



## Submit Progress Reports Online

1. Visit [affinitymentoring.org](http://affinitymentoring.org)
2. On the top toolbar, click "**Mentors**"
3. On the left side are menu options. Choose "**Log A Session**"
4. Login with your username and password. Your username is the email you provided when you applied. If it is your first time logging in, click "**Forgot Password**" and you will have the chance to set it.
5. Once you and your student's name appear, click on the blue button on the right side that says "**Sessions.**"
6. A pop up box will appear. Click on the green button that says "**Add Entry.**"
7. Fill out the following information.
  - Date: **Date of session**
  - Session Type: **In-person**
  - Hours: **1**
  - What Happened: **Provide a description of your mentoring hour. What did you do?**
  - Follow Up: **Are there any concerns you would like help in addressing?**
  - Observations: **Any general observations you would like to note?**

Then answer the listed questions.

8. When you are finished, click "**Save**" and you have completed your progress report.

Thank you!