

Mentoring Modules External Registration Guide

Enhancing Motivation Using the CARES Mentoring Model

Optimizing the Practice of Mentoring 101

Optimizing the Practice of Mentoring 102

Step One: Create Guest Account at

<https://my-account.umn.edu/create-guest-acct>

Step Two: Enter all fields and click Submit at the bottom

Create Guest Account

Name

First Name

Middle Initial (optional)

Last Name

Contact

Email Address

This email address will be your University Internet ID

Phone Number


Step Three: Wait one hour after creating a Guest Account before enrolling in training.

If you get an "Access Denied" message while trying to launch a course, contact Technology Help at 612-301-4357 or training@umn.edu. Please state "I have a guest account, and I enrolled in a course in Training Hub, but I can't access the training in Canvas."


Step Four: Visit https://z.umn.edu/ctsi_mentoring. Sign in using the email address and password you used to create your guest account.

Sign In

INTERNET ID

 [Recover your Internet ID](#)

PASSWORD

 [Reset your password](#)


Sign In

Login to Training Hub

Training Hub is the University of Minnesota's system for required and optional training. Anyone affiliated with the University of Minnesota can use this system to view and track their training.

Get an Account

Find the University [Internet account](#) that's right for you.



Step Five: Select the course you wish to enroll in.

Search Results

You have found 3 course(s)

Enhancing Motivation Using the CARES Mentoring Model

CTS100 Administered by: Clinical and Translational Science Institute

(Online, self-paced, ~75 minute completion time). Motivation is a key driver of student and employee engagement, persistence, satisfaction, and performance. This course describes an approach to mentoring that focuses on fulfilling the core psychological needs that enhance a mentee's motivation. Targeted to faculty who are mentoring students, fellows, or other faculty in academic settings, including research training programs.

Optimizing the Practice of Mentoring 101: For Research Mentors of Graduate Students, Fellows, and Early-Career Faculty

CTS101 Administered by: Clinical and Translational Science Institute

(Online, self-paced, ~2 hour completion time). This course is designed to help faculty members or other experienced scientists become more effective research mentors for graduate students, postdoctoral fellows, and early-career faculty. Learners are introduced to different mentoring models, roles that research mentors play in their mentees' development, strategies for building effective relationships with mentees, and application of these strategies to common mentoring scenarios.

Optimizing the Practice of Mentoring 102: For Research Mentors of Undergraduate Students

CTS102 Administered by: Clinical and Translational Science Institute

(Online, self-paced, ~2 hour completion time). This course is designed to help faculty members or other experienced scientists become more effective research mentors for undergraduate students. Learners are introduced to different mentoring models, roles that research mentors play in their mentees' development, strategies for building effective relationships with mentees, and application of these strategies to common mentoring scenarios.

Step Six: Click +Enroll in Course

Training Hub [My Training](#) [Course Catalog](#) [Need Help?](#)

[Course Catalog](#) » [Optimizing the Practice of Mentoring](#)

Optimizing the Practice of Mentoring


CTS101 Administered by: Clinical and Translational Science Institute

(Online, self-paced, ~2 hour completion time). This course is designed to help faculty members or other experienced scientists become more effective research mentors for graduate students, postdoctoral fellows, and early-career faculty. Learners are introduced to different mentoring models, roles that research mentors play in their mentees' development, strategies for building effective relationships with mentees, and application of these strategies to common mentoring scenarios.

Sections

| Section Number | Start Date / End Date | Location | |
|----------------|-----------------------|----------|------------------------------------|
| 001 | | Online | + Enroll in Course |

[Back to Course Catalog](#)



Step Seven: Click View Details

Training Hub [My Training](#) [Course Catalog](#) [Need Help?](#)

! You have been enrolled in this course.

My Training

View and manage my training.

[Print Full Training Record](#) | [Print Completed Training Only](#)

[Current Training](#) [Past Training](#)

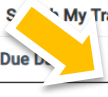
Current Training

Show **25** entries

| Course | Required | Status | Due by | |
|---|----------|----------|--------|---|
| Optimizing the Practice of Mentoring (CTS101) Section: 001 | No | Enrolled | | View Details Withdraw |

Showing 1 to 1 of 1 entries

Previous **1** Next



Step Eight: Launch Canvas Course

Course Catalog » Optimizing the Practice of Mentoring » 001

You are enrolled in this course.

