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

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. Your email address is entered in the Internet ID field.

Step Five: Select the course you wish to enroll in.
Step Six: Click +Enroll in Course

Step Seven: Click View Details
Step Eight: Launch Canvas Course
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Step Nine: Agree to Acceptable use Policy

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

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.

Step Two: Click “My Training”
Step Three: Click View Details on the course you wish to re-access.

Step Four: Return to Step 8 above.