

## Connectogen: Instructions for Department of Pediatric Mentors

**Note:** Emails from Connectogen will come from Research Connect (admin@researchconnect.info). Please check your junk or spam folder and mark the sender as safe to ensure you receive important notifications in your inbox.

If you have any questions or need help setting up your account, please contact Clovis Sarmiento at csarmi3@emory.edu.

### I. Create a Profile:

1. When you receive your invitation email from Connectogen, please follow the link provided to create your profile **or** visit [www.connectogen.com](http://www.connectogen.com) and click "Get Started".
2. Be sure to register with the email address that received the invitation so you will automatically be added to the Emory Pediatrics Network.
3. [Click here](#) or go under "Profile" and click [profile edit](#). Complete your profile and select **"Pediatrics"** in the "Field" section and add your relevant subspecialty. Fill out as much as possible including "Tags" to improve matching.

### II. Join Emory Pediatrics Network:

1. If you register with a different email, you can manually join our network by [clicking here](#) or navigating to the **"Connect"** tab, then select **"Network and Groups"**.
2. Find **"Emory Pediatrics"**. Click "Send Request" to join.
3. Please note, if you were invited and use the same email address to complete registration, you will automatically be added to the Emory Pediatric network.

### III. Join a specific Pediatric Group:

Join a group so mentees and other members can easily find your profile.

1. On the top navigation panel, click **"Connect"** then select **"Network and Groups"**.
2. Click on the **"Group"** tab and find the pediatric specific groups listed below:
  - a. **Pediatric Faculty-to-Faculty Mentorship:** Supporting early-stage faculty through mentorship and guidance.
  - b. **Pediatric Research Opportunities:** Providing exposure to child-health research for learners at all levels, from high school students to early-stage faculty.
  - c. **Pediatric Clinical Exposure:** Offering shadowing opportunities for students from high school through graduate (non-MD) programs who are interested in clinical exposure.
3. Click **"Send Request"** to join the group. You may join as many groups as you like.

## IV. Adding a Project

**Note:** When adding a new project to your profile, please include a brief but clear description of the project, the type of trainee you are seeking (e.g., undergraduate student, medical student, resident, postdoc), and any specific skills or time commitments required. This information helps students and trainees easily find and identify research opportunities aligned with their interests in pediatric research.

1. [Click here](#) or go to **"Profile"** in the top navigation, then select **"Profile"** and click on the **"Projects"** tab.
2. Follow the prompts and fill out as much as possible to improve project visibility and matching.
3. When done, click "Add New project" button.
4. You will be redirected to the "Submit Project Ad" page. Complete this page if you are looking for new trainees or collaborators for the project.
5. Fill out the required fields including an end date for when you will no longer accept trainees or collaborators.
6. When completed, click the "Submit Ad" button.

## V. For Mentors: Complete Your Mentorship Profile:

**Note:** This section may look like the one above, but it is specifically focused on your *mentor profile*. Completing this will provide an additional way for mentees to find and connect with you. Your input here will help us better highlight your mentorship interests.

1. [Click here](#) or go to **"Profile"** in the top navigation, then select **"Profile"** and click on the **"Projects"** tab.
2. Under the **"Your Mentor Role and Experience"** section, in the **"Mentor Category"** dropdown, please select areas where you can provide expertise. We encourage you to include **"Pediatric Faculty-to-Faculty Mentorship"**, **"Pediatric Research Opportunities"** and/or **"Pediatric Clinical Exposure"** to help mentees identify appropriate guidance for their needs.
  - **Pediatric Faculty-to-Faculty Mentorship:** Supporting early-stage faculty through mentorship and guidance.
  - **Pediatric Research Opportunities:** Providing exposure to child-health research for learners at all levels, from high school students to early-stage faculty.

- **Pediatric Clinical Exposure:** Offering shadowing opportunities for students from high school through graduate (non-MD) programs who are interested in clinical exposure.
3. In the "**Preferred Position of Your Mentees**" section, please select all the mentee types you are interested in supporting. If no options are selected, the system will automatically default to include all stages.

**VI. If you would like to serve as a mentor and also looking to get guidance as a mentee, please complete both your Mentor and Mentee profiles.**