CHICAGO STATE
ALUMNI ASSOCIATION

Starting Your Mentorship
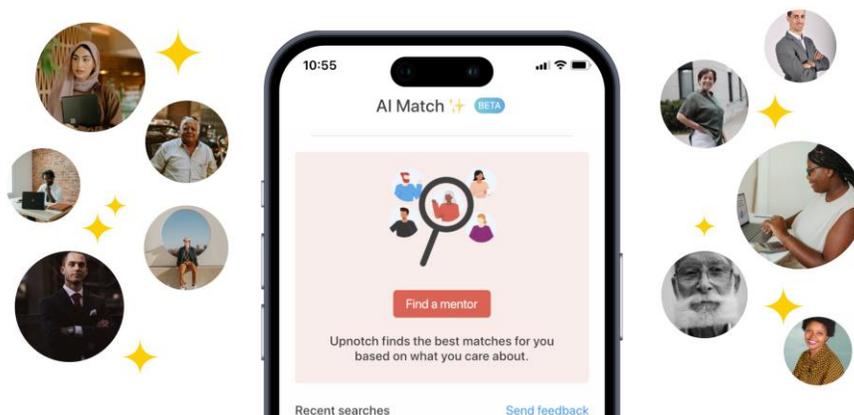
Your CSAA Mentorship Journey on Upnotch

Get Matched

On Upnotch, you can discover new opportunities by browsing AI-matched suggestions on our Explore page. The CSAA Community in Upnotch is specific for alumni of Chicago State University and employer partners of Chicago State in order to best match you with fellow alumni and with industries you are (or aspire to be) in.

Use AI Match

Our AI algorithm selects the best mentors for you based on your goals and objectives.
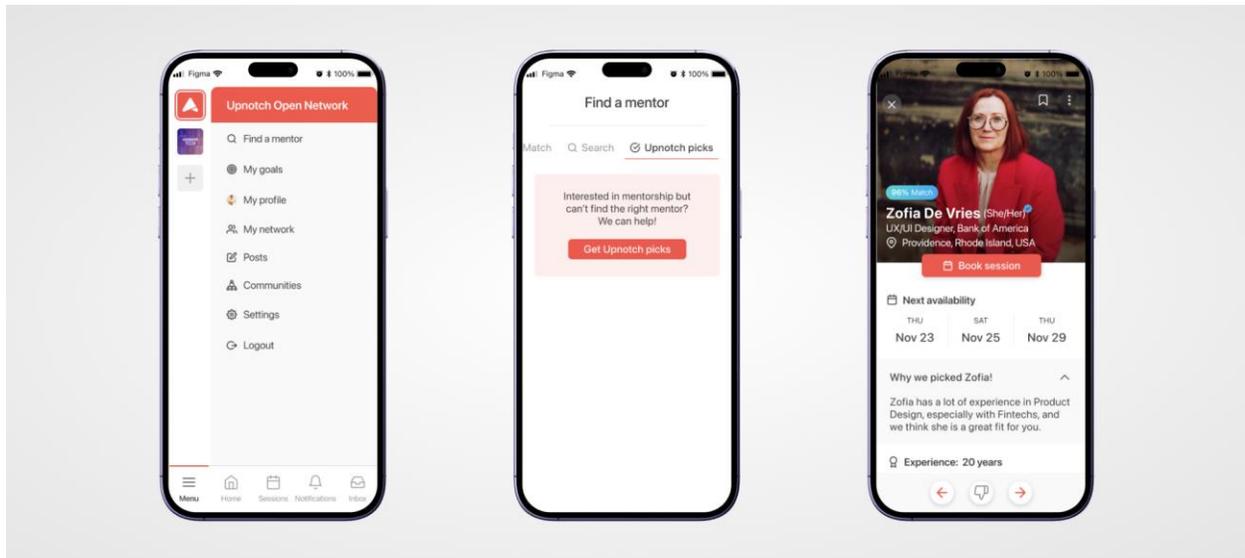
To request AI-generated matches, simply follow these steps: **Go to the main menu > AI Match > Find a Mentor > follow the prompts**

Upnotch Picks: Request hand-picked suggestions

Our team of experts will suggest the perfect mentor match for you. We've successfully matched hundreds of members every month

