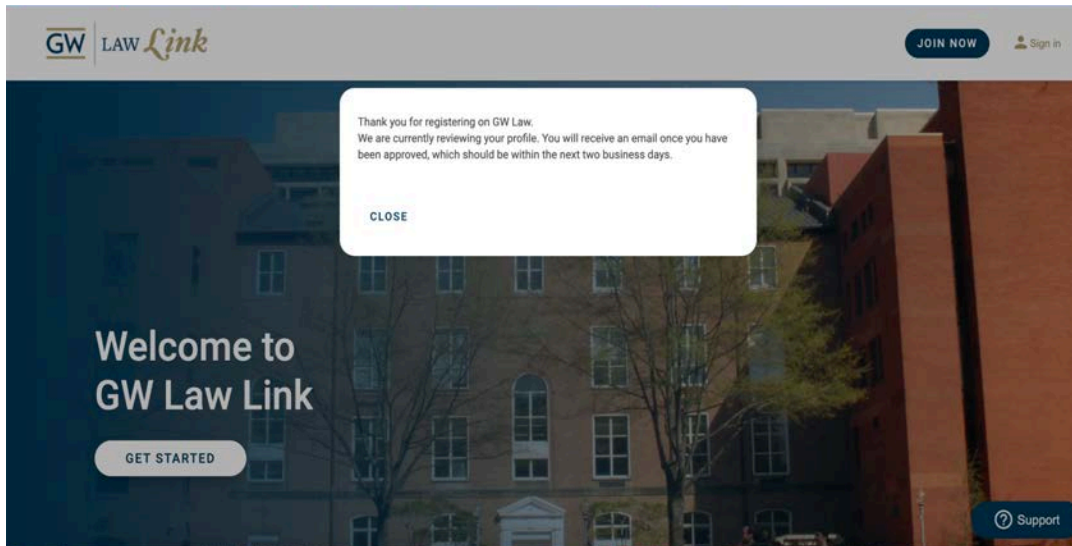
The screenshot shows the 'Willing to help' step of the profile setup process. At the top, there is a progress bar with four steps: 'Basic Profile' (checked), 'Advanced Profile' (checked), 'Willing to help' (active), and 'Seeking help'. Below the progress bar, the question 'How are you willing to help?' is displayed. There are six checkboxes with corresponding labels: 'General informational interview', 'Practice area/setting advice', 'Introduction to professional network', 'Job/internship placement assistance', 'Willing to be a mentor', and 'Peer-to-peer mentorship'. A 'CONTINUE' button is highlighted with a red box at the bottom center. A 'Support' button is visible in the bottom right corner.

Step 4: Seeking Help

- You may now indicate any help you may be seeking, including professional connections and mentorship. If you are not interested in receiving help, simply click the “FINISH” button when you are done.

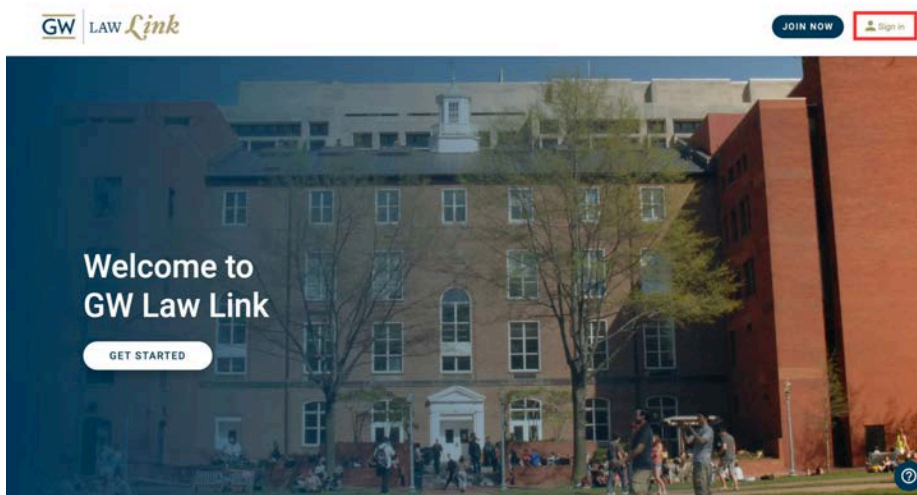
The screenshot shows the 'Seeking help' step of the profile setup process. At the top, there is a progress bar with four steps: 'Basic Profile' (checked), 'Advanced Profile' (checked), 'Willing to help' (checked), and 'Seeking help' (active). Below the progress bar, the question 'What help do you need?' is displayed. There are six checkboxes with corresponding labels: 'General informational interview', 'Practice area/setting advice', 'Need a mentor', 'Introduction to professional network', 'Job/internship placement assistance', and 'Peer-to-peer mentorship'. A 'FINISH' button is highlighted with a red box at the bottom center. A 'Support' button is visible in the bottom right corner.

- If our system has your email on file, your profile will be automatically approved for registration. If the email you registered with is not on file, the GW Law Link administrative team will manually approve your account within two business days.

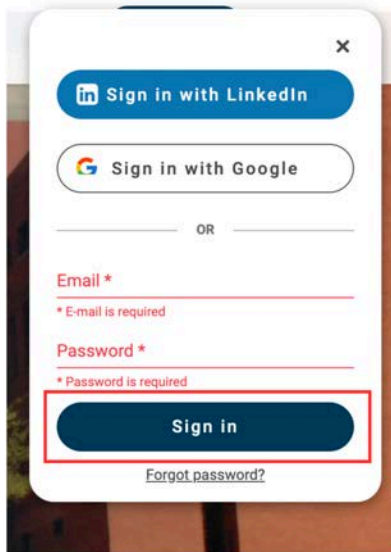


Step 5: LinkedIn Profile Sync

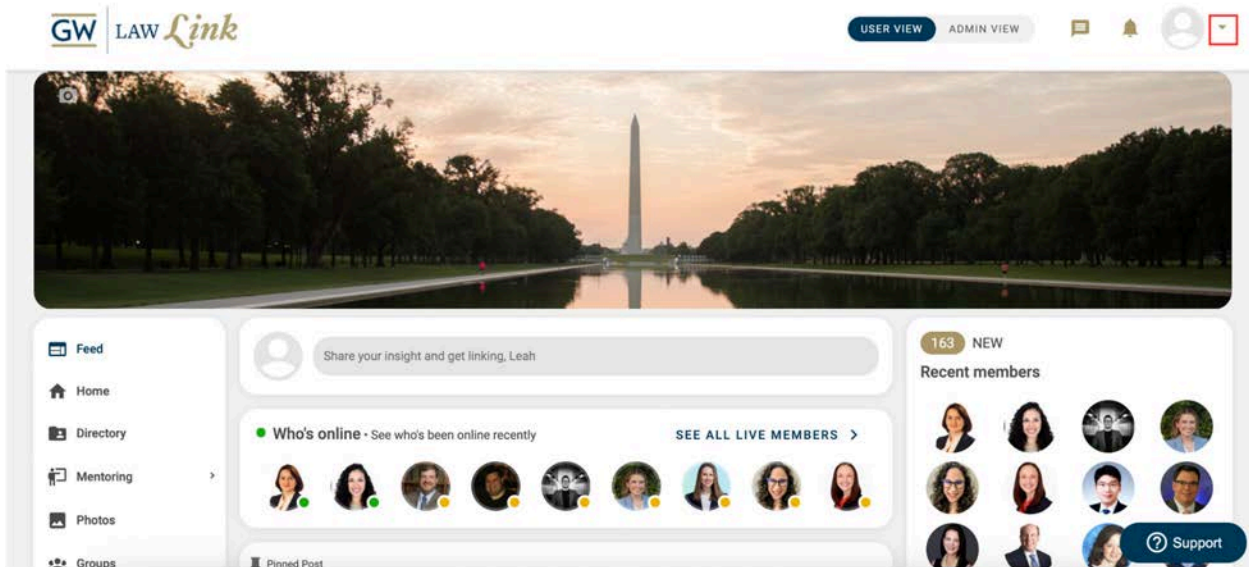
- If you wish to sync your LinkedIn account and its data to GW Law Link, please first review [GW Law Link's Privacy Policy](#).
- Once your account registration is complete and your account has been approved, visit www.link.law.gwu.edu
 - Click the "Sign In" button in the top right corner of the webpage.



