

## MentorLIB Mentors' Directory: Instructions for TNLA Mentors

Are you a library staff member in the State of Tennessee and would like to be a MentorLIB mentor? Please follow the instructions below.

### I. Registering For a User Account on LibraryLinkNJ's Website

First, you have to register for a user account on LibraryLinkNJ's website to use the Mentors' Directory Form.

- Go to the User Account Registration Form for the TNLA Members:  
<https://librarylinknj.org/user-account/TNLA>
  - Note: Though you are signing up for a LibraryLinkNJ user account, your access is limited to the MentorLIB Mentors' Directory Form only. You are not eligible for any of the other services provided by LibraryLinkNJ.
- Follow the instructions on the form.
  - Keep a record of the username you choose.
  - You must use your work email address, as we use that email address to verify your eligibility. If you use a commercial email address at work, it will be verified by TNLA.
- Click the 'SUBMIT' button when you are done.
- Please allow us up to 2-3 business days to verify your account eligibility. Once approved, you will receive a confirmation email containing information about how to log in, set your password, and other details.
  - If you do not receive the confirmation email promptly, please check whether the email from LibraryLinkNJ has been placed in your spam folder.

### II. Listing yourself on the MentorLIB Mentors' Directory

Now you can log into your account and add yourself to the MentorLIB Mentors' Directory.

- Go to LibraryLinkNJ's website: <https://librarylinknj.org/>
- Log into your account by clicking the 'Log in' link at the top of the site.
- You can find how to add or update your info on the directory in the Guidelines for Mentors and Mentees information page at: <https://librarylinknj.org/MentorLIB/guidelines>

### Contact Information

Do you need any help or have questions? We are here to help!

- If you have any questions or need help with a user account registration or using the Mentors' Directory online form, please fill out the LibraryLinkNJ's Website Support Form at:  
<https://librarylinknj.org/support/tech> .
- If you have any questions about MentorTN, please contact:
  - Caitlyn Haley, Red River Regional Library - Assistant Director, [Caitlyn.Haley@tn.gov](mailto:Caitlyn.Haley@tn.gov)
  - Cecilie B Maynor, Red River Regional Library - Director, [cecilie.maynor@tn.gov](mailto:cecilie.maynor@tn.gov)