



CAREER MENTOR PROGRAM

ONLINE APPLICATION SYSTEM VISUAL GUIDE

STEP 1: Log-in to careerCONNECT (uofmcareerservices.ca)

UM students do not need to register for a new account. You can simply click on log-in and use the single sign-on feature to access the platform.



[HOME](#) [ALUMNI](#) [EMPLOYERS](#) [STUDENTS](#) [BACK TO CAREER SERVICES](#)

careerCONNECT

Job & Co-op Postings | Career Fairs, Workshops & Events

LOGIN

To start, click on the
LOGIN button.



STEP 2: Choose UM Student from the Login page

The single sign-on (SSO) feature allows students to login to careerCONNECT using the same login information/credentials to login to your UM student email.



Login

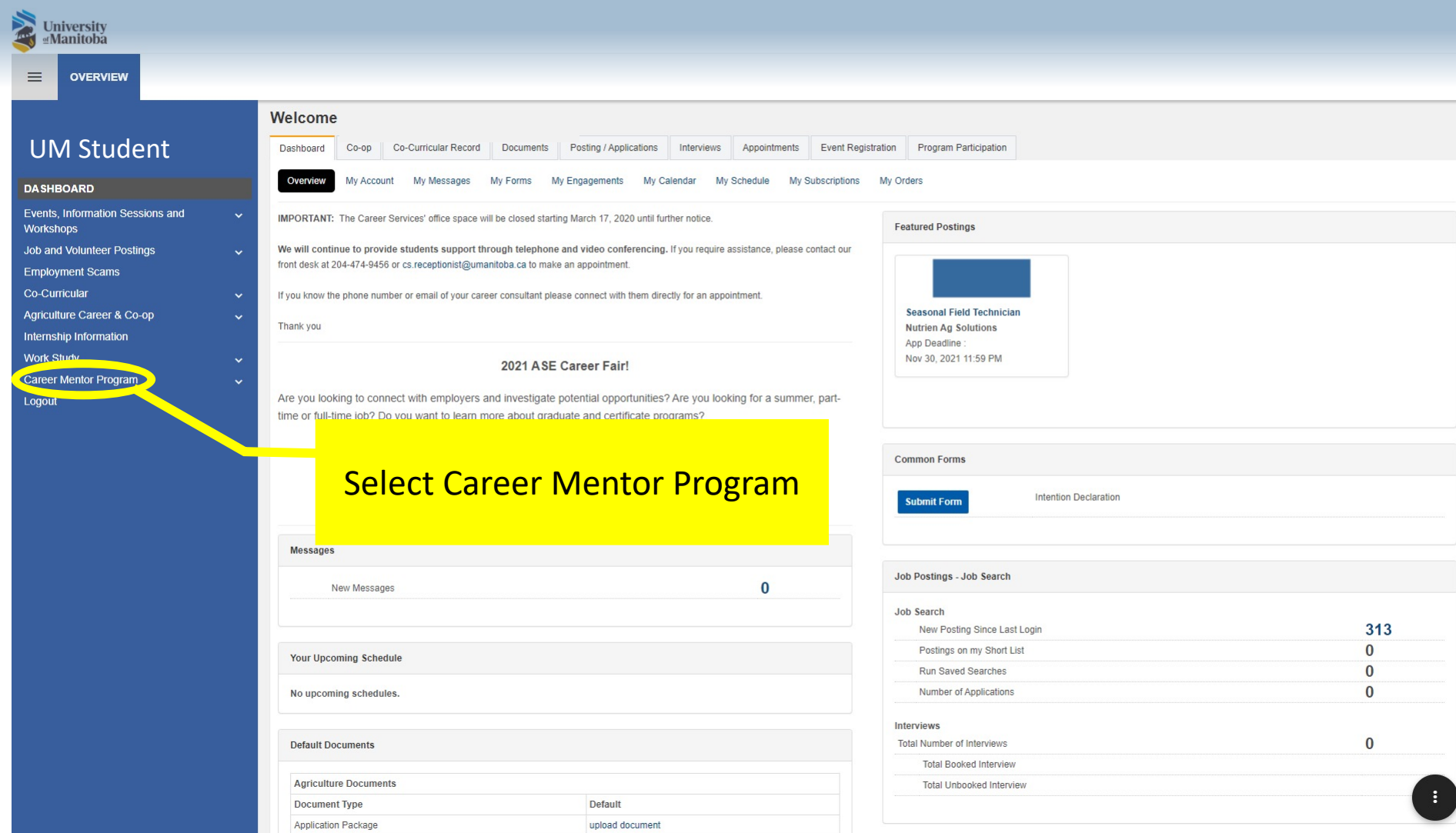
Please select your user group from the list below.