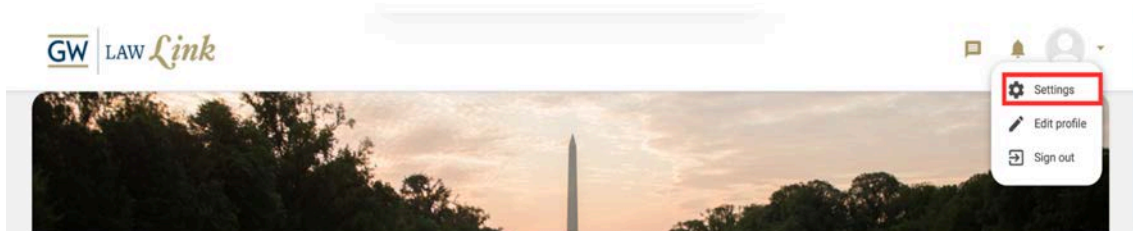
- Log in via the method you used to create your account, then click the “Sign In” button.



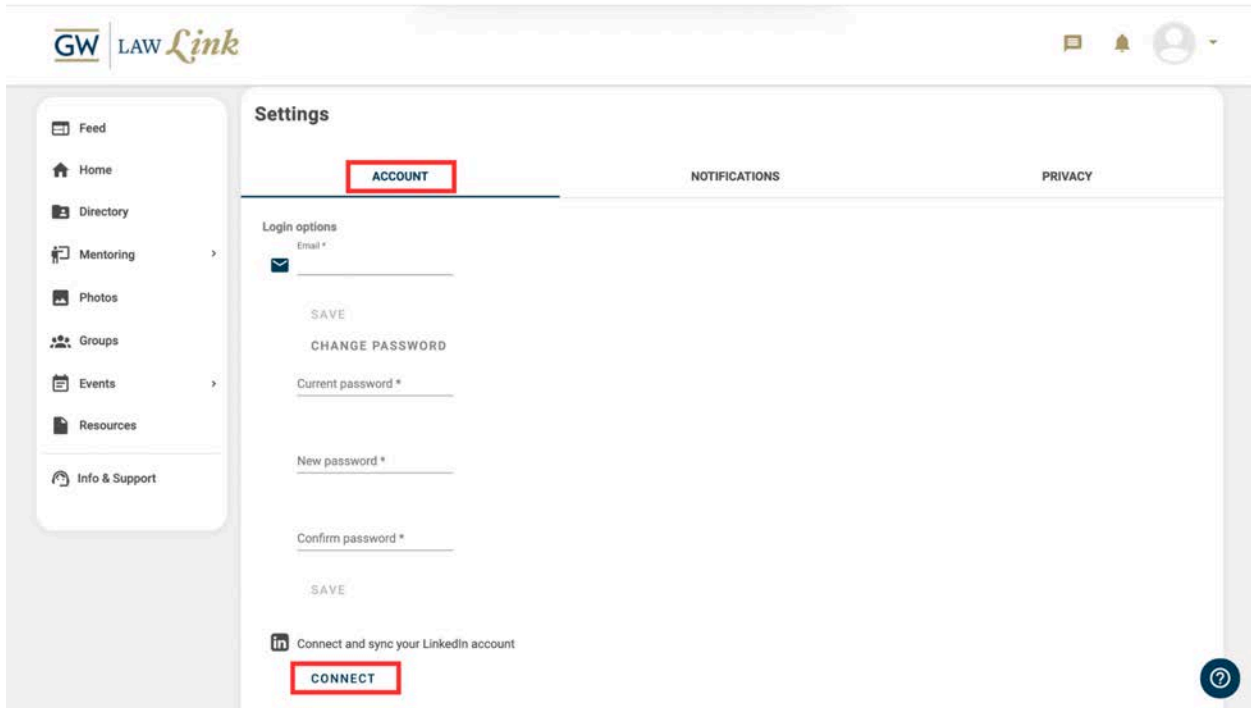
- Once logged in, in the top right corner of the webpage you will see your empty profile picture and a down arrow next to it. Click on the down arrow.



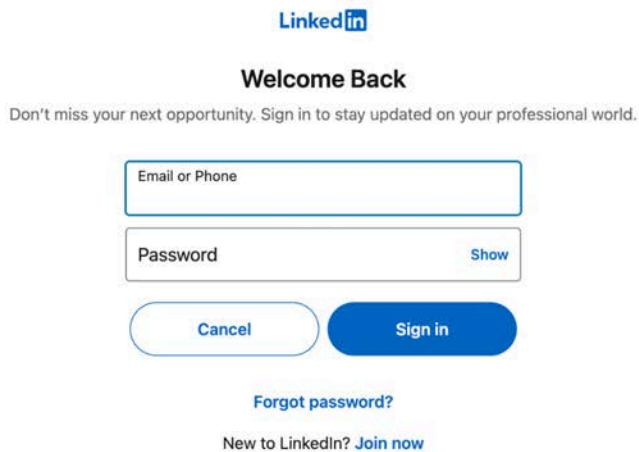
- From the drop down menu click “Settings.”



- Click the "ACCOUNT" tab. Toward the end of the list you will see the LinkedIn logo and "Connect and sync your LinkedIn account."
 - Click the navy "CONNECT" button.



- Log in to LinkedIn as usual using your affiliated email or phone number and password and click the blue "Sign In" button.

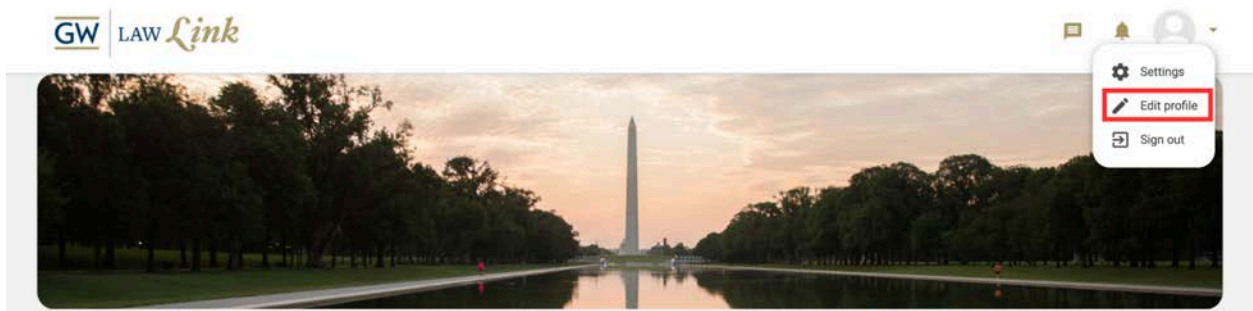


- When you are redirected to GW Law Link, you must click the "RE-SYNC" button.

- Now, your Law Link profile will contain information from your LinkedIn account and a link to your LinkedIn profile, as indicated by the “in” logo.
 - Should you have any professional updates, changes, or moves, by refreshing your integrated Law Link profile you will be able to automatically update your page.

Step 6: Adding/Updating your Law Link Profile Photo

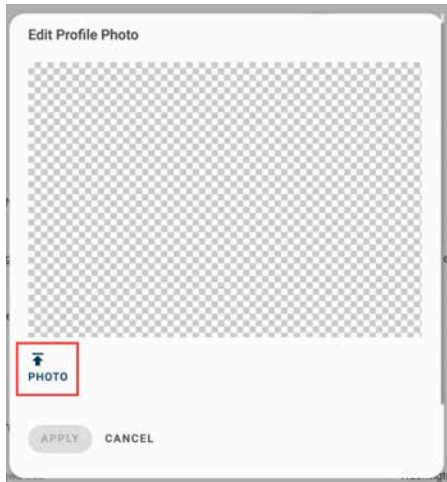
- Once you are logged in, click on the down arrow in the top right hand corner next to the empty, circular profile picture.
 - Click “Edit Profile”



- On this page, you will be able to edit your profile photo. Click the shaded bottom third of the empty profile picture at the top of the page and the “Edit Profile Photo” popup will appear.



