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
  - Cecilie B Maynor, Red River Regional Library - Director, cecilie.maynor@tn.gov