

## Thomson Reuters mentor user guide

Thomson Reuters **mentor** is an exciting new resource allowing you to review course material and study online. The site is free to use and only requires you to register in a single easy step for access.

### Access requirements

All you need to access **mentor** is an internet connection and one of the supported Web browsers. You are not required to install any software or plug-ins for your Web browser; however you must enable JavaScript and Cookies.

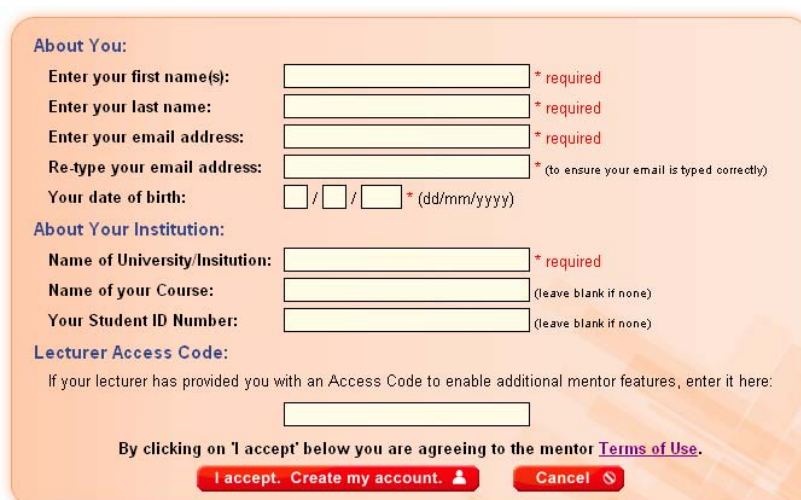
Supported Web browsers include:

- Internet Explorer version 6 or above on Windows operating system
- Firefox version 2 or above on any operating system

It is recommended that you access **mentor** using a screen with a resolution of at least 1024 x 768.

### How to register

Registering for **mentor** costs nothing and is easy to do. Once you are at the **mentor** login page, click on the Register button. You will then see an online form containing the fields you need to fill in for registration.



The registration form is titled "About You:" and contains the following fields:

- Enter your first name(s):  \* required
- Enter your last name:  \* required
- Enter your email address:  \* required
- Re-type your email address:  \* (to ensure your email is typed correctly)
- Your date of birth:  /  /  \* (dd/mm/yyyy)

Below this is the "About Your Institution:" section:

- Name of University/Insitution:  \* required
- Name of your Course:  (leave blank if none)
- Your Student ID Number:  (leave blank if none)

Finally, the "Lecturer Access Code:" section:

- If your lecturer has provided you with an Access Code to enable additional mentor features, enter it here:

At the bottom, there is a disclaimer: "By clicking on 'I accept' below you are agreeing to the mentor [Terms of Use](#)." and two buttons: "I accept. Create my account." and "Cancel".

Your use of **mentor** is subject to our Terms of Use and submission of your information is protected by our Privacy Policy. Links to these policies are available at the bottom of every **mentor** page, and you should read these before you register.

Once you have submitted your registration details, an email containing login instructions and your password will be sent to the email address you specify, so take care to *enter a current and valid email address* when registering.

Also note that some email services may filter the login email as junk or spam, so if your email doesn't appear in your Inbox in a short period of time, please check in your filtered email folders. If this occurs, you might also want to add [thomsonreuters.mentor@mcqi.com.au](mailto:thomsonreuters.mentor@mcqi.com.au) to your list of known senders.

If you are utilising **mentor** for more than one subject, you will need to register separately for each title.



**Note:** an email address can only be used once to register for each **mentor** title.

## Linking mentor to your lecturer

A unique feature of **mentor** is that if you use it in conjunction with your educational institution, your lecturer may make additional resources, such as extra questions, notes, schedules etc. available to you. These items are available inside orange panels, which will only appear if you link to a lecturer.

If your lecturer has provided you with an *Access Code*, you should enter it on the registration form in the space provided. This will allow you to access your lecturer's additional resources. This will also enable your lecturer to view your progress and results on lecturer assigned resources (which appear in orange panels, and include additional question topics and scheduled checklist items). Your lecturer will *not* be able to view your password and cannot see your progress and results in question topics that they have not assigned (which appear in green panels).