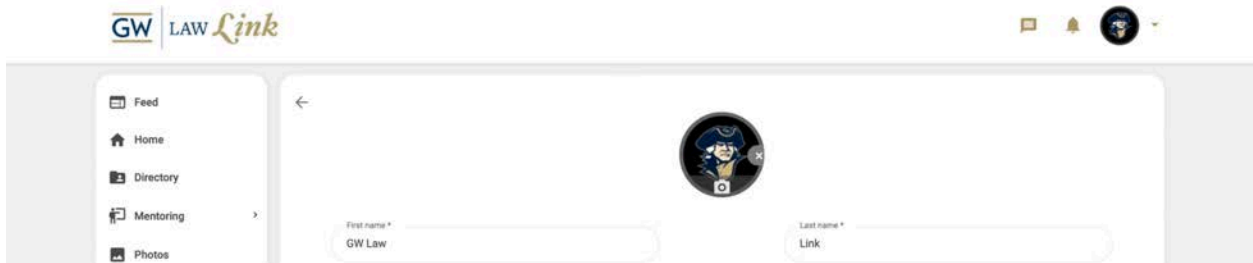
- Click the up arrow button that says "PHOTO."



- Find and select the profile photo of your choice and click "Apply."
 - We recommend using a headshot or professional photo of yourself.
- Once you've selected your photo, click and drag the blue circle to adjust the size and area of the photo you uploaded.
 - Once you have adjusted the photo to your liking, click the "APPLY" button.

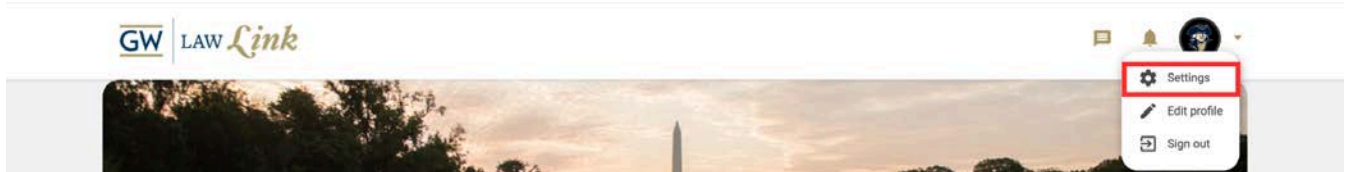


- Your profile photo will now appear in the top right corner of the site when you are logged in. Your profile will now also be visible in the Directory.

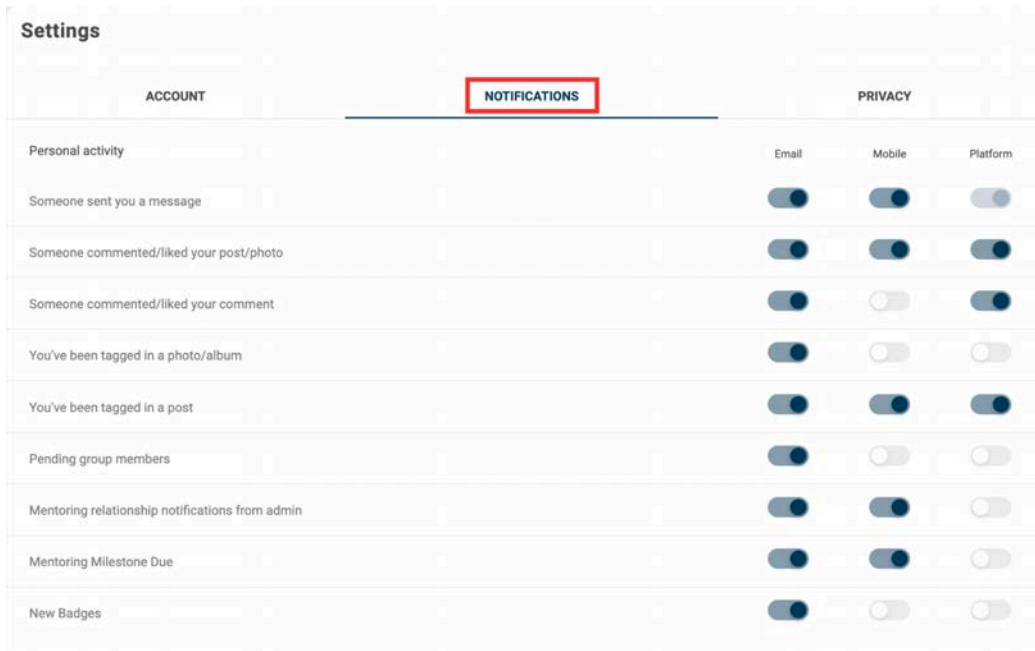


Step 7: Notifications & Privacy

- Once logged in, in the top right corner of the webpage you will see your profile photo and a down arrow.
 - Click the down arrow.
 - From the drop down menu, click "Settings."



- Click the "NOTIFICATIONS" tab. Scroll through the settings and click the toggle buttons to turn notifications on and off as desired.



- We recommend leaving messaging and mentoring notifications on to ensure that you are able to stay connected with potential and existing mentees/mentors as well as receive updates from the GW Law Link team.

- Click the “PRIVACY” tab. Scroll through the settings and click through the buttons to adjust your desired privacy levels.

Settings

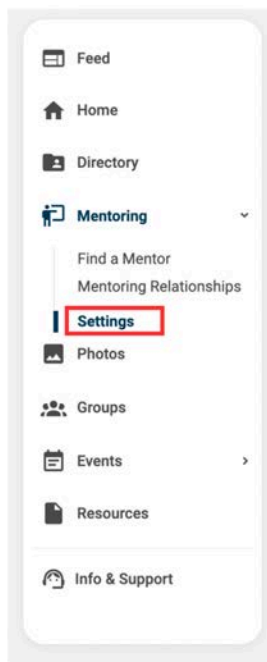
ACCOUNT NOTIFICATIONS **PRIVACY**

	All	Mentoring Relationships	Hide
General			
Who can see your phone number?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who can see your email address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who can see your location (city, state and country)?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who can send you messages?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media messaging			
Who can contact you via skype?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who can contact you via Facebook Messenger?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who can contact you via Google Hangouts?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Who can send you Google Calendar invitations?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- We recommend allowing fellow users to, at a minimum, see your location and send you a message. Mentoring settings are based on location. Users are also encouraged to message one another on the platform before taking conversations “offline.”

Step 8: Mentoring Settings

- When you’re logged in, in the left menu, click “Mentoring” then click “Settings.”



- Mentoring settings default to “Unlimited” matches. You can deselect this and click the plus or minus button below to set the number of relationships you are willing to participate in at any given time.
 - Click the “Update Mentoring limit” button when you are finished.

Mentoring



Maximum number of people I want to mentor at a time

Unlimited

- 0 +

[Update mentee limit](#)

- Please note: If you set a limit of three matches and all three slots are full, you must end a relationship before participating in any additional formal matches on the platform, or you must update your mentee limit as described above.
- We recommend no more than three mentees per mentor but note that it is up to the discretion of each mentor.

Part 2: Explore GW Law Link

Launch Point 1: Post to the Feed

- Once you are logged in to GW Law Link, in the left menu, click “Feed.”

Feed

Home

Directory

Mentoring >

Photos

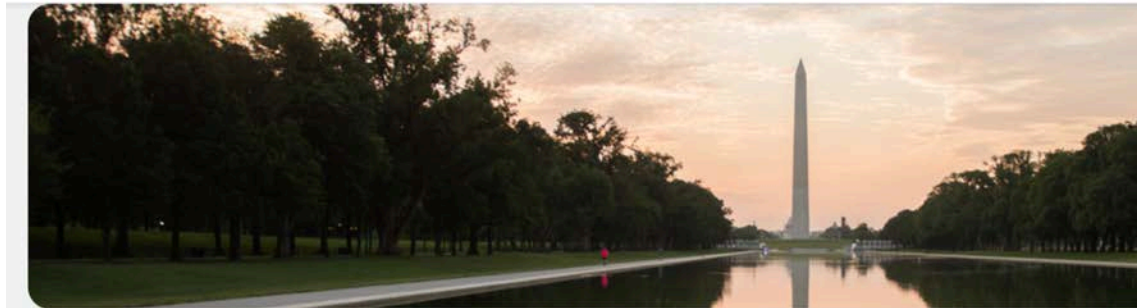
Groups

Events >

Resources


Info & Support

- Click the “Share your insight and get linking,” prompt next to your profile picture at the top center column of the webpage to (re)introduce yourself, share how you are willing to help, what help you might need, or an upcoming event for the community to attend.




Feed

Home




 Share your insight and get linking, GW Law Link

- You can use the text editor to format the text, including bold, italics and bullet points.
- You can also add hyperlinks, tag people, upload images, and attach files.
- Click “POST” when you are finished.