To request a suggested match, simply: **Go to the main menu > Find a Mentor > Upnotch Picks > Tell us what you're looking for.**
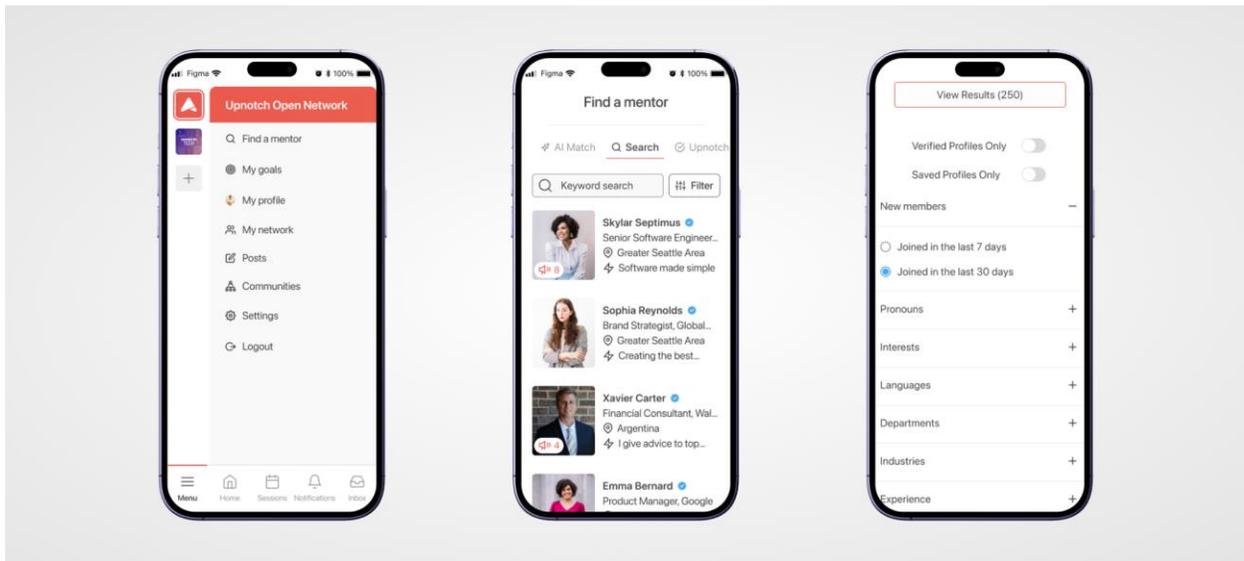

After you receive your suggestions, you can book an introduction session or send a message to any member you are interested in.

Advanced Search

Our Explore page features AI-matched suggestions based on your profile and mentorship goals. You can easily update your mentorship goals at any time by visiting your profile, going to the mentorship tab, and clicking the edit icon.

Additionally, you can search members and refine the results by mentorship goals, interests, job title, education, and more by using the filters in the search on members. **Menu > Find a mentor > Advanced search**
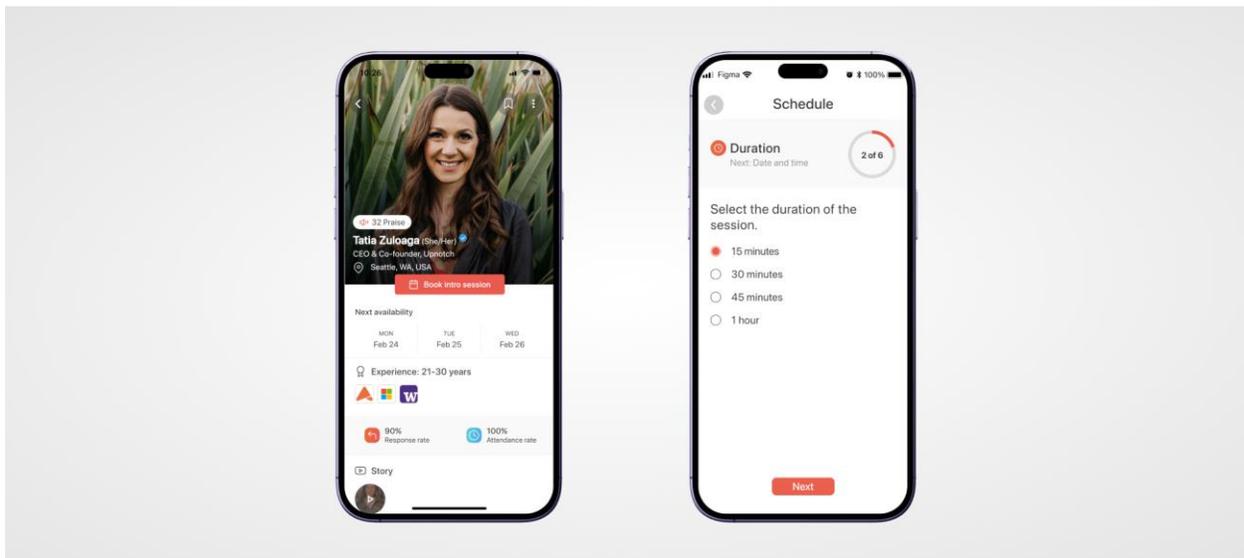
Book a Session

Are you ready to connect with a potential mentor? It's easy to book a session - simply visit their profile, select an available time slot, and send your request.

Keep track of your requests, upcoming sessions, and more by visiting the Sessions from the menu.

Remember, it's important to connect your Google Calendar to Upnotch to avoid double bookings.