- Alumni
- **UM Students**
- ICM Students
- Employers
- Staff & Faculty

Select UM Students – this will redirect you to the single sign-on page.

STEP 3: Navigate to the Career Mentor Program module

Note: If you are unable to view/access the Career Mentor Program module, please send an email to cmp@umanitoba.ca as soon as possible!



The screenshot shows the University of Manitoba Career Mentor Program dashboard. On the left sidebar, the 'Career Mentor Program' link is highlighted with a yellow circle and a yellow callout box that says 'Select Career Mentor Program'. The main content area displays a 'Welcome' message, a '2021 ASE Career Fair!' announcement, and various navigation tabs. The right sidebar contains sections for 'Featured Postings', 'Common Forms', and 'Job Postings - Job Search'.

University of Manitoba

OVERVIEW

UM Student

DASHBOARD

- Events, Information Sessions and Workshops
- Job and Volunteer Postings
- Employment Scams
- Co-Curricular
- Agriculture Career & Co-op
- Internship Information
- Work Study
- Career Mentor Program**
- Logout

Welcome

Dashboard | Co-op | Co-Curricular Record | Documents | Posting / Applications | Interviews | Appointments | Event Registration | Program Participation

Overview | My Account | My Messages | My Forms | My Engagements | My Calendar | My Schedule | My Subscriptions | My Orders

IMPORTANT: The Career Services' office space will be closed starting March 17, 2020 until further notice.

We will continue to provide students support through telephone and video conferencing. If you require assistance, please contact our front desk at 204-474-9456 or cs.receptionist@umanitoba.ca to make an appointment.

If you know the phone number or email of your career consultant please connect with them directly for an appointment.

Thank you

2021 ASE Career Fair!

Are you looking to connect with employers and investigate potential opportunities? Are you looking for a summer, part-time or full-time job? Do you want to learn more about graduate and certificate programs?

Featured Postings

Seasonal Field Technician
Nutrien Ag Solutions
App Deadline :
Nov 30, 2021 11:59 PM

Common Forms

Submit Form | Intention Declaration

Job Postings - Job Search

Job Search

New Posting Since Last Login	313
Postings on my Short List	0
Run Saved Searches	0
Number of Applications	0

