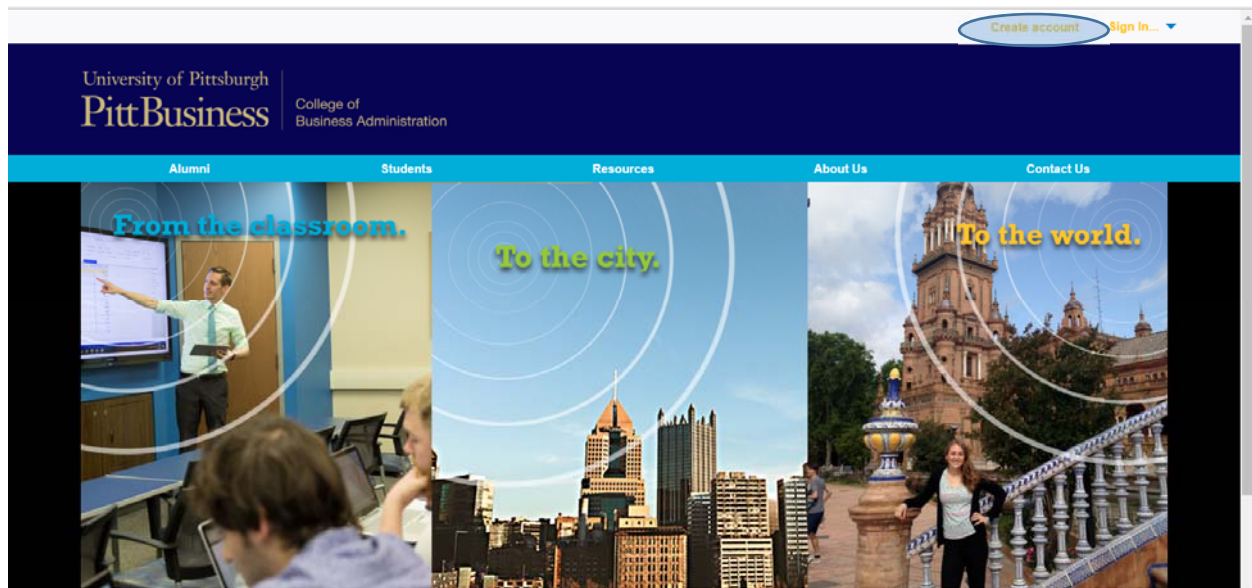


Creating an Account in the Pitt Business Mentoring Platform – Alumni

1. Log into <https://pittbusiness.xinspire.com>
2. Click 'Create account' in upper right corner



3. Create an account using your LinkedIn account information OR your email and selecting a password
  - a. If you select 'Create account via LinkedIn' then your Name, Photo, Headline and Current Position information will be pre-populated (recommended).

### Create Account with Email

Pitt Students: please use your [@pitt.edu](#) email address to create your account.

First name       Last name

Email

Password (8 characters minimum)

Password confirmation

I agree to the Xinspire Privacy Policy.

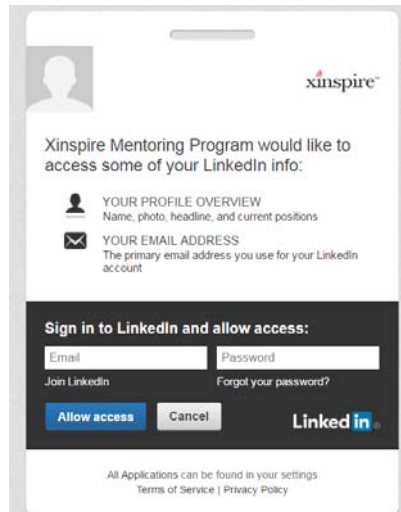
Create Account

### Create Account via Third Party

*By accessing the platform through one of the following authenticators, I agree to the Xinspire Privacy Policy.*

Create account via LinkedIn

4. If you select 'Create account via LinkedIn' fill in your information



## 5. Register for Programs – Select ‘Alumni’ button

The screenshot shows the top navigation bar of the University of Pittsburgh Pitt Business website. The header includes the University of Pittsburgh Pitt Business logo and the College of Business Administration. Below the header is a navigation menu with links for Alumni, Students, Resources, About Us, and Contact Us. The main content area is titled "Register for Programs" and features the Pitt Business Alumni Network logo. Underneath, it says "Your Connection to the Pitt Business Network:" and "New Registration". There are two buttons: "Student" and "Alumni". The "Alumni" button is highlighted with a blue oval. Below the buttons, it says "2017-2018 Academic Year". At the bottom of the page, there is a footer with "Xinspire Privacy Policy" and "Sitemap | Powered by Xinspire".