A screenshot of a registration form section with an orange background. The text reads "Lecturer Access Code:" followed by "If your lecturer has provided you with an Access Code to enable additional mentor features, enter it here:". Below this text is a white rectangular input field. A yellow arrow with a red outline points to the input field.

If you forget to add your lecturer's Access Code during registration, you can do so after registering. To link to a lecturer after registering, log in as normal and click on the [Edit Your Details](#) link near the top of the **mentor** home page. On this page you can enter the lecturer's Access Code.

A screenshot of a navigation bar with a green background. It contains three links: "[ Change Password ]", "[ Edit Your Details ]", and "[ Log Out ]". A yellow arrow with a red outline points to the "[ Edit Your Details ]" link.

## Having your link blocked by a lecturer


If for any reason, the lecturer whom you have tried to link your profile to does not want to allow you to access their resources (for example, because you have left their class), they may block your access. In this case, even though you have linked your profile to the lecturer, you will not be able to view or complete their additional resources.


## Removing your link to a lecturer

If you register for **mentor** and link your profile to a lecturer but you later want to remove this link (for example, because you leave the lecturer's class), you can do so easily. After logging in and going to the **mentor** home page, simply click on the [Edit Your Details](#) link near the top of the page. If you are currently linked to a lecturer, a checkbox will appear allowing you to remove this link.

**Lecturer Access:**

You are currently registered to access lecturer resources provided by your lecturer.

  Check this box if you would like to **remove** your access for this lecturer's resources.  
(This will also remove the ability for this lecturer to view your results on lecturer assigned activities.)

 **Note:** when you remove your link to a lecturer, you immediately lose access to the lecturer's additional resources, and your lecturer immediately loses access to information about your progress and results on those resources.

## How to log in

After successfully registering for a **mentor** title, you will receive an email containing a login Web address and a temporary password that will allow you to log in. Just copy the login Web address into your Web browser, type in your email address and your temporary password.

### Login

If you have already registered for **Business Law @ TAFE**, log in here with your Email Address and Password.


**Email Address:**

**Password:**

Remember me on this computer

>> [Forgotten your password? Click here](#)

If you type in the correct details, you will be asked to reset your password to something you can more easily remember. Keep a record of this password for future use, but be careful to choose a password that cannot be guessed, and keep your password secret.

 **Note:** for your security, we recommend choosing a password that contains both numbers and letters.

## How to log out

At the end of every **mentor** session, it is a good idea to log out to prevent unauthorized access to your profile. To do this, simply click on the Log Out link that appears near the top of the **mentor** home page.



## What to do if you forget your password

If you forget your password for a **mentor** title, you can have your password reset to a new temporary value. The new temporary password will then be sent to your email address, allowing you to log in and change your password just as you did when you first registered.

A screenshot of the "Login" form. The form is titled "Login" and includes the instruction: "If you have already registered for **Business Law @ TAFE**, log in here with your Email Address and Password." Below this are two input fields: "Email Address:" and "Password:". There is a checkbox labeled "Remember me on this computer" which is checked. A red "Login" button is positioned below the input fields. At the bottom of the form, there is a link: ">> Forgotten your password? Click here". A yellow arrow with a black outline points to this link.

## How to use the text book question topics

After logging in to **mentor**, you will see in the middle of the screen a list of question topics in a green panel. These topics may contain a mix of multiple choice, short answer, or other auto-correcting question types.

A screenshot of a panel titled "Review topics from your text...". The panel contains the instruction: "Click on topics below to access self-paced revision questions with immediate feedback provided." Below this are four topic buttons, each with a blue circle icon and a yellow background. The topics are: "Topic 01 Origins of Law - Topic Quiz", "Topic 01 Origins of Law - Short Answer Questions", "Topic 02 Court System - Topic Quiz", and "Topic 02 Court System - Short Answer Questions".

