



My Future: Future Fund User Guide





Register on the My Future platform

- Visit futureinstitute.firsthand.co, click 'Student Registration' and then 'Register Now' to create your profile
- Enter your contact information and career goals
- You will see suggested mentor matches, but please only search for your paired junior mentor to match with him/her and request a consultation.
 - If your junior mentor is not registered, please wait until they are to match with them.





Register on the My Future platform

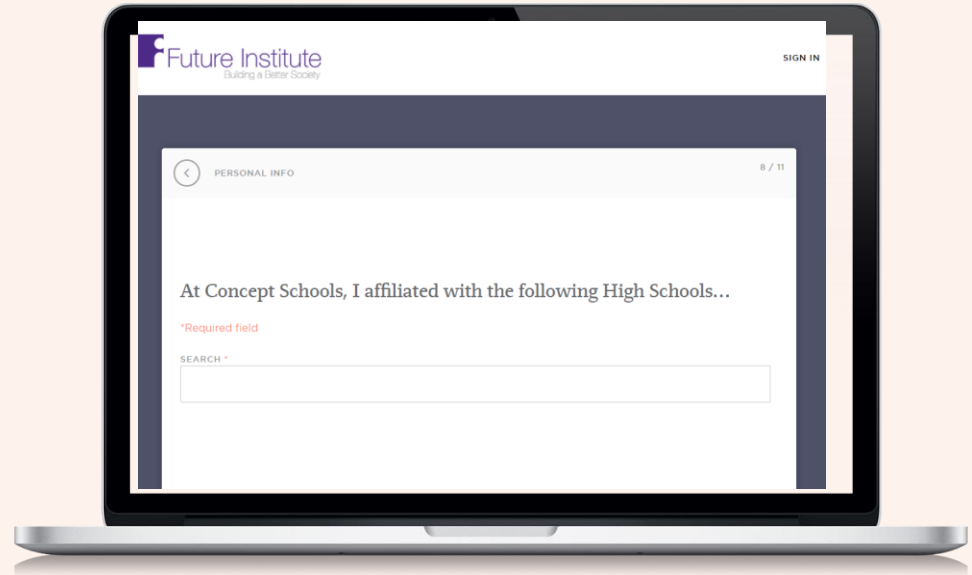
- Enter your name, email address that you use most frequently (please do not use your high school email if you have a personal one you check regularly), phone number (preferred) and password that you'll remember.
- Enter your expected high school graduation year (month is optional)
- Enter “High School Diploma” for the degree and “General” for the field of study questions.





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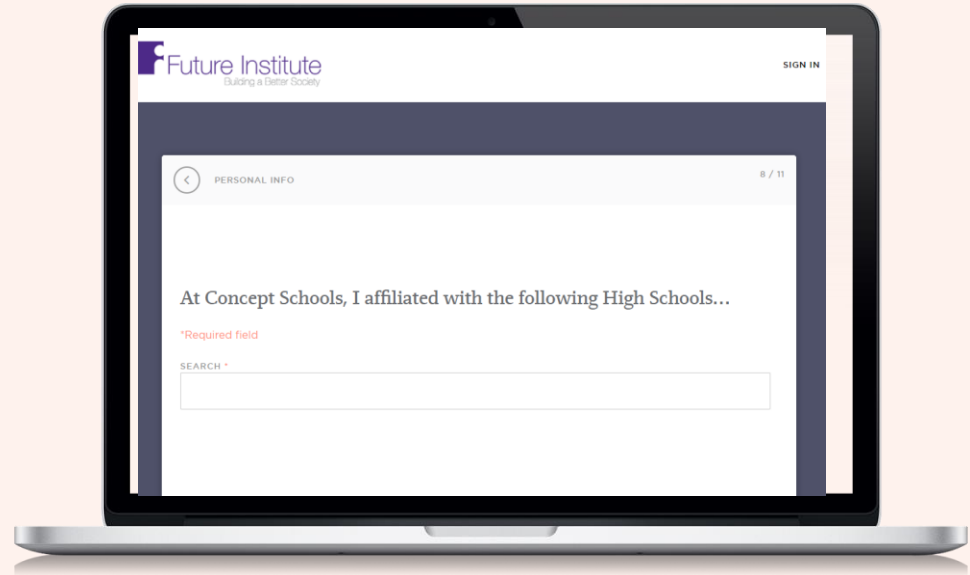
- Skip the next screen that asks you to add degrees and other fields of study.
- On the next screen, please select the high school you will graduate from in the dropdown choices.
- Enter the program you are associated with. In the Future Fund program, please select “High School Programs” and then select “Future Fund.”
- Then choose the languages you speak.