Interviews

Total Number of Interviews	0
Total Booked Interview	
Total Unbooked Interview	

Messages

New Messages 0

Your Upcoming Schedule

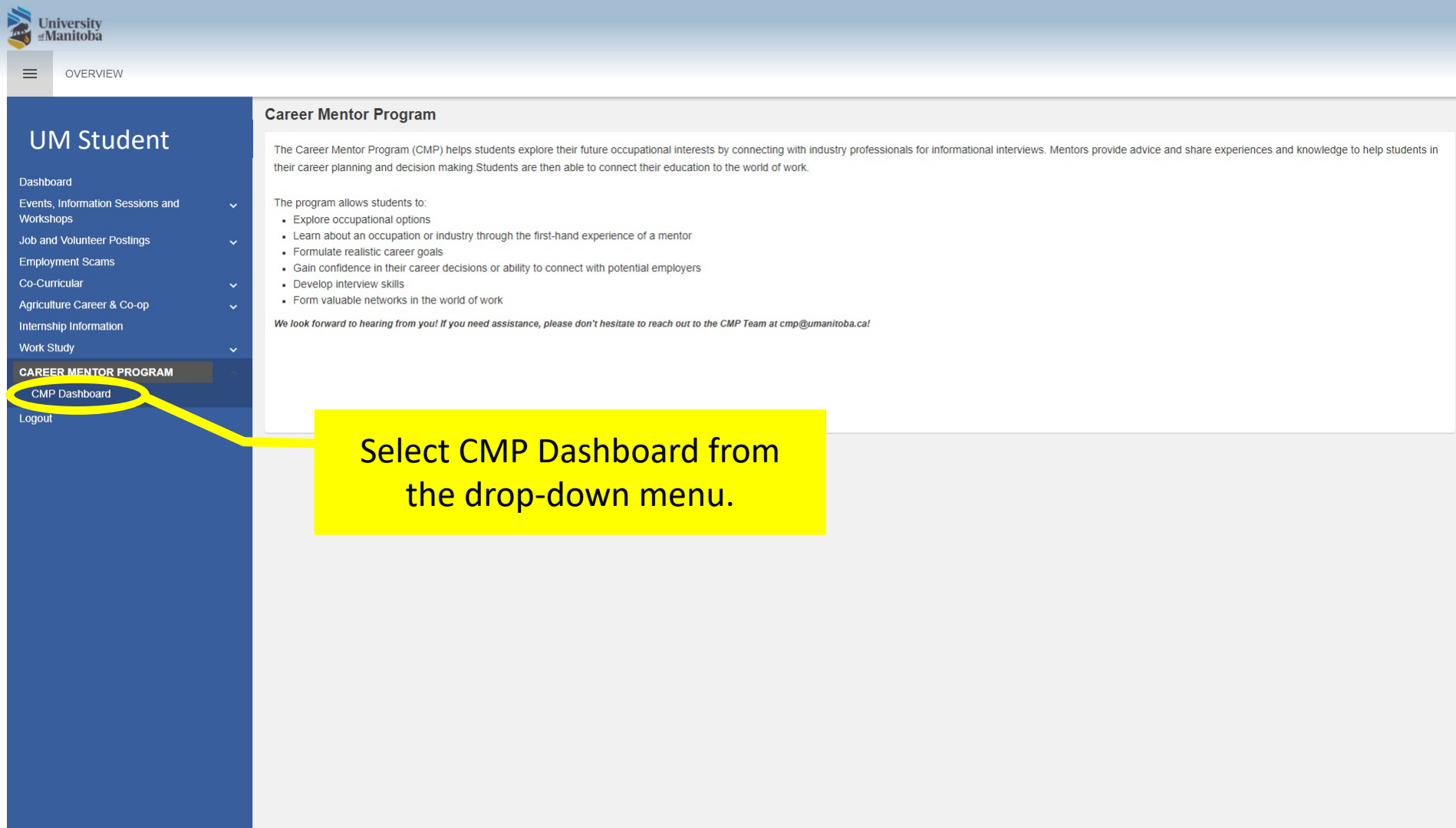
No upcoming schedules.

Default Documents

Agriculture Documents	
Document Type	Default
Application Package	upload document

STEP 4: Navigate to the CMP Dashboard

Note: If you are unable to view/access the Career Mentor Program module, please send an email to cmp@umanitoba.ca as soon as possible!



The screenshot shows the University of Manitoba website's Career Mentor Program (CMP) dashboard. On the left is a dark blue sidebar with the 'UM Student' header. Below it, a list of navigation links includes 'Dashboard', 'Events, Information Sessions and Workshops', 'Job and Volunteer Postings', 'Employment Scams', 'Co-Curricular', 'Agriculture Career & Co-op', 'Internship Information', 'Work Study', 'CAREER MENTOR PROGRAM', 'CMP Dashboard', and 'Logout'. The 'CMP Dashboard' link is circled in yellow, and a yellow callout box with a pointer indicates to 'Select CMP Dashboard from the drop-down menu.' The main content area is titled 'Career Mentor Program' and contains a paragraph about the program's purpose, a bulleted list of what the program allows students to do, and a closing statement from the CMP team.

University of Manitoba

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Career Mentor Program

The Career Mentor Program (CMP) helps students explore their future occupational interests by connecting with industry professionals for informational interviews. Mentors provide advice and share experiences and knowledge to help students in their career planning and decision making. Students are then able to connect their education to the world of work.

The program allows students to:

- Explore occupational options
- Learn about an occupation or industry through the first-hand experience of a mentor
- Formulate realistic career goals
- Gain confidence in their career decisions or ability to connect with potential employers
- Develop interview skills
- Form valuable networks in the world of work

We look forward to hearing from you! If you need assistance, please don't hesitate to reach out to the CMP Team at cmp@umanitoba.ca!

Select CMP Dashboard from the drop-down menu.

STEP 5: Click on View Available Programs/Courses

Note: If you are unable to view/access the Career Mentor Program module, please send an email to cmp@umanitoba.ca as soon as possible!