To start a question topic, click on the name of the topic. This will then launch the topic and you can complete the questions it contains. You will receive immediate feedback about each question you complete, including recommended reading in the **mentor** text book for further information. At the end of the topic you will receive a score, showing which questions you answered correctly and which were not correct. Depending on your results, you may also receive a list of areas of your text book that are recommended for further review.

Once you have completed a question topic, the open circle icon beside the topic will change to a filled circle. You may complete these question topics multiple times if you wish, and each time you attempt the topic a new set of questions will be presented for you.

## How to use the calendar

The calendar on the left of the **mentor** home page will show the current month and highlights the current date by default. You can use this calendar to set reminders for yourself. To do this, just click on the day where you would like to set a reminder, and then enter the text for the reminder. The date you have set a reminder for will then become highlighted to indicate that something has been set for that date. This may help you keep track of assignments or even set up your own study schedule.



If you have linked your profile to a lecturer, items that your lecturer has scheduled for completion with a due date will also automatically appear in your calendar with the date being highlighted. You can click on the highlighted date to view details of what is due for completion on that date.

## How to use additional question topics from your lecturer

If you have linked your profile to a lecturer, and if the lecturer has assigned additional question topics for you to complete, those topics will appear in a list on the right side of the **mentor** home page in an orange panel.

These topics may contain a mix of multiple choice, short answer, essay, or other auto-correcting question types. To start a question topic, click on the name of the topic. This will then launch the topic and you can complete the questions it contains. At the end of the topic you will receive a score, showing which questions you answered correctly and which were not correct. Depending on your results, you may also receive a list of areas of your text book that are recommended for further review.

Note that some additional question topics from your lecturer will be marked automatically (e.g. multiple choice questions), and some will require you to submit

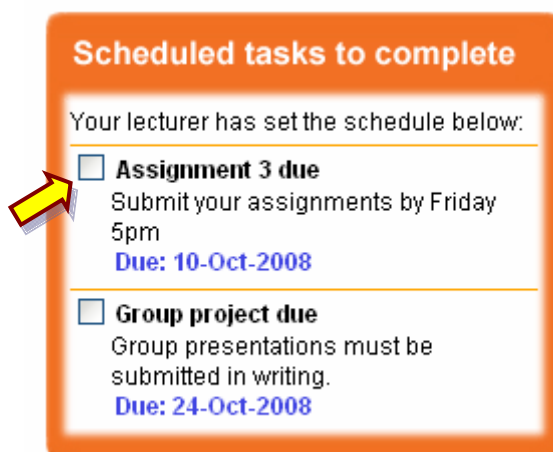
your responses to your lecturer directly. For those topics that are marked automatically, you may only answer each question once.



**Note:** your lecturer will be able to see whether you have started and/or completed these question topics, and can also see your overall score for topics that are automatically corrected.

## How to use scheduled checklist items from your lecturer

If you have linked your profile to a lecturer, your lecturer may choose to create a schedule of checklist items for you. These checklists contain a series of tasks with a checkbox beside it, which you can check off as you complete them (simply by clicking on the checkbox). Some of these checklist items may also include due dates, in which case they will appear as reminders in your calendar.

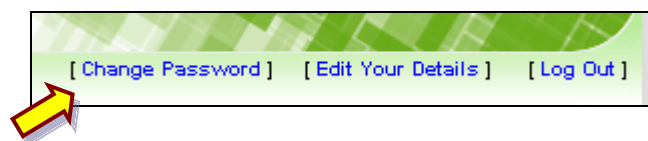


## How to change your password

If you need to change your password at any time, you can do so from the **mentor** home page after logging in. Click on the [Change Password](#) link near the top of the page. Then enter your current password followed by your new password. Once changed, your new password will take immediate effect.



**Note:** if you have linked your profile to a lecturer, changing your password does *not* change or break that link.



## How to change your personal details

If you need to change your name, email address or other registration information in **mentor**, you can do so from the **mentor** home page after logging in. Click on the [Edit Your Details](#) link near the top of the page. You will then be able to enter new information.



**Note:** if you change your email address using this method, you must also use your new email address when logging in for future access to **mentor**.

From this page you can link your profile to a lecturer, or remove an existing link with a lecturer.