 Share your insight and get linking, GW Law Link ✕

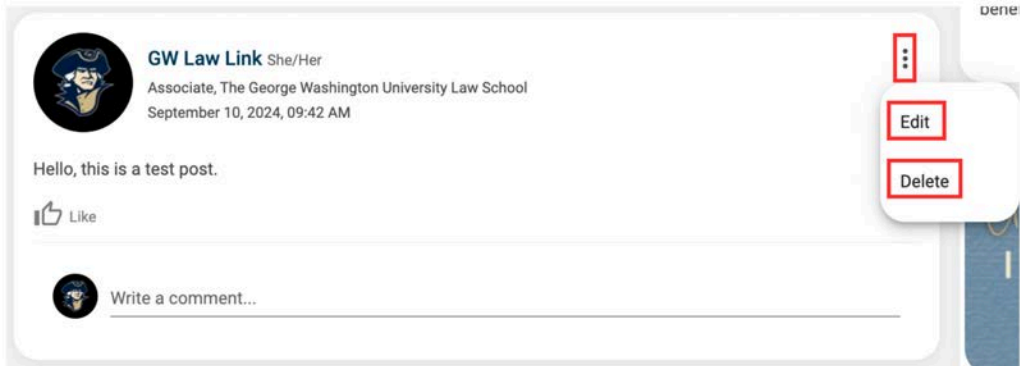
B *I* U ↶ ↷ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♀ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

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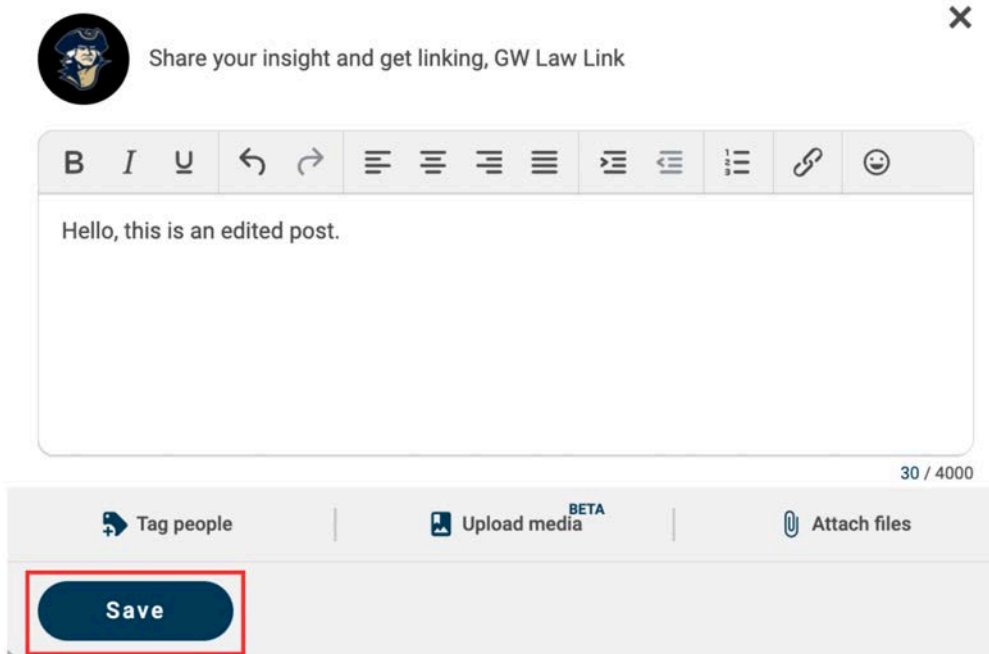
 Tag people |  Upload media ^{BETA} |  Attach files

POST

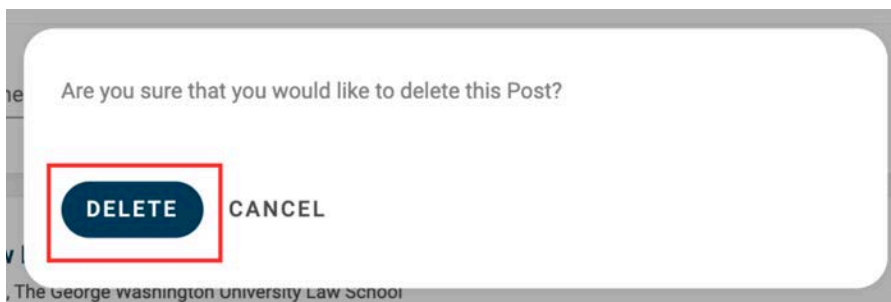
- To edit or delete your post, click the vertical three dot icon in the top right of the post, then click “Edit” or “Delete.”



- If you are editing your post, you must click the “Save” button at the bottom when you are finished in order for your edits to appear back on the Feed.



- If you are deleting your post, be sure to click the “DELETE” button at the bottom when you are finished in order for your post to be deleted from the Feed.

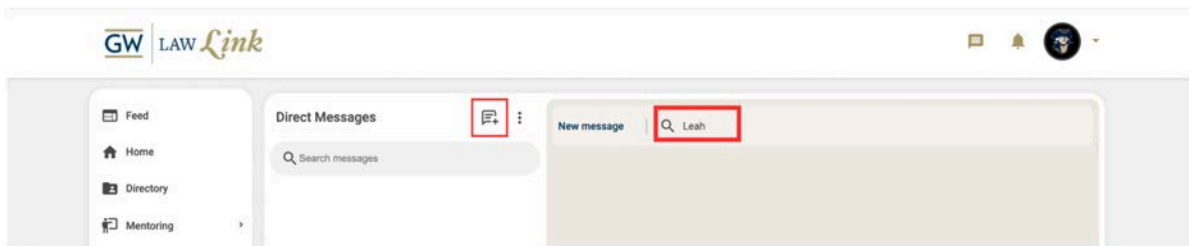


Launch Point 2: Send a Direct Message

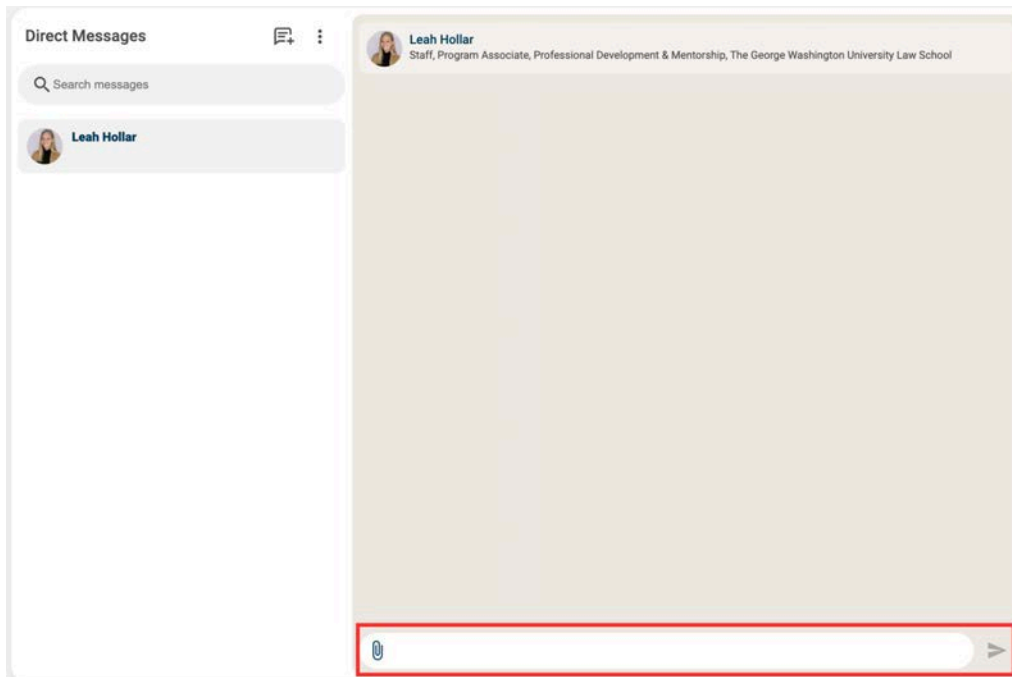
- There are two methods to send messages on GW Law Link: the “Direct Message” webpage and via an individual’s profile.
- If you know who you would like to message:
 - Click the message icon in the top right corner of the webpage.



