



High School Mentorship Quick Guide

Quick Guide for Students applying for PW Mentorship

Background

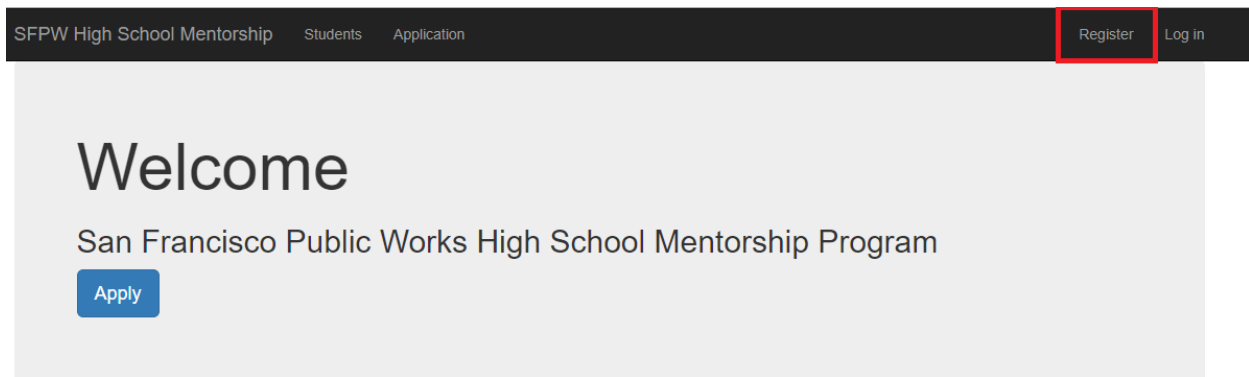
This application is directed for high school students who wish to apply for the San Francisco Public Works Mentorship Program. After applying, Hiring Managers from San Francisco Public Works will be reviewing all applications and contacting students who have been selected into the program.

Please use the link below to access the website.

Website: <https://hsmentorship.apps.sfdpw.org/>

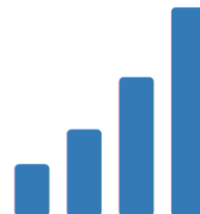
Account Creation/Management

1. You will need an account to properly navigate the site. Click on **Register** to begin.



High School Mentorship Program

San Francisco Public Works is seeking local high schools students from various San Francisco Unified Public High Schools, to provide in-house mentorship. San Francisco Public Works strives to create opportunities for local youth. Opportunities, that help to provide access to career explorations and workforce development for San Francisco's youth, by connecting local high school students with mentors within San Francisco Public works that will educate, train and motivate high school students to envision their full potential.





2. Once you have clicked on **Register**, you should be directed to this page to input the proper information in all fields.

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3. Once you have registered, you will receive a confirmation email for your account.

You should receive an email from:

DPW-HSMentorship@sfdpw.org

Please confirm your account within 14 days of account creation by clicking one of the links in the email.

Reply Reply All Forward



SF Public Works HS Mentorship <DPW-HSMentorship@sfdpw.org>
DPW - HS Mentorship

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items

Get more ap

Please confirm your action by clicking this link: [\[Confirm\]](#)

Or click on the following link: "http://localhost:10880/Account/ConfirmEmail?userId=5d7291b2-772a-4a82-a241-156718baae82&code=vH8S6B8%2Bb%2FiYQQk9e2GXKs2P57JI9LE.YpshGZ0RpkGD11rfBaqRQpOTwRqahch9PfegID09KBJEAtrWLTdq9fkZzZq%2F2LRce9bkavrcYBI%2F6J4gb4CCseXhqZSS%2B2MO9KswWXVhr%2BqHBhjwNw87kTNajnsngVZA.vbu%2F4nPrFY7xWBBH15xMme7xPYN4IqQa"

*Note that your must confirm your email in order to reset your password!



Password Reset

1. In case you have forgotten your password, click on **Forgot your password** on the login page.

Log in

Use a local account to log in.

Email

Password

Log in

[Register as a new user](#)

[Forgot your password?](#)

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Enter your email on the page below and we will send you a link to reset your password.

