

## Mentoring Modules External Registration Guide

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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

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### 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 Four: Visit [https://z.umn.edu/ctsi\\_mentoring](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.

# 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.

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#### Sections

Section Number	Start Date / End Date	Location	
001		Online	<a href="#">+ Enroll in Course</a>

[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](#)

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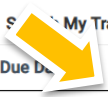
[Current Training](#) [Past Training](#)

#### Current Training

Show  entries


Course	Required	Status	Due Date	My Training:
Optimizing the Practice of Mentoring (CTS101) Section: 001	No	Enrolled		<a href="#">View Details</a> <a href="#">Withdraw</a>

Showing 1 to 1 of 1 entries Previous  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 [training@umn.edu](mailto: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



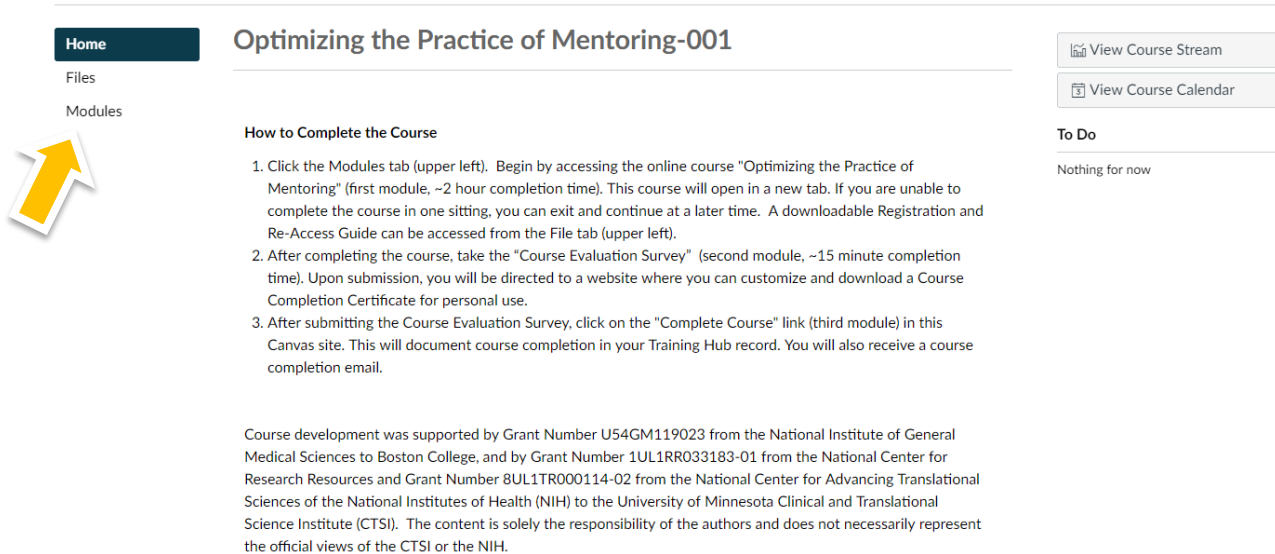
### Acceptable Use Policy

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


## 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

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.

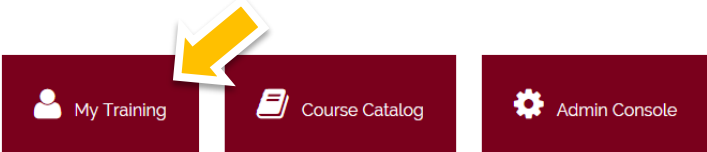
## Step Two: Click “My Training”

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.



The screenshot shows a dark red navigation bar with three buttons: 'My Training' (with a person icon), 'Course Catalog' (with a document icon), and 'Admin Console' (with a gear icon). A yellow arrow points to the 'My Training' button.

## 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](#)

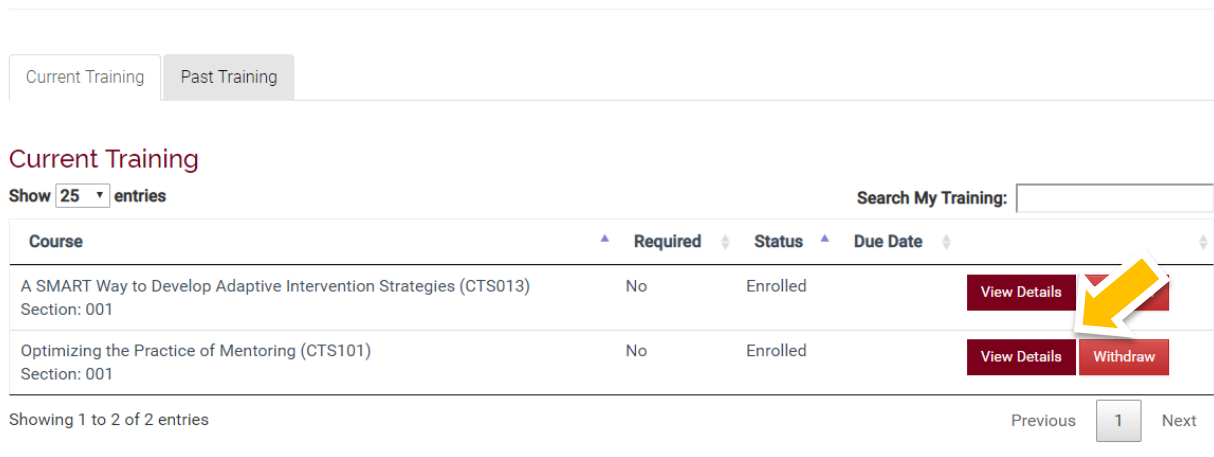
Current Training Past Training

**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		<a href="#">View Details</a>
Optimizing the Practice of Mentoring (CTS101) Section: 001	No	Enrolled		<a href="#">View Details</a> <a href="#">Withdraw</a>

Showing 1 to 2 of 2 entries Previous **1** Next



The screenshot shows the 'My Training' page with a table of current training entries. The first entry is 'A SMART Way to Develop Adaptive Intervention Strategies (CTS013) Section: 001' with a 'View Details' button. A yellow arrow points to this button.

## Step Four: Return to Step 8 above.