Before your first call, take a moment to review our First Session Guide, located in the Resources section of your Upnotch profile while inside the CSAA Community, linked on the right side of your screen.
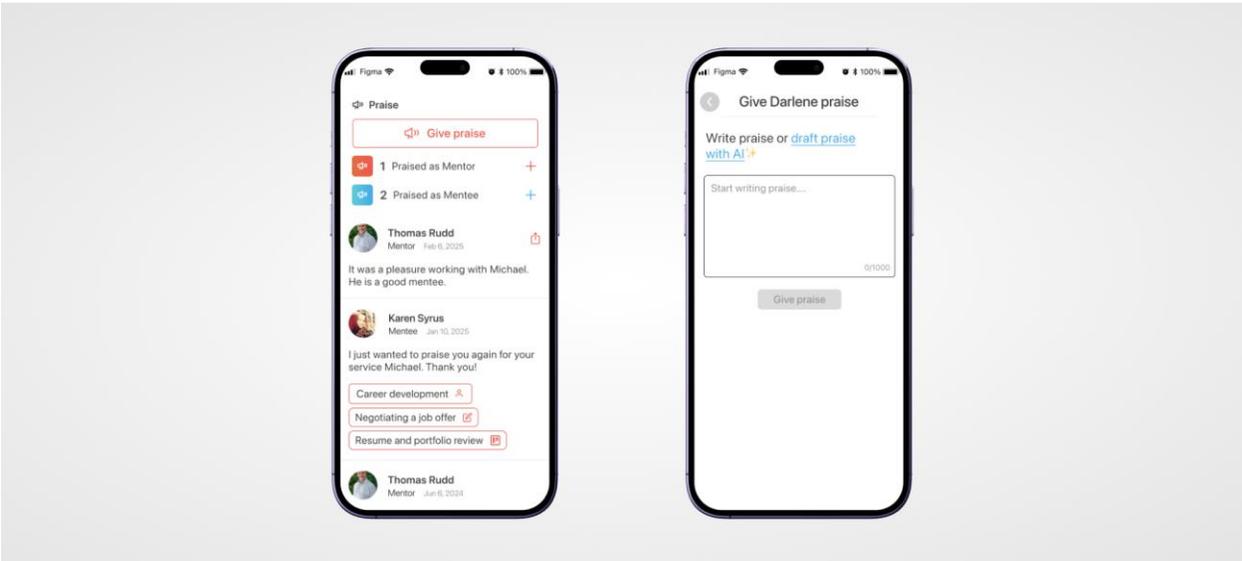
Give Praise

After your call, give praise!

Give your fellow Upnotch members the unique and thoughtful compliments they deserve with Praise. Make someone feel great by thanking them, sharing encouraging words, and telling them how much they are appreciated.
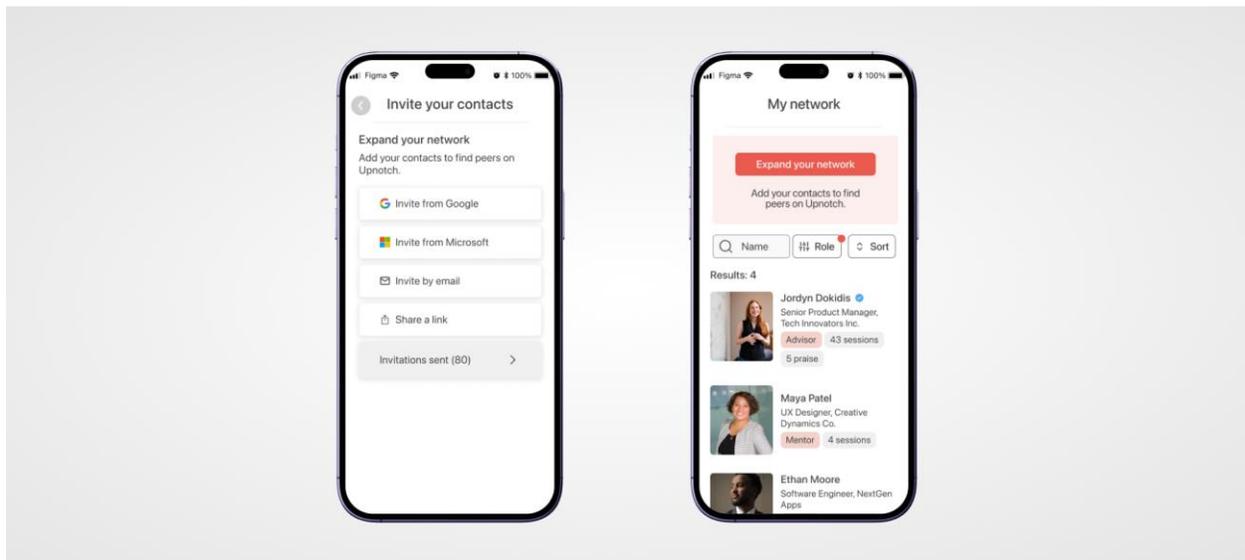
Praise helps others learn more about community member's strengths and personalities too.

Invite your Friends

Enjoying Upnotch? Invite your friends and colleagues to join as well! Head over to **Menu > My Network**. From there, you'll see the network you've already built on Upnotch, including all the members you've met with so far, and you can also invite new members to join.

Click **Expand My Network**, and you'll be able to add any of your contacts to invite them to join the platform.

Need more help?

Contact our Support Team at anytime! support@upnotch.io or the Chicago State Alumni Association at alumni@csu.edu.

Additional Resources

Read our professional tips and guidance on how to be a great mentee, a great menor and some qustions to ask your mentor. These guides, and others, can be found in the Resources section of your Upnotch profile while