

# Alumni Mentor Network Instruction Sheet

Class of 2013

1. Log onto MCO. If you do not have your MCO password, please email us at [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu) for a new temporary password.
2. Click on the “Alumni Mentor Network” tab. You will see a list of over 450 alumni mentors. You may choose a maximum of three mentors by selecting the “Choose this Mentor” button.
3. To find mentors:
  - a. Use the “More Options” button (or the “Detailed Search” tab) to search the list by practice area, law firm size, or practice setting (i.e., government, law firm, judicial), geographic location, among other criteria.
  - b. Click on the mentor’s name for more information. **Before selecting a mentor, be sure to do additional research:** Google, Martindale and the mentor’s firm website are good options.
4. Once you click the “Choose this Mentor” button, an email will be sent to your mentor to inform them of your interest. You will also receive an email with your mentor’s contact information.
5. **You must initiate contact with your mentor within five days of clicking the “Choose this Mentor” button.** A CDO staff member will follow up with you and with the mentor to make sure you have connected.
6. **You may only select a total of three mentors,** so please choose wisely.
7. Read the CDO handout, “Making the Most of the McGeorge Alumni Mentor Network,” located in MCO’s document library.