Optimizing the Practice of Mentoring

CTS101 Administered by: Clinical and Translational Science Institute

Section: 001

(Online, self-paced, ~2 hour completion time). This course is designed to help faculty members or other experienced scientists become more effective research mentors for graduate students, postdoctoral fellows, and early-career faculty. Learners are introduced to different mentoring models, roles that research mentors play in their mentees' development, strategies for building effective relationships with mentees, and application of these strategies to common mentoring scenarios.


[View full course description](#)

Required Components

All required components must be completed in order to complete the course.

Canvas

Note: Content will open in a new window.


 [Launch Canvas Course](#)

Note: You must complete the component in Canvas.

Incomplete

If you get an "Access Denied" message while trying to launch a course, contact Technology Help at 612-301-4357 or training@umn.edu. Please state "I have a guest account, and I enrolled in a course in Training Hub, but I can't access the training in Canvas."


Step Nine: Agree to Acceptable use Policy



Acceptable Use Policy

Either you're a new user or the **Acceptable Use Policy** have changed since you last agreed to them. Please agree to the **Acceptable Use Policy** before you continue.

I agree to the **Acceptable Use Policy**.

 [Cancel](#) [Submit](#)

Step Ten: Click on the Modules tab to begin taking your selected course.

Home
Files
Modules

Optimizing the Practice of Mentoring-001

How to Complete the Course

1. Click the Modules tab (upper left). Begin by accessing the online course "Optimizing the Practice of Mentoring" (first module, ~2 hour completion time). This course will open in a new tab. If you are unable to complete the course in one sitting, you can exit and continue at a later time. A downloadable Registration and Re-Access Guide can be accessed from the File tab (upper left).
2. After completing the course, take the "Course Evaluation Survey" (second module, ~15 minute completion time). Upon submission, you will be directed to a website where you can customize and download a Course Completion Certificate for personal use.
3. After submitting the Course Evaluation Survey, click on the "Complete Course" link (third module) in this Canvas site. This will document course completion in your Training Hub record. You will also receive a course completion email.

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To Do
Nothing for now

[View Course Stream](#)
[View Course Calendar](#)

Step Eleven: Follow prompts throughout the course

To Reaccess the Course

Step One: Visit <http://training.umn.edu> and sign in using the email address and password you created with your guest account.

Sign In

INTERNET ID

[Recover your Internet ID](#)

PASSWORD

[Reset your password](#)

Sign In

Login to Training Hub

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Get an Account

Find the University [Internet account](#) that's right for you.

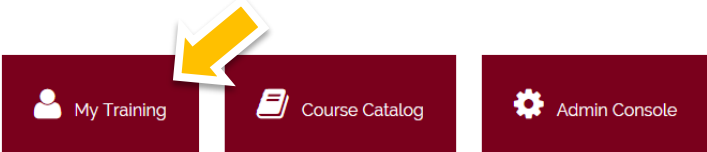
Step Two: Click "My Training"


Training Hub My Training Course Catalog Need Help? Admin Console


Welcome to Training Hub


Training Hub is the University of Minnesota's system for required and optional training. Anyone affiliated with the University of Minnesota can use this system to view and track their training.

- To manage your training activities, click My Training.
- To find and enroll in training, click Course Catalog.

 My Training

 Course Catalog

 Admin Console



Step Three: Click View Details on the course you wish to re-access.

My Training

View and manage my training.

[Print Full Training Record](#) | [Print Completed Training Only](#)

Current Training Past Training

Current Training

Show **25** entries

Search My Training:

| Course | Required | Status | Due Date | |
|--|----------|----------|----------|---|
| A SMART Way to Develop Adaptive Intervention Strategies (CTS013) Section: 001 | No | Enrolled | | View Details |
| Optimizing the Practice of Mentoring (CTS101) Section: 001 | No | Enrolled | | View Details Withdraw |



Showing 1 to 2 of 2 entries

Previous 1 Next

Step Four: Return to Step 8 above.