## 6. Read and Agree to the ‘Alumni Responsibilities’

By entering into this program, you are agreeing that you will take this relationship-building process seriously and will make every effort to stay in touch with your alumni mentor. We place tremendous value in these relationships and want to be sure students are approaching the program with the same sense of importance. Remember, these relationships may start while you are at Pitt, but if you put in the effort, they can continue throughout your career and provide support for both you and the mentor.

I have read and agree to the above terms. \*

Save for Later

Submit

- If you elected to sign-in via LinkedIn, click the 'Populate Form' option in the upper right corner and then select 'Pull data from LinkedIn'. This will pre-populate some of your Basic Info and your current employment information.

The screenshot shows the 'Alumni Profile' registration page. The 'Populate Form' dropdown menu is open, highlighting the 'Pull data from LinkedIn' option. The form fields for 'Basic Info' are visible, including First Name, Last Name, Email Address, Preferred Phone Number, Skype handle, Profile picture, and Ethnicity. The 'Registration Progress' section shows Step 1 as completed and Step 2 as current.

https://pittbusiness.xinspire.com/my/programs/mentor/user\_forms/394/linkedin\_pull\_ona1

- Fill in your 'Basic Info'
  - If you elected to sign-in via LinkedIn, some of the information will be pre-populated.

The screenshot shows the 'Alumni Profile' registration page with pre-populated information in the 'Basic Info' section. The 'Populate Form' dropdown menu is closed. The form fields for 'Basic Info' are visible, including First Name, Last Name, Email Address, Preferred Phone Number, Skype handle, Profile picture, and Ethnicity. The 'Registration Progress' section shows Step 1 as completed and Step 2 as current.

9. Fill in your 'Education & Experience'
  - a. If you elected to sign-in via LinkedIn, your current employment will be pre-populated.

The screenshot shows the 'Alumni Profile' form with the 'Education & Experience' tab selected. The form includes a navigation bar at the top with links for Alumni, Students, Resources, About Us, and Contact Us. On the left, there is a placeholder for a profile picture and a 'Home' button. The main content area is divided into three tabs: 'Basic Info', 'Education & Experience', and 'Program Info'. The 'Education & Experience' tab contains a form with the following fields: 'Institution Name' (text input), 'College/University at Pitt (if applicable)' (dropdown menu), 'Degree Level' (dropdown menu), 'Degree' (dropdown menu), 'Major' (dropdown menu), and 'Graduation Year' (dropdown menu). There is a 'Delete Entry' button at the bottom right of the form and an 'Add Entry' button at the bottom center. On the right side, there is a 'Registration Progress' section with two steps: 'Step 1 - Completed Alumni Responsibilities' (marked with a green checkmark) and 'Step 2 - Current Alumni Profile' (marked with a blue square). Below this is a 'More registration options' link.

10. Fill in your 'Program Info' for the mentoring program.

The screenshot shows the 'Alumni Profile' form with the 'Program Info' tab selected. The form includes the same navigation bar and profile picture placeholder as the previous screenshot. The 'Program Info' tab contains the following fields: 'How many students are you willing to connect with at a time? (minimum 1-15) \*' (text input), 'Are you willing to participate in any of these additional activities? \*' (checkbox list with options: Events, Job-shadowing, Mock Interviews, Info Interviews, Class Visits, Webinars, Gift Opportunities, Other), 'Preferred Contact Method \*' (checkbox list with options: Phone, In-Person, Email, Video Chat, Social Media), 'Meeting Frequency \*' (dropdown menu), and 'What do you hope to accomplish through this mentoring program? \*' (text input). The 'Registration Progress' section on the right is the same as in the previous screenshot, showing 'Step 1 - Completed Alumni Responsibilities' and 'Step 2 - Current Alumni Profile'.


11. Click 'Submit' at the bottom of the 'Program Info' tab when everything is completed.

12. An email will be sent to the Pitt Business Career Development staff to approve your submission. You will receive an email when your profile has been approved.

My Home Signed in as Derek McDonald

University of Pittsburgh  
**PittBusiness** College of Business Administration

Alumni Students Resources About Us Contact Us



**Alumni Profile**

Please wait patiently for the administrator's approval of this step. You will be notified when this step is approved.

Home

**Registration Progress**

- Step 1 — Completed  
Alumni Responsibilities
- Step 2 — Completed  
Alumni Profile  
**Waiting for admin approval**

More registration options

Xinspire Privacy Policy  
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