Creating an Account in the Mentor Matching System

To view information about the NIH-HHS Mentoring Program, visit: http://trainingcenter.nih.gov/hhs_mentoring.html. The NIH gateway hosts guidance and information for utilizing the HHS Mentoring Program.

1. Go to the HHS Mentoring Program website at: https://mentoring.hhs.gov/index.aspx

2. Click on 'Become a Mentor/Mentee' along the left hand side of the screen.

3. To become a Mentor or Mentee (or both), click on 'Account Setup' in either the 'Become a Mentor' or 'Become a Mentee' sections on the page:

> *Please note, participants must decide to enter the program as a mentor or mentee; however, once logged into the system, employees will be provided with the option to participate as both a mentor and a mentee.*

4. Read the User Agreement under Account Setup, click the "I agree to the terms and conditions set forth in the User Agreement" box and click 'Continue to Account Setup'

5. Enter your email address and create a password.

6. Follow the steps to create an account by entering information regarding your: Office Contact Information, Career Paths Interest/Expertise, Leadership Competencies Selections, and Mentoring Preferences

Note: If you experience difficulty in setting up your account, email HHSMentoring@hhs.gov.