



TSIC Mentor App

Dear TSIC Mentor,

We have been working diligently to provide our students and mentors multiple ways to facilitate mentor sessions. The official TSIC Mentor App can be a great way to communicate with your mentee for an easy session or in between sessions. Please view the instructions below to help get you started and help you navigate the app.

- To download the app on your phone, tablet or other device, visit the app store and search **TSIC**. You'll see our logo to help identify it's the correct app.
 - Click "Get" or "Download" to download onto your device.
- To access the app via internet, visit <https://www.tsicmentorapp.org/admin/login>
- To login, your username will be the email on file with TSIC. The password will default to Welcome123, (use a capital W). You can change your password after initial login.
 - Example
Username: johndoe@gmail.com
Password: Welcome123
- Once logged in you will see options on your home screen.
 - Log a Session: Here you can log your mentor sessions that you facilitate via the app. Click the + button in the button corner, enter information required and click Log a Session. You will NOT need to log sessions for the one-on-one zoom sessions this year.
 - Schedule a Session: You can utilize this feature as a scheduler for when you want to schedule a meeting with your mentee. We will NOT be utilizing this feature this school year as all meeting will be virtual.
 - Chat with Mentee: This will be the selection you use to facilitate your mentor app session with your mentee. Choose your student from your mentee list and a chat box will appear. Type messages as you would in a text then click the orange arrow in the bottom corner to send. Your mentee is able to send messages back to you on their end.
 - Please engage in a conversation with your mentee for at least 20 minutes in order to count it toward your required sessions.
 - You can also use this feature if you just want a safe and secure way to text your student for quick updates.
 - Video Chat: You can utilize a video call feature for up to 30 minutes per week.
 - You can utilize chat and video features at your and your mentee's convenience 7 days a week between 6am-8:30pm. Don't forget to log your session after completing.
- You can also view a history of your app sessions using the "Session Logs" button in the bottom right of the home screen.
- We will be providing a video tutorial for those who desire further training. If you have any additional questions, please reach out to us!