

# Adding a New NQMS Assessment to a Mentoring Program

8 Steps [View most recent version](#) 

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Created by

Nicki Patnaude

Creation Date

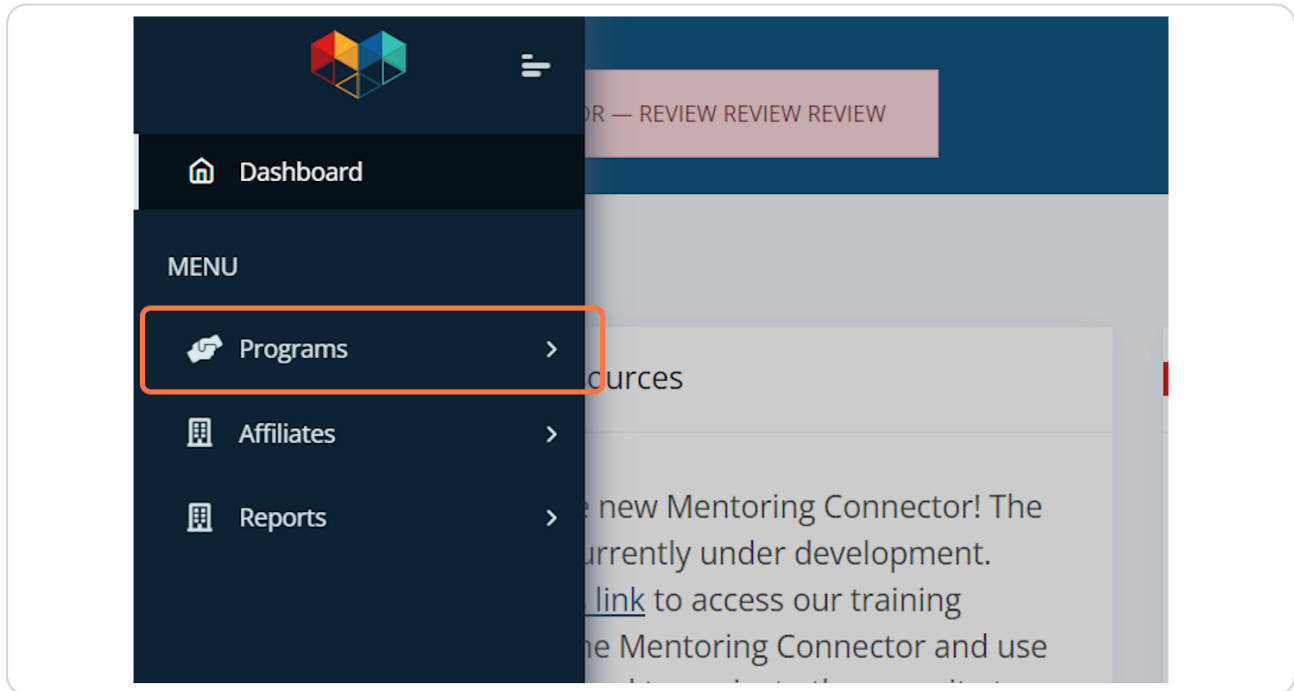
August 22, 2023

Last Updated

September 25, 2023

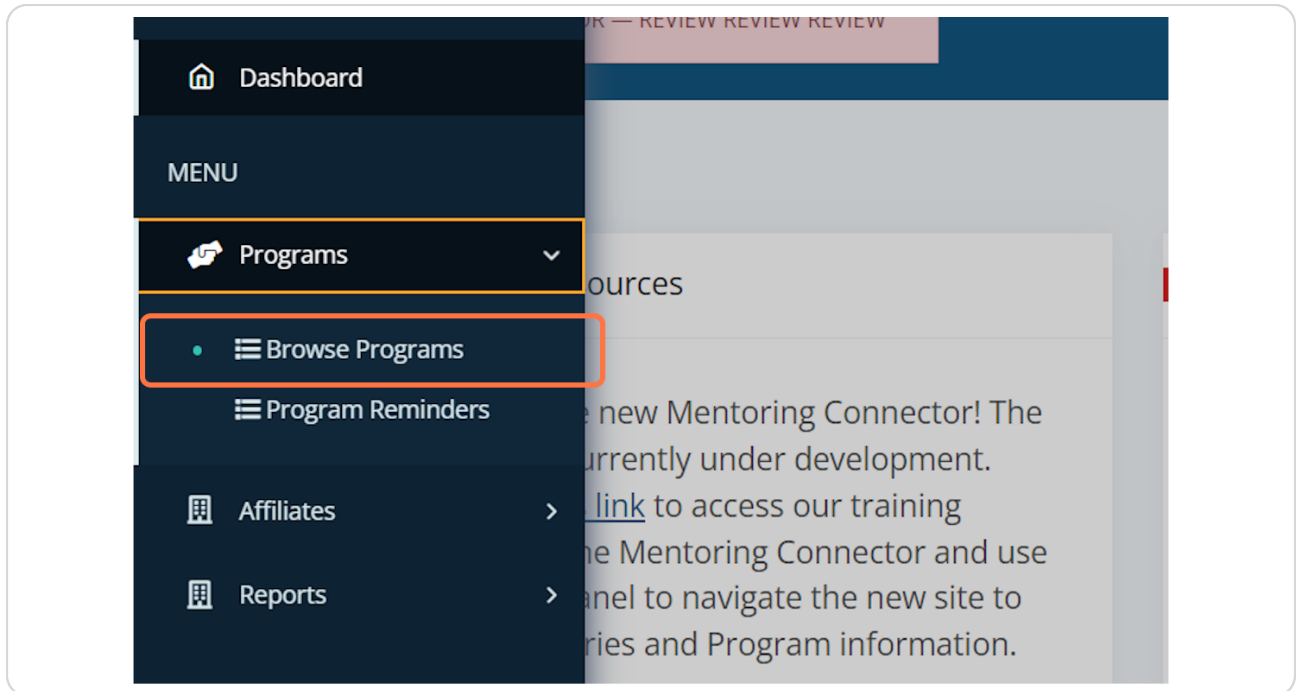
## STEP 1

**Once logged in to the Mentoring Connector/NQMS system, click on Programs.**



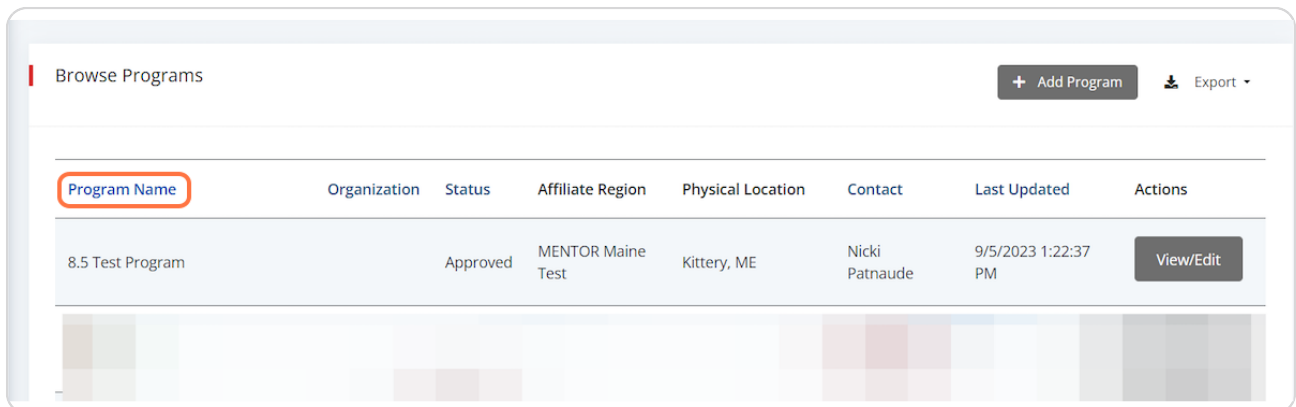
## STEP 2

Click on Browse Programs.



## STEP 3

Click on Program Name to sort/find programs.



## STEP 4

**Once the program has been located, click on "View/Edit".**

Mentor Center	Approved	MENTOR Maine Test	Lebanon, ME	Lia Douglas	7/24/2023 10:41:44 AM	<a href="#">View/Edit</a>
Mango Mentors	Approved	MENTOR Maine Test	Lubec, ME	Scott Courtney	8/8/2023 9:27:55 AM	<a href="#">View/Edit</a>
Kiwi Mentors	Approved	MENTOR Maine Test	Lebanon, ME	Lia Douglas	9/21/2023 1:12:09 PM	<a href="#">View/Edit</a>
Kenough	Approved	MENTOR Maine Test	Kittery, ME	Chelsea Roberts	8/2/2023 9:54:55 AM	<a href="#">View/Edit</a>
Grape Mentors	Approved	MENTOR Maine Test	Kittery, ME	Frankie Longley	9/21/2023 12:21:47 PM	<a href="#">View/Edit</a>

