

## MENTOR INSTRUCTIONS – TFE REPORT SYSTEM

For Mentor Access:

1. Go to [www.ggtfe.org](http://www.ggtfe.org) or click on the **TFE REPORT SYSTEM** link from the Gateway website.
2. Click on your respective role: Field Mentor, Spiritual Formation Mentor, or Ministry Reflection Group.
3. Enter the student's first initial and last name with no spaces in the user name. (provide by student)
4. Enter the student's password. (provide by student)
5. Click on Login.
6. You will immediately be asked to create your own personal login and password.
7. For username, we suggest simply your last name.
8. For password, we suggest simply 12345.
9. Write your username and password in a secure location.
10. Click on login.
11. The system should remember your username and password the next time you login. Type the first letter or number and the choice entered should appear.
12. You will be taken to the Student Dashboard.
13. You will be able to read most elements on the student list and have access to completing all reports on your list.
14. You will not have access to the two other mentor lists.
15. You **MUST COMPLETE** the entire report by the end of the month. The student will lose points for reports that are incomplete and their grade will be affected.
16. Field Mentors meet with students weekly, thus they will be able to go to the monthly report each week after the weekly meeting with the student and enter that week's portion of the report and then each week click submit. Field Mentors will be able to go back in each successive week until the 4<sup>th</sup> meeting of the month is complete.
17. Spiritual Formation Mentors and the MRG Representative will only need to complete the report after each scheduled meeting.
18. All completed reports are due by the 1<sup>st</sup> day of the month following.