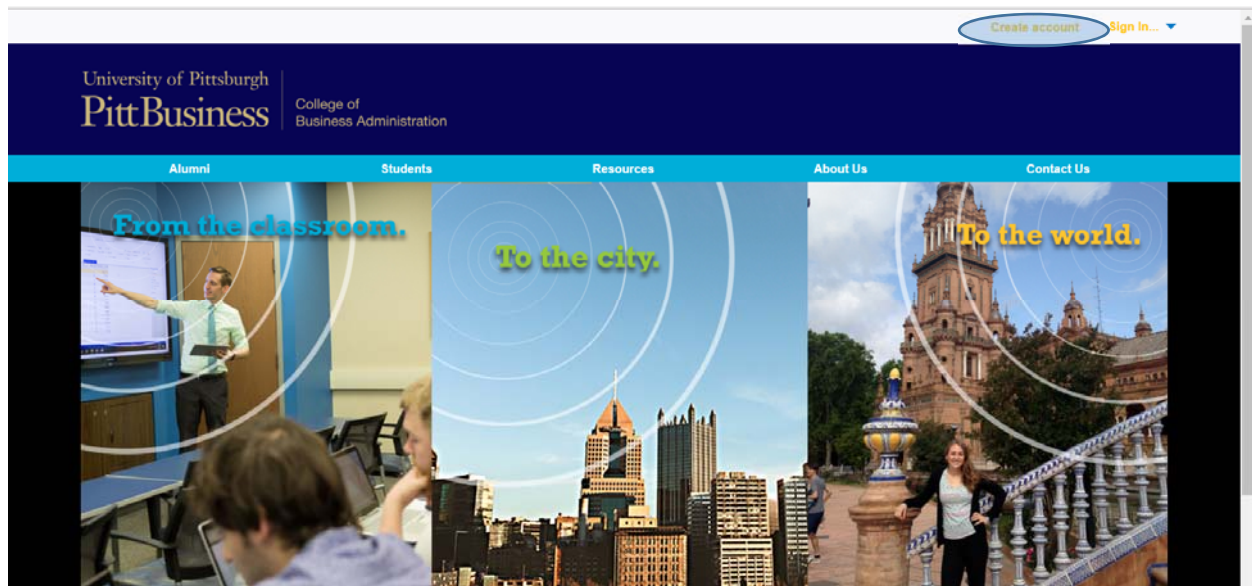


Creating an Account in the Pitt Business Mentoring Platform – Students

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 elect to '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.

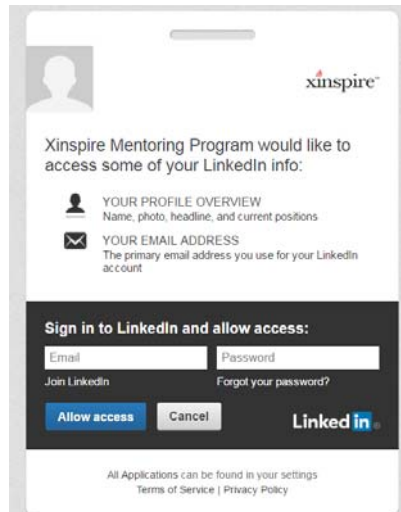
Create Account

Create Account via Third Party

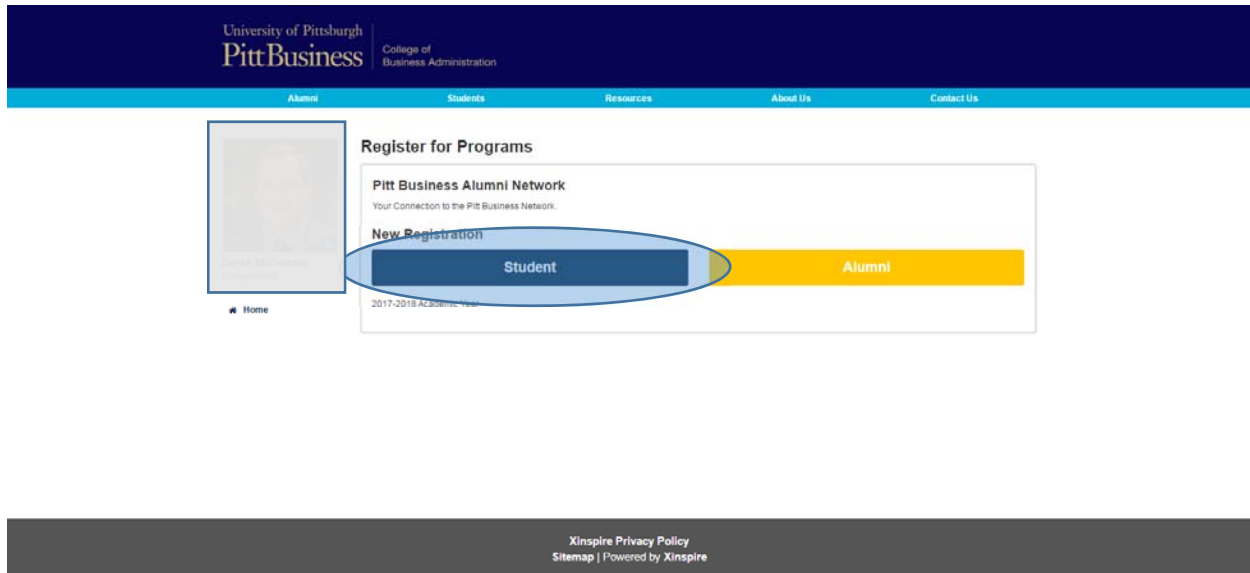
By accessing the platform through one of the following authenticators, I agree to the Xinspire Privacy Policy.