The screenshot shows the University of Manitoba Career Mentor Program dashboard. On the left is a blue sidebar with the 'UM Student' header and a list of navigation links: Dashboard, Events, Information Sessions and Workshops, Job and Volunteer Postings, Employment Scams, Co-Curricular, Agriculture Career & Co-op, Internship Information, and Work Study. Below these are 'CAREER MENTOR PROGRAM' and 'CMP DASHBOARD' sections, followed by a 'Logout' link. The main content area is titled 'My Experience' and 'Career Mentor Program'. It features a grid of experience cards: 'Current Experiences' (with a 'View' button), 'Past Experiences' (with a 'View' button), 'Pending Experiences' (with a 'View' button), and 'Inactive Experiences' (with a 'View' button'). Below this grid is a 'Courses / Programs' section with a 'View' button. A yellow callout box points to the 'View' button in the 'Courses / Programs' section, containing the text: 'Click on either of these two buttons to find the current program offering.' Another yellow callout box points to a 'View Available Programs/Courses' button in the 'CURRENT EXPERIENCES' section, which also contains the text: 'Click on either of these two buttons to find the current program offering.'

University of Manitoba

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CMP DASHBOARD

Logout

My Experience
Career Mentor Program

Current Experiences
View your current experiences.
View

Past Experiences
View

Pending Experiences
View

Inactive Experiences
View

Courses / Programs
Find new courses and programs.
View

CURRENT EXPERIENCES
You don't have any ongoing experiences.
View Available Programs/Courses

Click on either of these two buttons to find the current program offering.

STEP 6: Enroll to the Career Mentor Program 'course'

Note: This is not the official application form, but this is to give you access to the next part of the module. Continue with the next steps to apply to the program.

The screenshot shows the University of Manitoba Career Mentor Program dashboard. On the left is a blue sidebar with the 'UM Student' header and a menu including 'Dashboard', 'Events, Information Sessions and Workshops', 'Job and Volunteer Postings', 'Employment Scams', 'Co-Curricular', 'Agriculture Career & Co-op', 'Internship Information', 'Work Study', 'CAREER MENTOR PROGRAM', 'CMP DASHBOARD', and 'Logout'. The main content area is titled 'Available Programs/Courses' and 'Career Mentor Program'. It features a 'FILTERS' section with a search bar, a sort dropdown set to 'Newest', and a blue 'Apply' button. Below this is a card for the '2021 - 2022 Mentorship - Career Mentor Program'. The card text describes the program as helping students explore occupational options by connecting with industry professionals. At the bottom of the card, the 'Apply' button is circled in yellow. A yellow callout box points to this button with the text: 'Click on Apply. A confirmation window will pop up. Select **Yes** to confirm that you want to enroll in the program.'

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Logout

Available Programs/Courses

Career Mentor Program

Overview

FILTERS

Search:

Sort:

Newest

Apply

2021 - 2022 Mentorship

- Career Mentor Program

The Career Mentor Program (CMP) helps students explore occupational options by connecting with industry professionals. Mentors provide advice and share experiences and knowledge to help students formulate their career plans. The Career Mentor Program runs through the academic year, from September to April.

The CMP is an

See More

Apply

Click on Apply. A confirmation window will pop up. Select **Yes** to confirm that you want to enroll in the program.

STEP 7: Go to the First Mentor Match experience/section

Note: If you are applying to the program for the first time OR if you are new to the online application system, you must complete the First Mentor Match experience before you are eligible for Additional Matches. Incorrect applications will be declined by the CMP staff.



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First Mentor Match

PLACEMENT

You haven't been placed yet.

1

Please allow 1 to 2 business days for processing. Once your application form is approved, you will be contacted once a mentor match is completed.

[Answer Questionnaire](#)

2

Mentorship Connection Details (matching mentor to mentee)

3

Mentee Evaluation

Scroll to the First Mentor Match section. Select Answer Questionnaire to open the official application form.

STEPS

This experience has 4 step(s). You've completed 1 of the 4 required step(s).

Current Step

Application Form

This application form is for your first mentor match.

1

Once you submit a completed application form, please allow 1-2 business days for the CMP Staff to approve your application. You will be able to proceed to the next step as soon as your status is updated.

Please check back here for any updates.

[Answer Questionnaire](#)

2

CMP Orientation

3

Mentorship Connection Details (Matching mentor to mentee)

4

Mentee Evaluation

STEP 8: Complete and submit an application form

Note: If you have questions or require additional support in completing your application, please contact cmp@umanitoba.ca.



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- CMP DASHBOARD**
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Questionnaire Qualifiers

- Career Mentor Program (2021 - 2022 Mentorship)

[← Back to Your Enrollment](#)

INSTRUCTIONS

This application form is for your first mentor match.