## STEP 5

**In the program's profile, click on Documents tab to view uploaded documents.**

🏠 / Programs / Browse Programs / Kiwi Mentors / Documents

Kiwi Mentors NQMS Ready? Edit Program

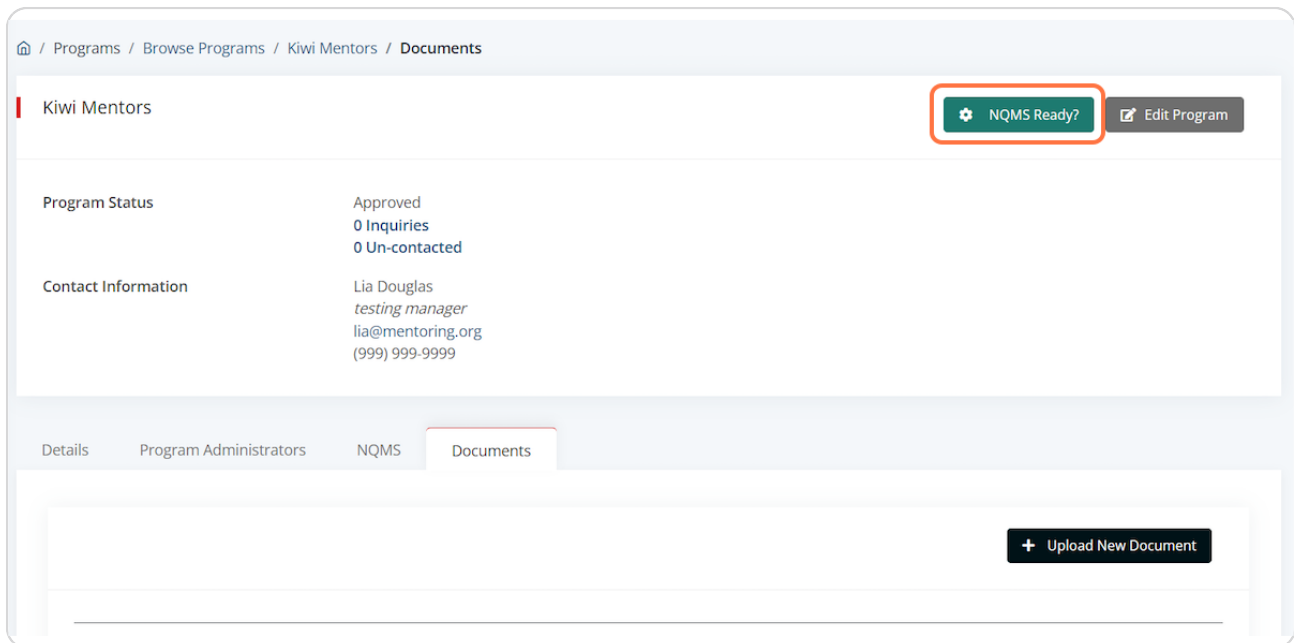
**Program Status**  
Approved  
0 Inquiries  
0 Un-contacted

**Contact Information**  
Lia Douglas  
testing manager  
lia@mentoring.org  
(999) 999-9999

Details Program Administrators NQMS **Documents**

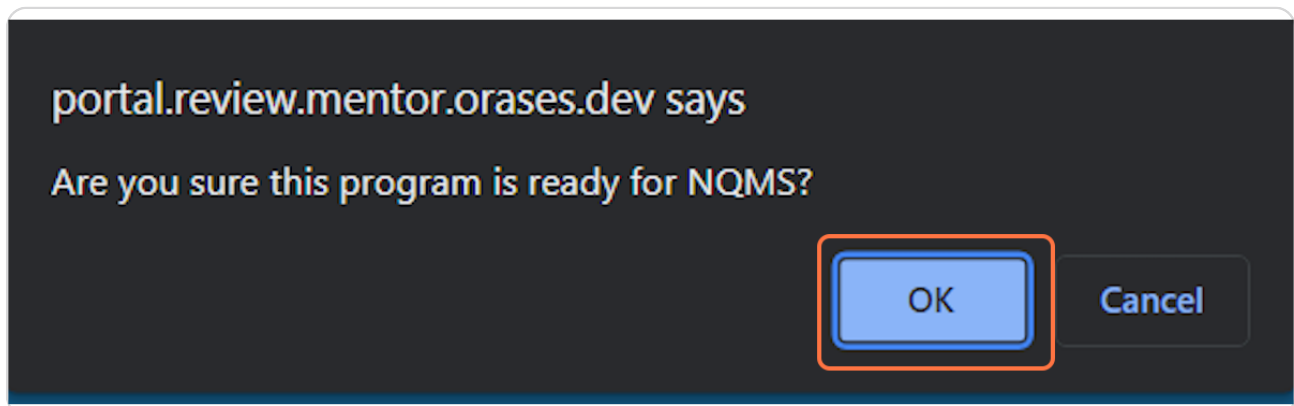
## STEP 6

Once documents have been verified, click on "NQMS Ready?".