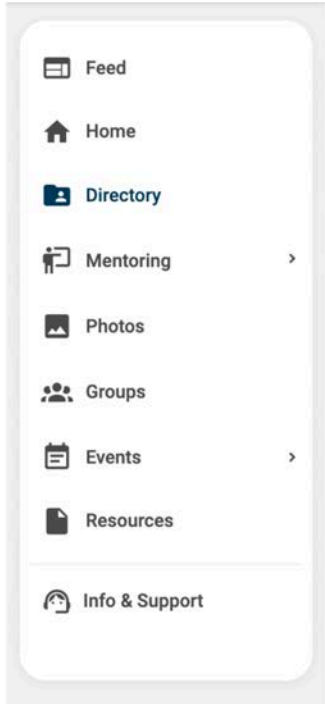
- Once on the Direct Messages webpage, click the message icon with a + sign. Then type the name of the person you would like to message in the search bar that says, “Type a name.”
 - When you begin typing a person’s name, the system will automatically show a few suggestions based on the letters typed so far.
 - Click on the name of the person you would like to message.



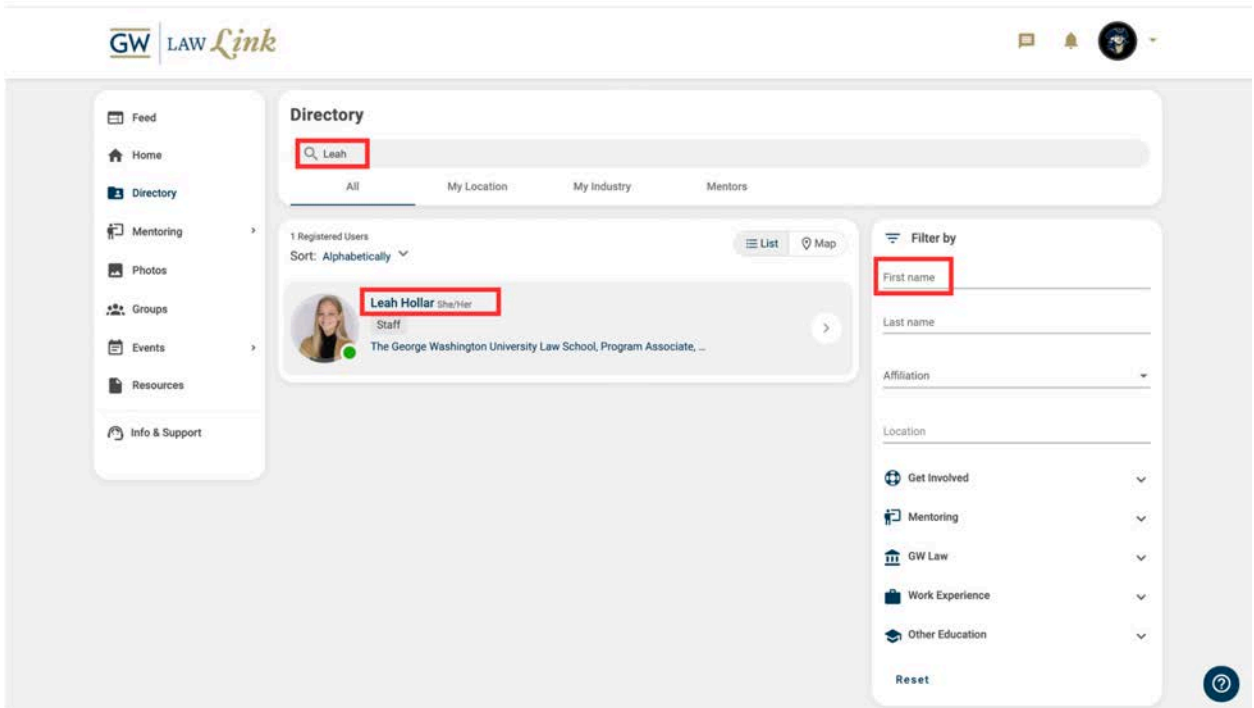
- Type your message in the white text bubble at the bottom of the webpage and click the send icon to the right of the text bubble to send the message when you are finished.

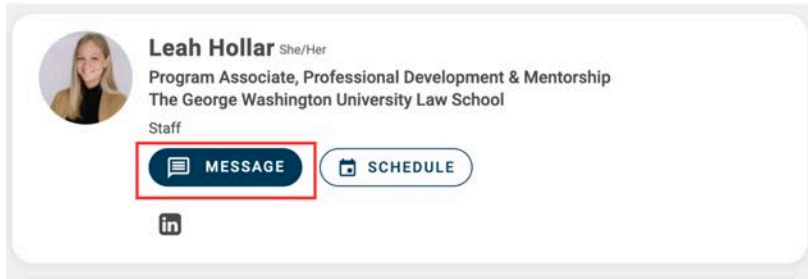


- Click “Directory” in the left menu.

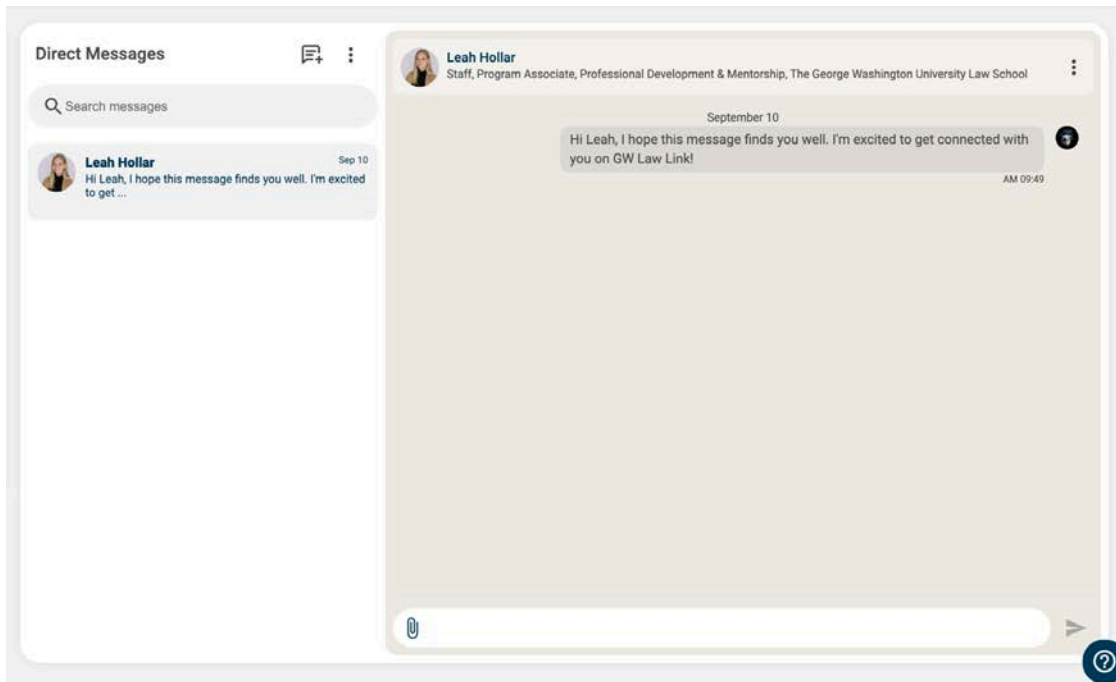


- Click the “Search” bar or the “Filter by” menu and enter the person’s first and last name.
 - Click on the person’s name when it appears and select the “Message” button below their name.





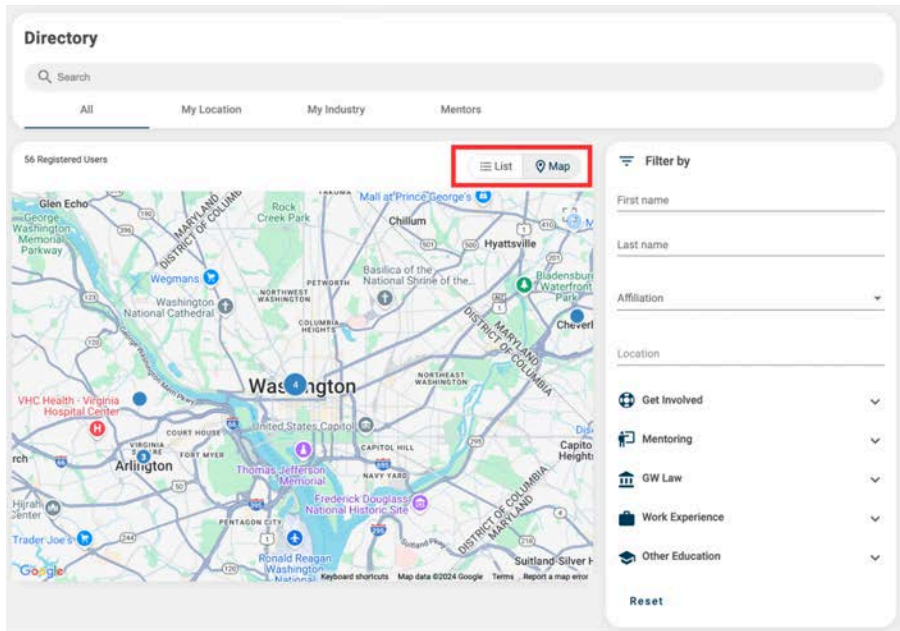
- Type a short message to the person and click the arrow to the right of the text box to send the message.