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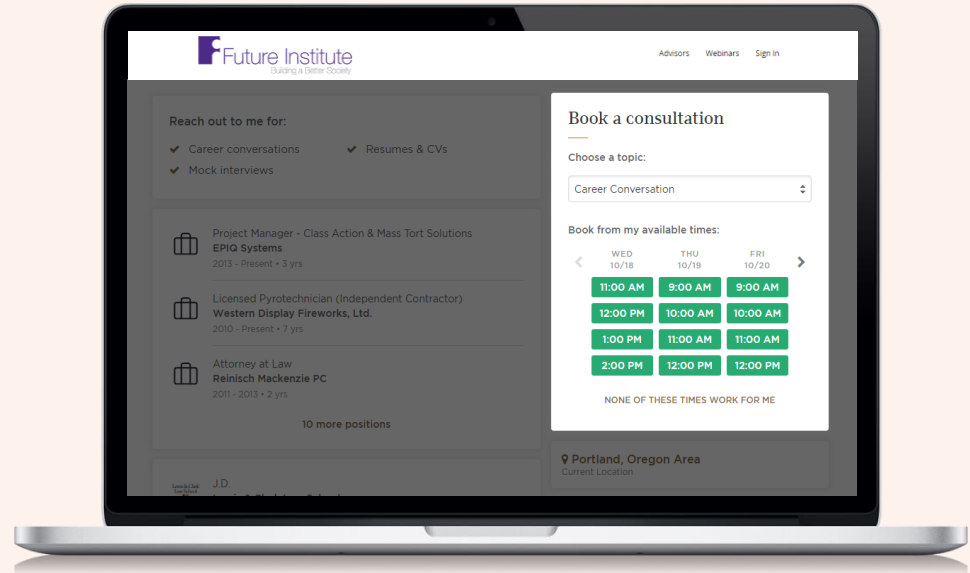
- On the next screen, please select the areas you'd like to speak with your junior mentor about.
- When you get to the page where you are matched with a junior mentor, please do not approach any mentor who is not your paired junior mentor. Only book consultations with your paired junior mentor.





Book your consultation

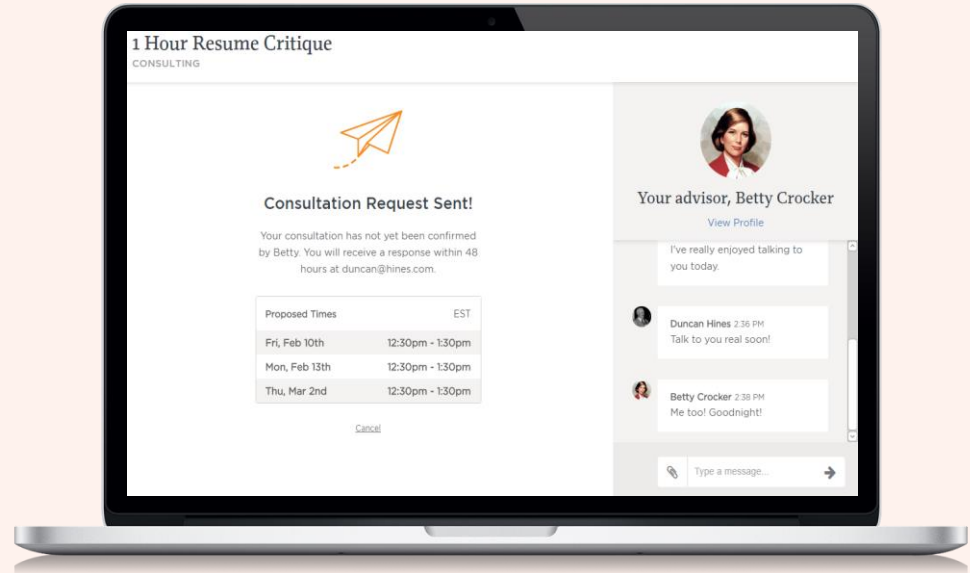
- Select a time to connect with your mentor under **“Book a Consultation”**
- Suggest three meeting times and write a message introducing yourself and outlining what you’d like to get out of the consultation
- Submit your request and wait for the mentor to accept one of your suggested times





Connect with your mentor

- Your consultation homepage allows you to message your mentor and upload files in preparation for your session
- Dial in to the conference line provided to connect with your mentor at the scheduled time
- Provide feedback on your consultation once complete





Tips for a successful consultation

- **Before your consultation:**
 - Write an introductory message and upload any documentation that will be relevant to your call (e.g. resume, cover letter, job description, etc.)
 - Respect the mentor’s time commitment by planning and preparing topics of discussion. Prepare specific, intelligent, and productive questions that can guide your discussion.
- **During your consultation:**
 - Be prepared to briefly introduce yourself professionally.
 - Prior to your session think about your purpose for talking with your mentor. Would you like to learn more about the industry, the company, the career path, etc.?
 - Remember to keep the conversation professional. Do not ask personal questions or ask a mentor directly for job placement.
 - Strive to be a receptive and active listener
- **After your consultation:**
 - Show appreciation for the time and assistance given by the mentor by sending a follow up thank-you message. Note that unless the mentor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your consultation homepage is still active



Ready to build a network of
successful professionals?

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