Once you submit a completed application form, please allow 1-2 business days for the CMP Staff to approve your application. You will be able to proceed to the next step as soon as your status is updated.

Please check back here for any updates.

PERSONAL INFORMATION

* First Name

* Last Name

* UM Student Email
(e.g. UMnetID@myumanitoba.ca)

Phone number

* Demographic Information (check all that apply)

☐ SELECT ALL

Filter

☐ Domestic Student (i.e. Canadian Citizen, permanent resident, etc.)

☐ Indigenous Student

☐ International Student

☐ Student with a Disability

☐ Other:

ACADEMIC INFORMATION

* Number of completed credit hours and/or current year of study
(i.e. 30 credit hours, 3rd year, etc.)

* Faculty and/or Department

When you are done, click Submit at the bottom of the application form.

STEP 9: Wait until your application is approved

Note: The CMP staff will review your application and this process can take up to two (2) business days. If you have questions, please contact cmp@umanitoba.ca.

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First Mentor Match

PLACEMENT

You haven't been placed yet.

STEPS

This experience has 4 step(s). You've completed 0 of the 4 required step(s).

Current Step

1

Application Form

This application form is strictly for subsequent mentor match requests. If this is your first mentor match, please complete the application form under "First Mentor Match".

Please allow 1 to 2 business days for processing. Once your application form is approved, you will be contacted once a mentor match is completed.

Answer Questionnaire

2

Mentorship Connection Details (matching mentor to mentee)

3

Mentee Evaluation

0

Resources

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MyAccount

Log Out

STEP 10: Register for a CMP Orientation

Note: Once your application is approved, proceed to the next step and register for an orientation session. The orientation session is designed to help you prepare for your mentor meeting and it is required before you are matched with one of our mentors.

The screenshot displays the UM Student portal interface. On the left is a dark blue sidebar with navigation links: Dashboard, Events, Information Sessions and Workshops, Job and Volunteer Postings, Employment Scams, Co-Curricular, Agriculture Career & Co-op, Internship Information, Work Study, CAREER MENTOR PROGRAM, CMP DASHBOARD, and Logout. The main content area is titled 'OVERVIEW' and shows a progress bar with three steps: 1. Application Form, 2. Mentorship Connection Details (matching mentor to mentee), and 3. Mentee Evaluation. Below the progress bar, there's a section for 'First Mentor Match' with a 'PLACEMENT' status indicating 'You haven't been placed yet.' The 'Application Form' step is expanded, showing the 'CMP Orientation' section. This section includes instructions about selecting an orientation date and a 'View Associated Events' button, which is circled in yellow. A yellow callout box with the text 'Click on “View Associated Events” to see a list of sessions that you can register for.' points to this button. The bottom of the page features a footer with the copyright notice '© 2021 University of Manitoba - Orbis Career / Co-op Portal Professional' and links for 'MyAccount' and 'Log Out'.

UM Student

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Job and Volunteer Postings

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OVERVIEW

1 Please allow 1 to 2 business days for processing. Once your application form is approved, you will be contacted once a mentor match is completed.

Answer Questionnaire

2 Mentorship Connection Details (matching mentor to mentee)

3 Mentee Evaluation

First Mentor Match

PLACEMENT

You haven't been placed yet.

STEPS

This experience has 4 step(s). You've

Application Form

Current Step

CMP Orientation

Please select an orientation date. Orientations are approximately 1 hour in length and will be held over Zoom. The session facilitator will reach out to you via email with a Zoom meeting link before the orientation session. In some cases, you might receive another reminder email prior to the start of the session.

If you are unable to attend the session that you registered for, your status will be reset back to pending and you will be able to register for another orientation session.

View Associated Events

3 Mentorship Connection Details (Matching mentor to mentee)

4 Mentee Evaluation

Click on “View Associated Events” to see a list of sessions that you can register for.

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MyAccount | Log Out

STEP 10: Register for a CMP Orientation

Note: Once your application is approved, proceed to the next step and register for an orientation session. The orientation session is designed to help you prepare for your mentor meeting and it is required before you are matched with one of our mentor.