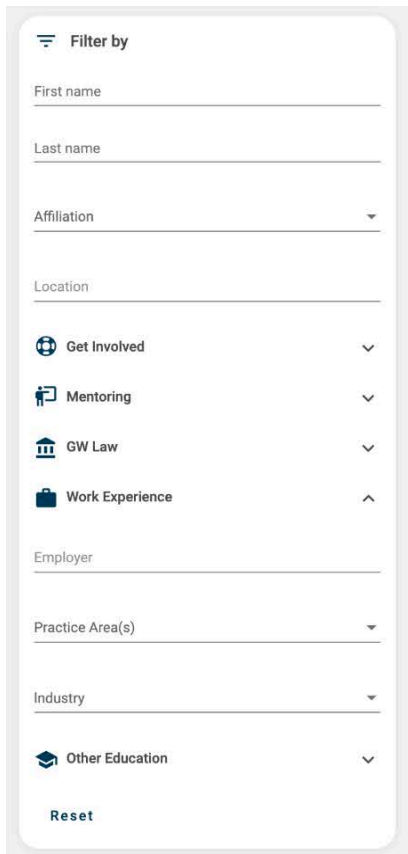
- If you do not know who you would like to message:
 - Click "Directory" in the left menu.
 - There are two methods to identify potential contacts on GW Law Link: the "Search" bar and the "Filter by" menu.
 - The Directory can be sorted alphabetically, by those that recently joined, and by those that were recently online.



- The Directory is automatically in the list view. It can be changed to a map view by switching to the “Map” function.



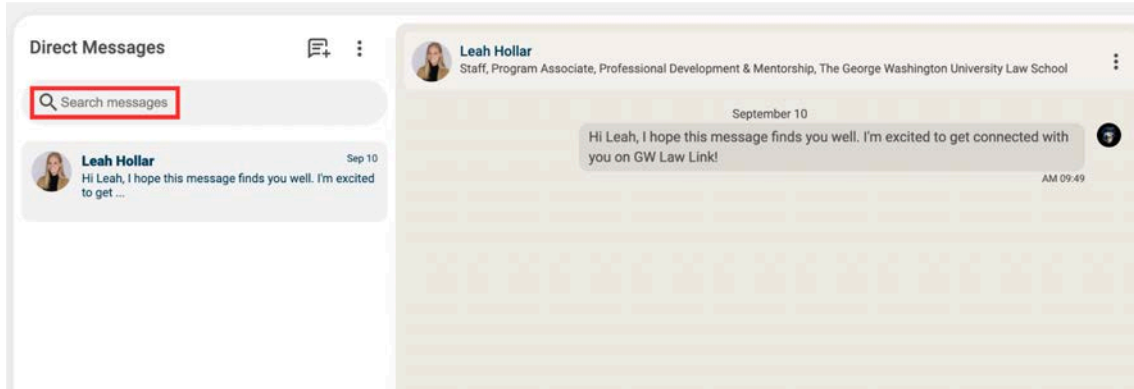
- The Directory can also be filtered by various search criteria including practice area, location, and former educational institution.



- If you only know a practitioner's first name and the firm they worked at, the "Filter by" menu is a great way to get started and find them on the platform.
 - Please note: the "Filter by" menu is sticky. You must reset the filter before running additional searches or seeing the entire directory again. To clear your search, click the "Reset" button at the bottom of the "Filter by" menu. If you do not reset these settings, your search results will remain filtered and therefore limited.

- To check your messages and see previously sent messages, click the message icon in the top right corner of the webpage to view the "Direct Messages" webpage.

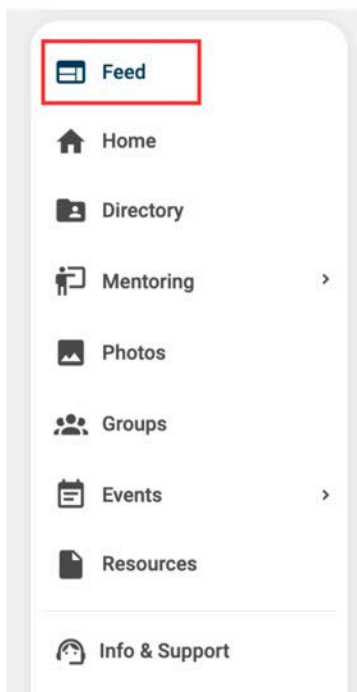
- Here, you can search for previously sent messages, have continued threaded conversations, and send new messages if you know the recipient's name.



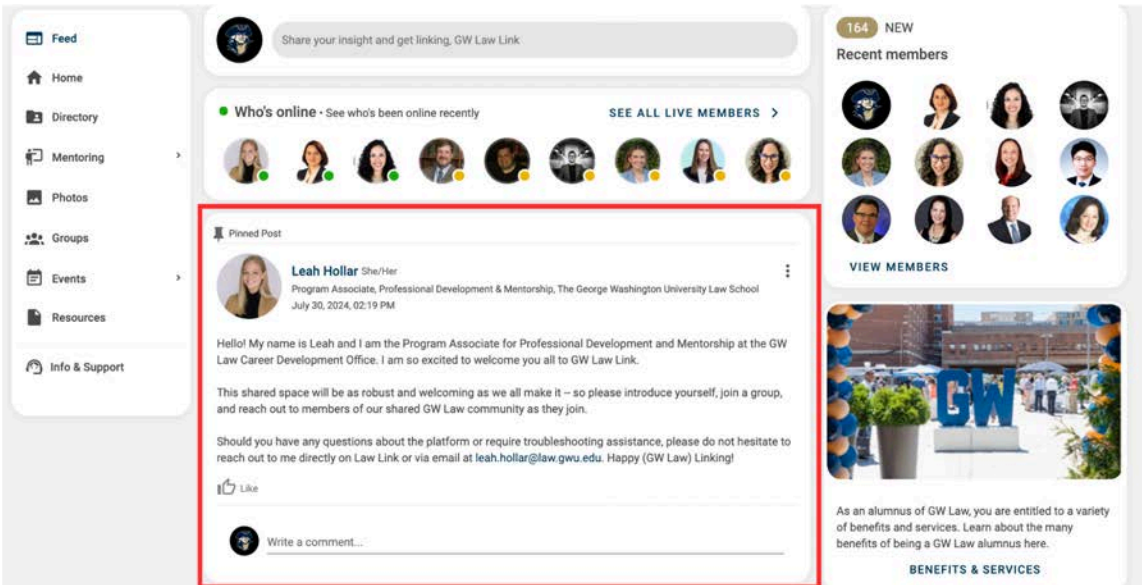
- You can filter to view all your messages or only your unread messages by clicking the vertical three-dot button near the middle of the screen.

Launch Point 3: Commenting and Liking Posts

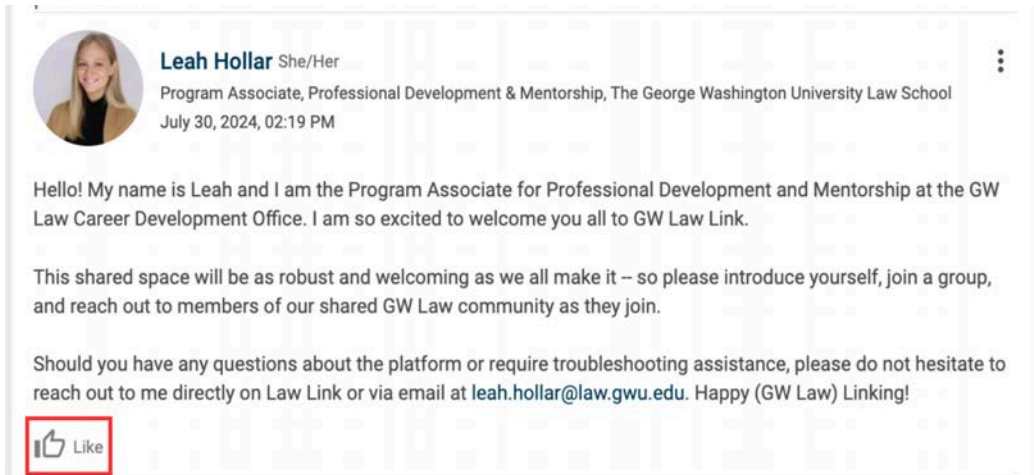
- Once logged in, on the left menu, click "Feed."