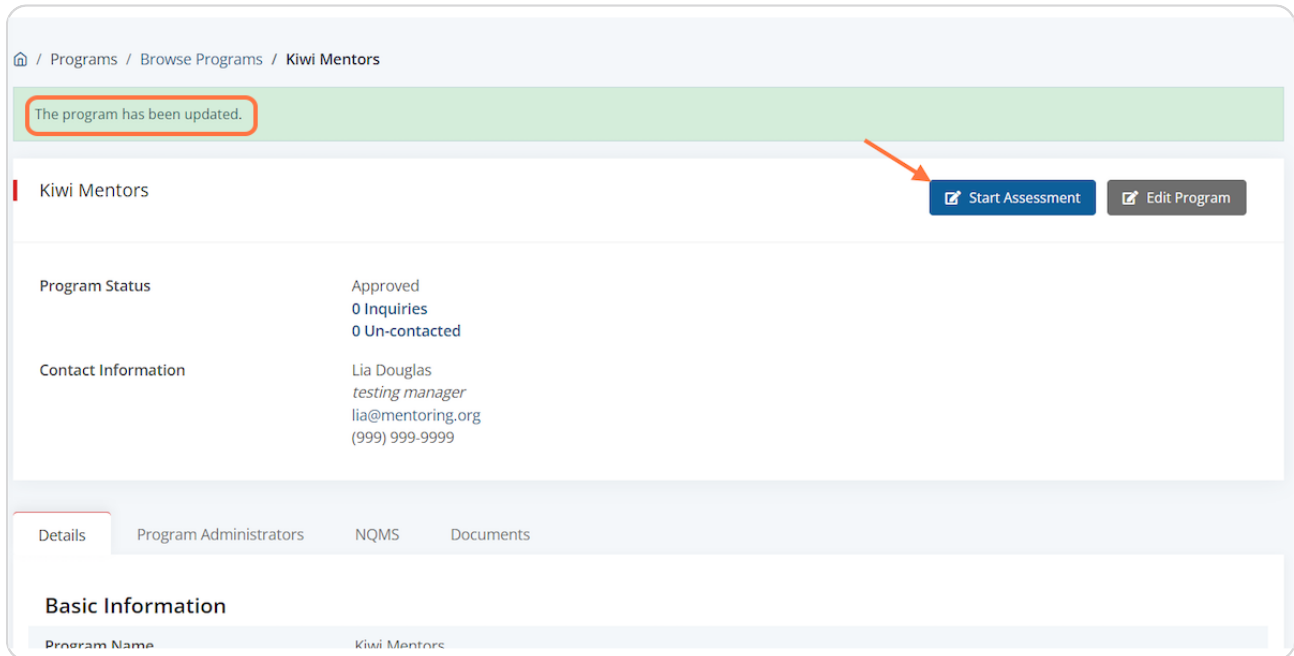
## STEP 7

Click "OK" in the pop-up if program has uploaded the prerequisite documents and is ready to complete the NQMS.



## STEP 8

The program can now log-in and click "Start Assessment" from their program's profile when they are ready to begin.



The screenshot shows a web interface for a program profile. At the top, there is a breadcrumb trail: [Home](#) / [Programs](#) / [Browse Programs](#) / **Kiwi Mentors**. Below this is a green notification banner that says "The program has been updated." with a red border. Underneath the banner, the program name "Kiwi Mentors" is displayed. To the right of the name are two buttons: "Start Assessment" (highlighted with an orange arrow) and "Edit Program". Below the name and buttons, there is a table of program details:

Program Status	Approved 0 Inquiries 0 Un-contacted
Contact Information	Lia Douglas testing manager lia@mentoring.org (999) 999-9999

Below the table, there are tabs for "Details", "Program Administrators", "NQMS", and "Documents". The "Details" tab is selected. Under the "Details" tab, there is a section titled "Basic Information" with a table:

Program Name	Kiwi Mentors
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