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of Manitoba



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Event Module	Event Category/Name	Event Start Date/Time	Event End Date/Time	Advanced Event	Registered	Actions
Mentorship Events	Mentorship Orientation - CMP Orientation	September 21, 2021 11:00 AM	September 21, 2021 12:00 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 22, 2021 03:30 PM	September 22, 2021 04:30 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 23, 2021 11:00 AM	September 23, 2021 12:00 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 24, 2021 03:30 PM	September 24, 2021 04:30 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 25, 2021 11:00 AM	September 25, 2021 12:00 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 26, 2021 03:30 PM	September 26, 2021 04:30 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 27, 2021 11:00 AM	September 27, 2021 12:00 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	September 28, 2021 03:30 PM	September 28, 2021 04:30 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	October 7, 2021 10:00 AM	October 7, 2021 11:00 AM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	October 13, 2021 11:00 AM	October 13, 2021 12:00 PM	No	No	View Event Register
Mentorship Events	Mentorship Orientation - CMP Orientation	October 15, 2021 02:00 PM	October 15, 2021 03:00 PM	No	No	View Event Register
			October 19, 2021 10:00 AM	No	No	View Event Register
			October 21, 2021 04:30 PM	No	No	View Event Register
			October 25, 2021 03:30 PM	No	No	View Event Register
			October 27, 2021 11:00 AM	No	No	View Event Register
			October 29, 2021 02:00 PM	No	No	View Event Register

Find a date and time that works for your schedule. Click "Register" to be added to the list of registrants.

Registrants will receive an email with the online link within 24 hours of the event.

STEP 11: Wait to be matched with a mentor

Note: Wait up to two (2) weeks after you complete an orientation session to be matched with a mentor. You will receive an email that contains your mentor's name and additional instructions that might be relevant.

The screenshot displays the 'UM Student' portal interface. On the left is a dark blue sidebar with navigation links: Dashboard, Events, Information Sessions and Workshops, Job and Volunteer Postings, Employment Scams, Co-Curricular, Agriculture Career & Co-op, Internship Information, Work Study, CAREER MENTOR PROGRAM, CMP DASHBOARD, and Logout. The main content area is titled 'First Mentor Match' and shows a 'PLACEMENT' status with a message: 'You haven't been placed yet.' To the right, an 'Application Form' section contains instructions and a list of steps: 1. Application Form, 2. Mentor, 3. Mentee, and 4. Mentee Evaluation. A yellow callout box with the text 'Once matched, you will see a record here that contains additional details about your mentor.' points to the 'Mentor' step. A yellow circle highlights the 'You haven't been placed yet.' message.

UM Student

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Events, Information Sessions and Workshops

Job and Volunteer Postings

Employment Scams

Co-Curricular

Agriculture Career & Co-op

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First Mentor Match

PLACEMENT

You haven't been placed yet.

Application Form

This application form is strictly for subsequent mentor match requests. If this is your first mentor match, please complete the application form under "First Mentor Match".

1 Please allow 1 to 2 business days for processing. Once your application form is approved, you will be contacted once a mentor match is confirmed.

2 Mentor

3 Mentee

4 Mentee Evaluation

Once matched, you will see a record here that contains additional details about your mentor.

STEPS

Application Form

CMP Orientation

Current Step

Mentorship Connection Details (Matching mentor to mentee)

Here is where you get matched with a mentor. The CMP team is currently placing you with the appropriate mentor match.

Please continue to check your student emails for updates.

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MyAccount | Log Out

STEP 12: Contact your mentor within one (1) week

Note: Your record will contain details about your mentor (i.e. their name, contact information, position/role, company, etc.). This information will help you with your research and preparation for your meeting.

The screenshot shows the 'UM Student' dashboard for the 'CAREER MENTOR PROGRAM'. The left sidebar contains navigation links: Dashboard, Events, Information Sessions and Workshops, Job and Volunteer Postings, Employment Scams, Co-Curricular, Agriculture Career & Co-op, Internship Information, Work Study, CAREER MENTOR PROGRAM (highlighted), CMP DASHBOARD, and Logout. The main content area is titled 'First Mentor Match' and is divided into two sections: 'PLACEMENT' and 'STEPS'.

In the 'PLACEMENT' section, there is a card for 'Record Career Consultant' with a 'View Record' button circled in yellow. A yellow callout box with the text 'Click on “View Record” to view your mentor match details.' points to this button.

The 'STEPS' section shows a progress list with three completed steps: 'Application Form', 'Mentorship Connection Details (matching mentor to mentee)', and 'Mentee Evaluation'. The 'Current Step' is 'Mentee Evaluation', which includes instructions to submit an evaluation form after meeting with the mentor. A 'Submit' button is visible at the bottom of the 'Mentee Evaluation' card.