- In the center column you will see a continually updating list of posts.



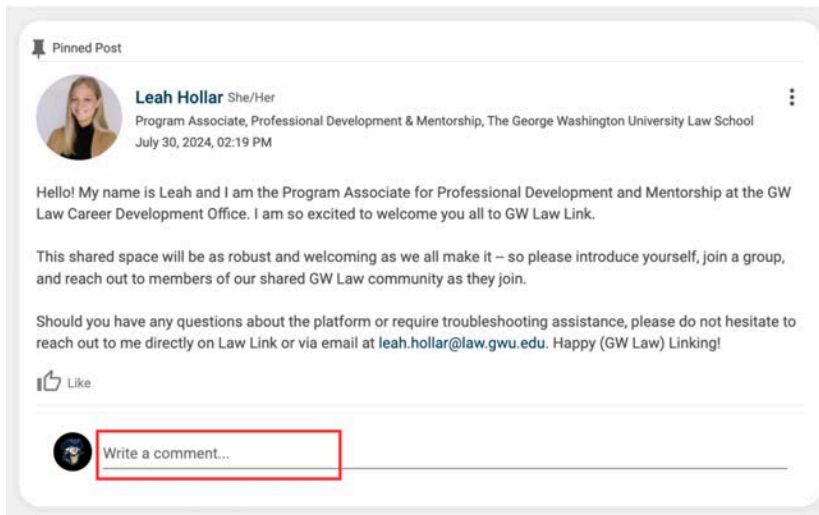
- To like a post, simply click the thumbs up icon that says “Like.”



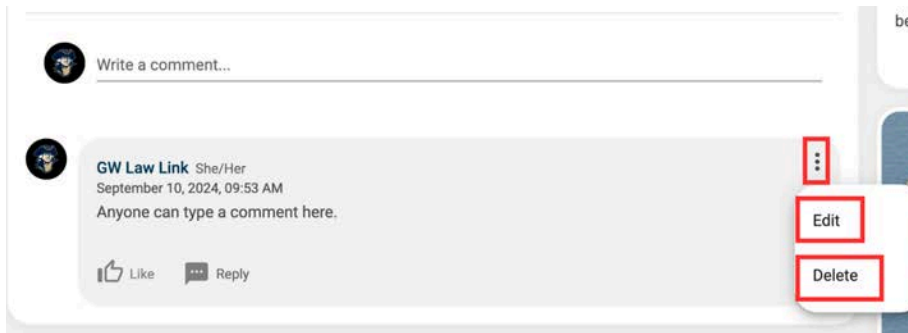
- To remove your like, simply re-click the like button. The thumbs up icon will change from blue to gray.



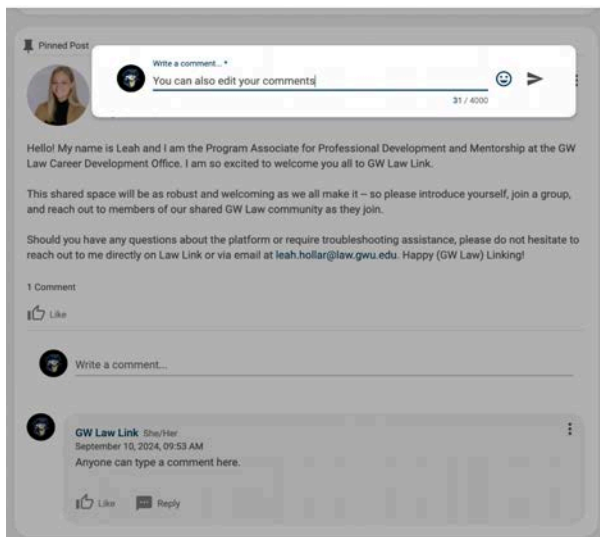
- To add a comment to a post, scroll to the bottom of the post. Next to your profile picture there will be a text box that says, "Write a comment." Click that box, write your thoughts, and click the "Send" button when you are finished.



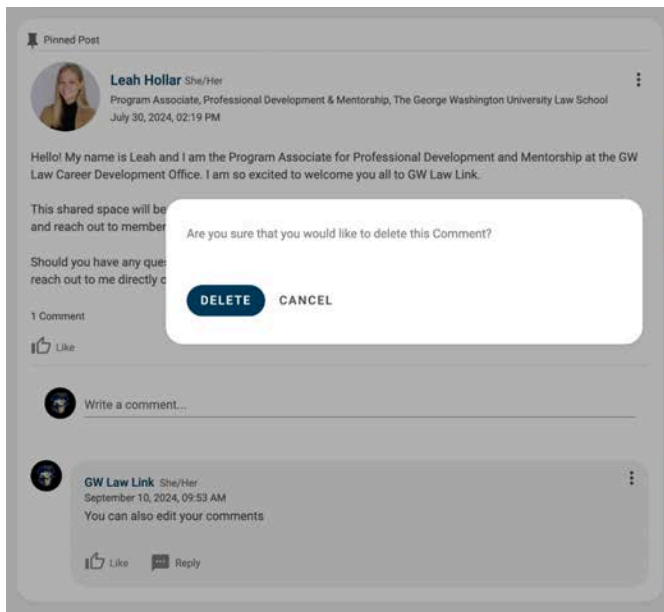
- To edit or delete your comment, click the vertical three-dot icon on your comment, then select "Edit" or "Delete."



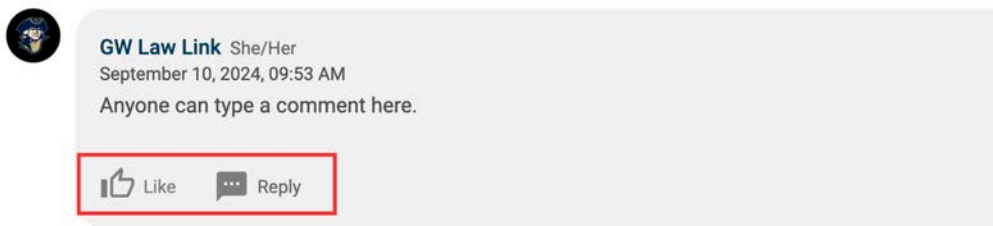
- When editing, be sure to click the arrow at the end of the text box after you have edited your message.



- When deleting, be sure to click “Delete” after you have confirmed you want to delete the comment.

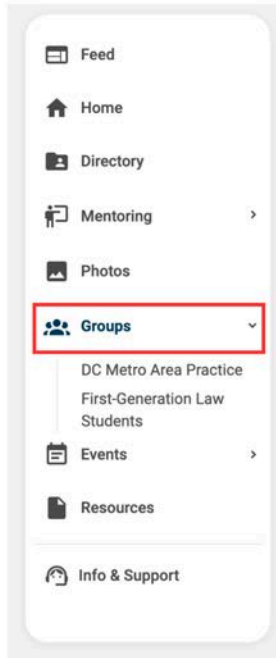


- To reply to or like a comment, scroll to the comment you would like to respond to and click either the “Reply” or the “Like” button.