Create account via LinkedIn

4. If you elect to 'Create account via LinkedIn' - fill in your information



5. Register for Programs – Select 'Student' button



6. Read and Agree to the 'Student 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 'Student Profile' page for a user signed in as Derek McDonald. The page is divided into two main sections: 'Basic Info' and 'Registration Progress'. The 'Basic Info' section has three tabs: 'Basic Info', 'Education and Experience', and 'Program Info'. The 'Basic Info' tab is active, and the form fields are pre-populated with the following information:

- First Name: Derek
- Last Name: McDonald
- Email Address: derekbmcDonald@gmail.com
- Preferred Phone Number (optional): 6140680387
- Skype handle? (optional):
- Profile picture (optional) (10 MB limit): Choose File No file chosen
- Delete?:

The 'Registration Progress' section shows two steps: Step 1 - Completed Student Responsibilities and Step 2 - Current Student Profile. A 'Populate Form' dropdown menu is open, showing the option 'Pull data from LinkedIn' which is highlighted. A tooltip for this option lists the following fields that will be populated: Company/Organization Name, Position Title, and Verify describe this position.

- 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 'Student Profile' page for a user signed in as Derek McDonald. The page is divided into two main sections: 'Basic Info' and 'Registration Progress'. The 'Basic Info' section has three tabs: 'Basic Info', 'Education and Experience', and 'Program Info'. The 'Basic Info' tab is active, and the form fields are empty. The 'Registration Progress' section shows two steps: Step 1 - Completed Student Responsibilities and Step 2 - Current Student Profile. A 'Populate Form' dropdown menu is open, showing the option 'Pull data from LinkedIn' which is highlighted. A tooltip for this option lists the following fields that will be populated: Company/Organization Name, Position Title, and Verify describe this position.

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 'Student Profile' page for Derek McDonald. The 'Education and Experience' tab is active. The 'Education *' section contains the following fields:

- Institution Name *
- College/University at Pitt (if applicable) * (Select one or more...)
- Degree Level * (Select one or more...)
- Degree * (Dropdown menu)
- Major * (Select one or more...)
- Graduation Year * (Dropdown menu)

On the right, the 'Registration Progress' section shows:

- Step 1 — Completed Student Responsibilities (checked)
- Step 2 — Current Student Profile (active)

Navigation links include Home, Students, Resources, About Us, and Contact Us.

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

The screenshot shows the 'Student Profile' page for Derek McDonald. The 'Program Info' tab is active. The 'Program Info' section contains the following fields:

- Meeting Frequency * (Dropdown menu)
- Preferred Contact Method * (List of checkboxes: Phone, In-Person, Email, Video Chat, Social Media)
- What do you hope to accomplish through this mentoring program? * (Text area)

On the right, the 'Registration Progress' section shows:

- Step 1 — Completed Student Responsibilities (checked)
- Step 2 — Current Student Profile (active)

Navigation links include Home, Students, Resources, About Us, and Contact Us.

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

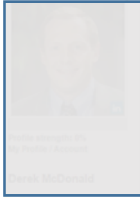
12. An email will be sent to the Pitt Business Career Development staff to approve your submission. You will receive an email when your profile has been approved.

My Home Signed in as Derek McDonald

University of Pittsburgh
PittBusiness College of Business Administration

Alumni Students Resources About Us Contact Us

Student Profile



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

Registration Progress

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

More registration options ▾

Home

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