At the bottom of the page, there is a footer with copyright information: '© 2021 University of Manitoba - Office Career / Co-op Portal Professional' and a 'My Account / Log Out' link.

STEP 13: Submit a Mentee Evaluation Form

Note: After you meet with your mentor, you are required to submit an evaluation form. If we haven't received your evaluation form, we assume that you haven't met with your mentor. We will be reaching out to both you and your mentor to confirm the status of the match and/or intervene if there are any issues with the match.

The screenshot displays the 'UM Student' dashboard for the 'CAREER MENTOR PROGRAM'. The left sidebar contains navigation links: Dashboard, Events, Information Sessions and Workshops, Job and Volunteer Postings, Employment Scams, Co-Curricular, Agriculture Career & Co-op, Internship Information, Work Study, CAREER MENTOR PROGRAM (highlighted), CMP DASHBOARD, and Logout. The main content area is titled 'First Mentor Match' and features a 'PLACEMENT' section with a 'Record Career Consultant' entry and a 'View Record' button. The 'STEPS' section shows a progress bar with four steps: 1. Application Form, 2. CMP Orientation, 3. Mentorship Connection Details (Matching mentor to mentee), and 4. Mentee Evaluation (current step). A yellow callout box points to the 'Submit' button in the 'Mentee Evaluation' step, with the text: 'Click on “Submit” to open the online evaluation form.'

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- Dashboard
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First Mentor Match

PLACEMENT

- Record Career Consultant
- [View Record](#)

STEPS

This experience has 4 step(s). You've completed 3 of the 4 re

- ✓ Application Form
- ✓ CMP Orientation
- ✓ Mentorship Connection Details (Matching mentor to mentee)
- 4 Mentee Evaluation**

Current Step

Mentee Evaluation

After you meet with your mentor, you are required to submit an evaluation form before we can create additional mentor matches.

You will be unable to request for additional matches until you complete and submit this form.

[Submit](#)

Click on “Submit” to open the online evaluation form.

STEP 13: Submit a Mentee Evaluation Form

Note: After you meet with your mentor, you are required to submit an evaluation form. If we haven't received your evaluation form, we assume that you haven't met with your mentor. We will be reaching out to both you and your mentor to confirm the status of the match and/or intervene if there are any issues with the match.



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UM Student

- Career Mentor Program (2021 - 2022 Mentorship)

First Mentor Match

Student

Course

- Career Mentor Program (2021 - 2022 Mentorship)

Experience Type

First Mentor Match

Date Created

Last Updated

Submit a completed form. You can also save your response as a draft if you wish to continue editing your feedback later.

NEW CATEGORY

* Meeting Date

* Can you recommend any changes to the session?

* CMP Orientation Feedback and Comments

Rich text editor with toolbar (undo, redo, bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, full screen, help).

Please provide as much detail as possible so we can better understand how to further improve your experience and the quality of your future mentor matches (if any).

* Was the student/mentor matching appropriate? Were your expectations met?

Rich text editor with toolbar (undo, redo, bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, full screen, help).

Congratulations! You've completed all the steps!

Note: This completes the First Mentor Match Experience. If you wish to request for additional matches, you must follow the steps outlined under the Additional Matches experience.

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Additional Matches

PLACEMENT

You haven't been placed yet.

STEPS

This experience has 3 step(s). You've completed 0 of the 3 required step(s).

Current Step

1

Application Form

This application form is strictly for subsequent mentor match requests. If this is your first mentor match, please complete the application form under "First Mentor Match".

Please allow 1 to 2 business days for processing. Once your application form is approved, you will be contacted once a mentor match is completed.

Answer Questionnaire

2

Mentorship Connection Details (matching mentor to mentee)

3

Mentee Evaluation

First Mentor Match

PLACEMENT

Record

Career Consultant

View Record

STEPS

You've completed all steps in this experience!

✓

Application Form

✓

CMP Orientation

✓

Mentorship Connection De

✓

Mentee Evaluation

Your Course Progress

1 of 2 experiences completed

Course Options

0 Resources

The Additional Matches experience is STRICTLY for students who have completed the First Mentor Match experience and are requesting subsequent matches.



Questions?

Contact us for more information and/or if you need additional assistance with your online application. You can reach us at cmp@umanitoba.ca or by phone at [204-474-8667](tel:204-474-8667).