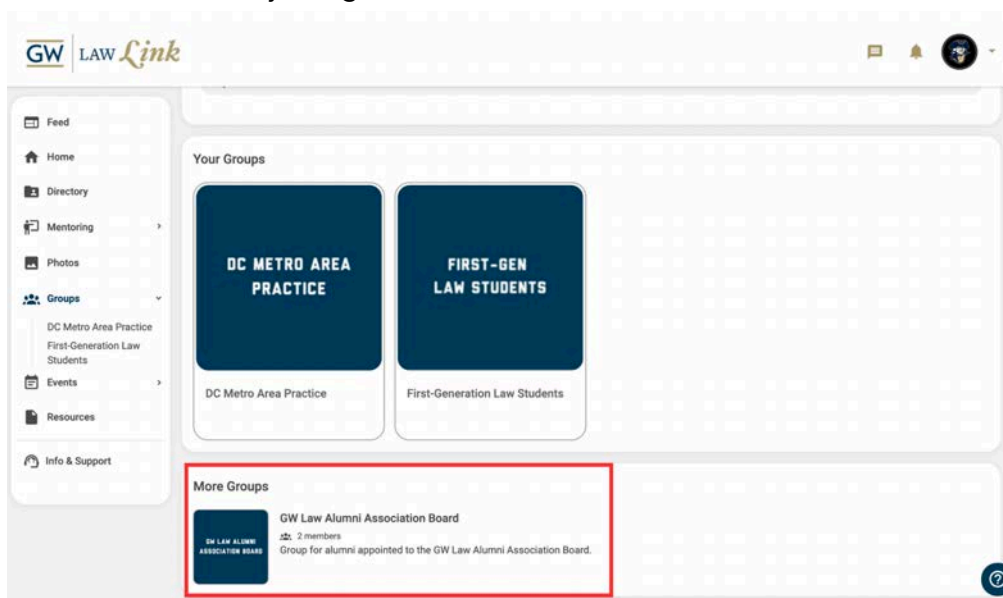


Launch Point 4: Explore Groups

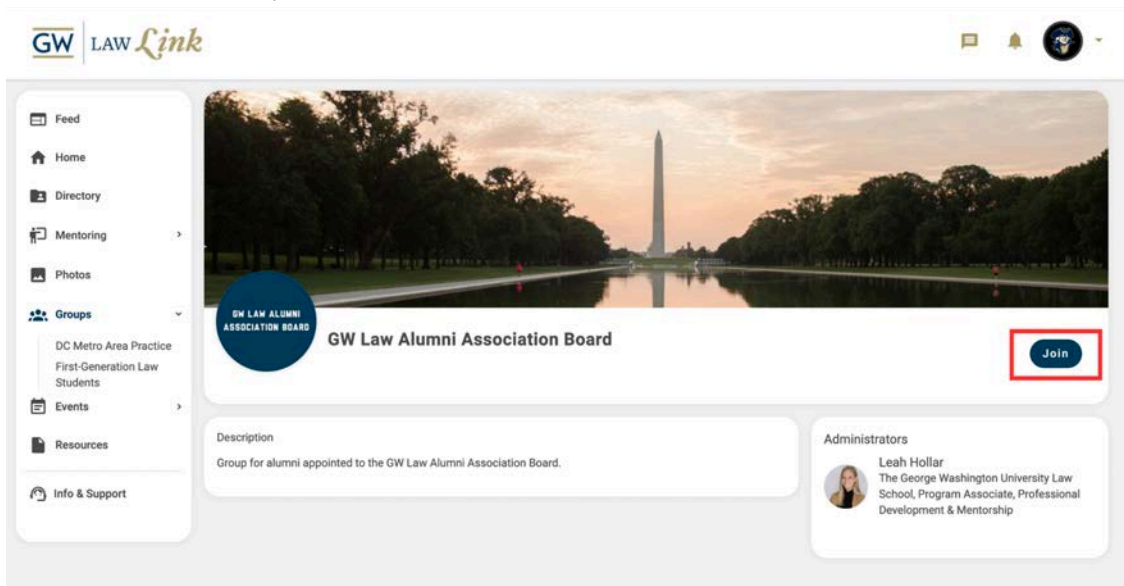
- To join a Group:
 - Once logged in, in the left menu click “Groups.”



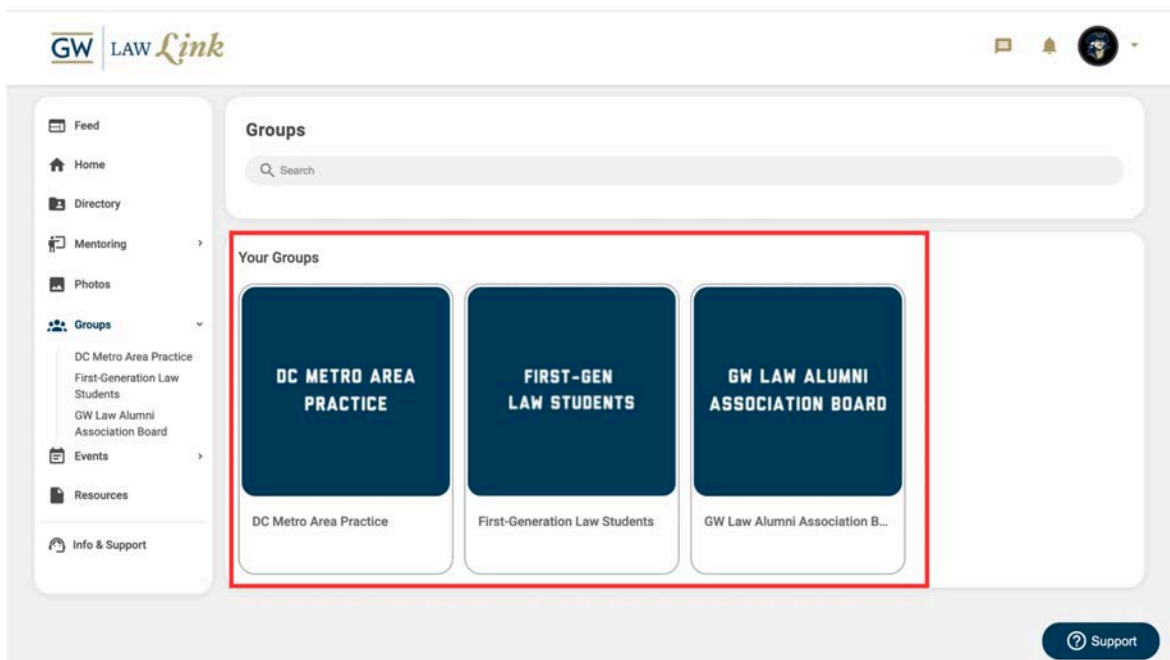
- At the top will be “Your Groups,” which you may have been automatically sorted into.
- Under “More Groups,” click any community that is relevant to you that you are interested in joining.



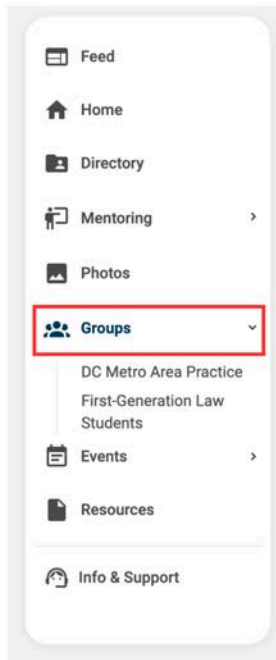
- Confirm the community you selected is correct by reading the description, then click the “Join” button.



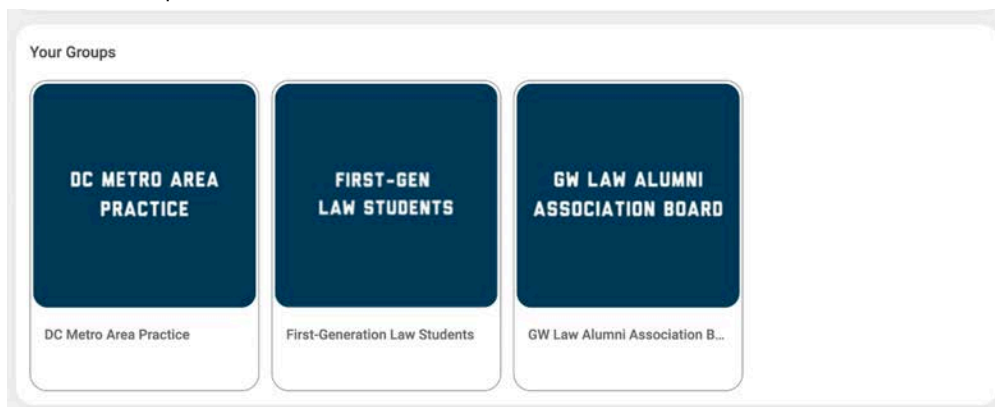
- An administrator may need to approve your request to join a specific group. Please allow for two business days for your request to be reviewed.
- Once approved, the Group will show up under “Your Groups” on the Groups page.



- To interact with a Group:
 - Once logged in, in the left menu, click “Groups.”



- Click either the group name from the left menu or the group name under “Your Groups.”



- Groups function as a platform within this platform. All site functionality that has been outlined so far, such as how to post to the feed, comment, and more, remain the same.

Here to Help: Questions and Feedback

- Should you have any questions, comments, concerns, or feedback regarding GW Law Link, please contact gwlawlink@law.gwu.edu.