*Note that you must have confirmed your email in order to reset your password.

Forgot your password?

Enter your email.

Email

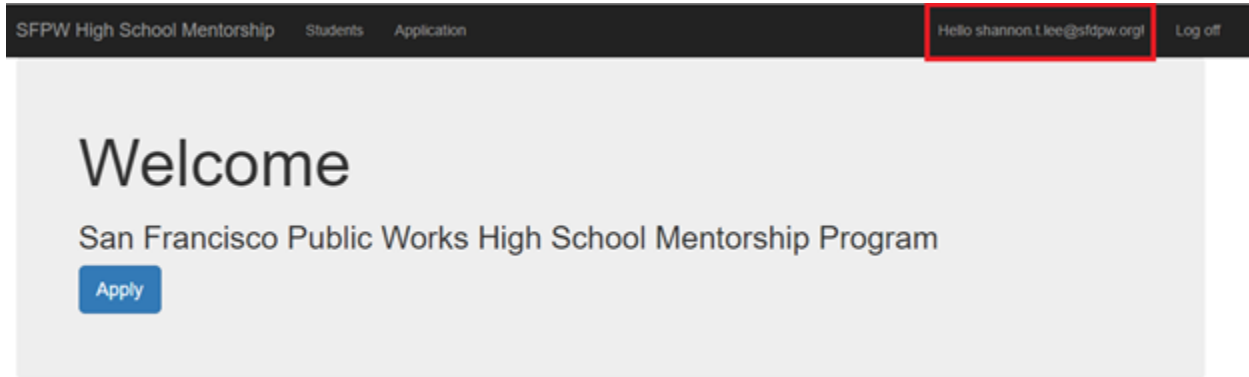
Email Link

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Account Management

1. If you wish to change your password, click on your email for account management.



2. Once you have clicked on your email, you should be redirected to this page.

Click on change your password.

Manage.

Change your account settings

Password: [\[Change your password \]](#)
External Logins: 0 [\[Manage \]](#)
Two-Factor Authentication: There are no two-factor authentication providers configured. See [this article](#) for details on setting up this ASP.NET application to support two-factor authentication.

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3. Input the appropriate information and click **Change password**.

Change Password.

Change Password Form

Current password

New password

Confirm new password

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Applying to the Mentorship Program

1. After a successful registration, clicking on the application tab will bring you to a page to apply. If this is your first time, you will be clicking **Create New** as seen below:

SFPW High School Mentorship **Application**

Student

Logged in with: russell.leong@sfdpw.org

Create New

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- Complete your application form with the appropriate information and click **Submit** when finished.

Student Application

First Name	<input type="text" value="John"/>	Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="[REDACTED]"/>	Phone Number	<input type="text" value="123-4567"/>
High School Name	<input type="text" value="Lowell"/>	Year in School	<input type="text" value="3rd Year"/>

Area of Interest. Choose your area of Interest.

Interest No. 1:	<input type="text" value="Information Technology"/>
Interest No. 2:	<input type="text" value="Architecture"/>
Interest No. 3:	<input type="text" value="Urban Forestry"/>

Preferred Session. Choose your session of first choice.

Preferred Session:	<input type="text" value="Session 2: March 1, 2020 - August 1, 2020"/>
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Mentorship Interest

1. Provide a detailed description what you are interested in Mentorship. Enter N/A if not applicable.

Hardship

2. Provide a detailed description of your hardships. Enter N/A if not applicable.

- If needed, you may edit/view your application when visiting the Application tab by clicking on **Edit or Details**.

Student

Logged in with: [REDACTED]

LastName	FirstName	Email	HighschoolName	Year	Interest1	Interest2	Interest3	
Doe	John	[REDACTED]	Lowell	3rd Year	Information Technology	Architecture	Urban Forestry	Edit Details

Complete

Thank you for applying! A hiring manager will be contacting you once you have been selected. If you have any questions, please email:

Nosakhare.Ikponmwonba@sfdpw.org

Phone: (415) 558-4522