

Assigning an NQMS Badge to a Mentoring Program

9 Steps [View most recent version](#) 

Created by

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Creation Date

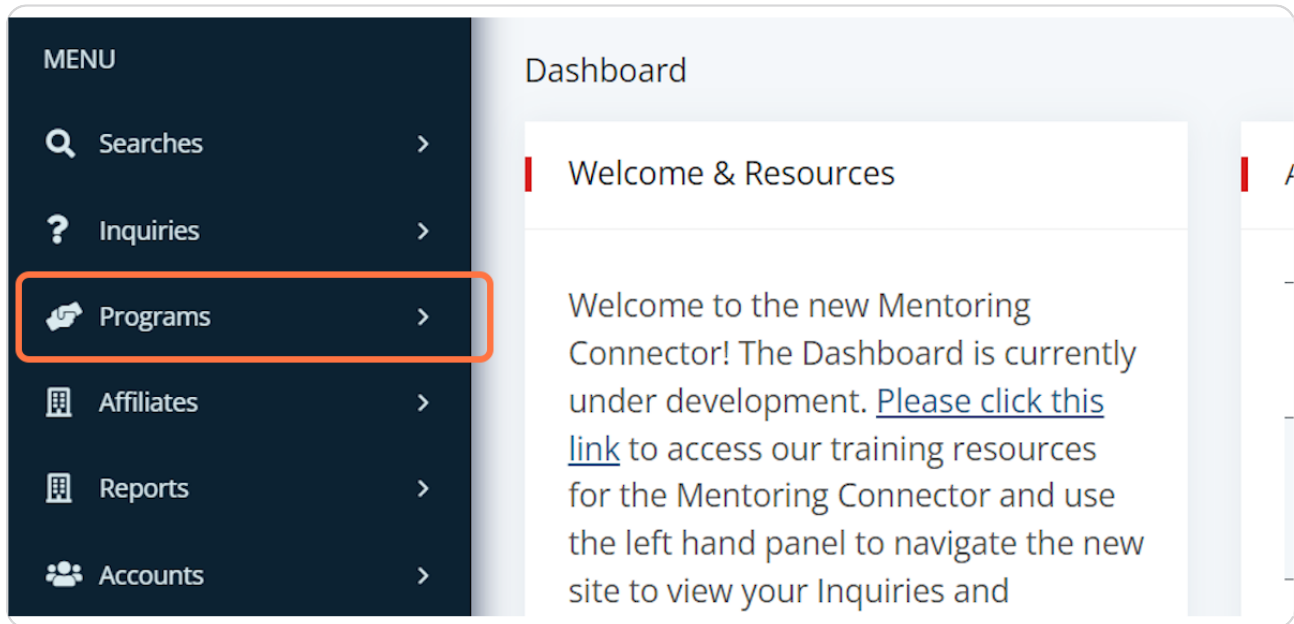
September 21, 2023

Last Updated

September 25, 2023

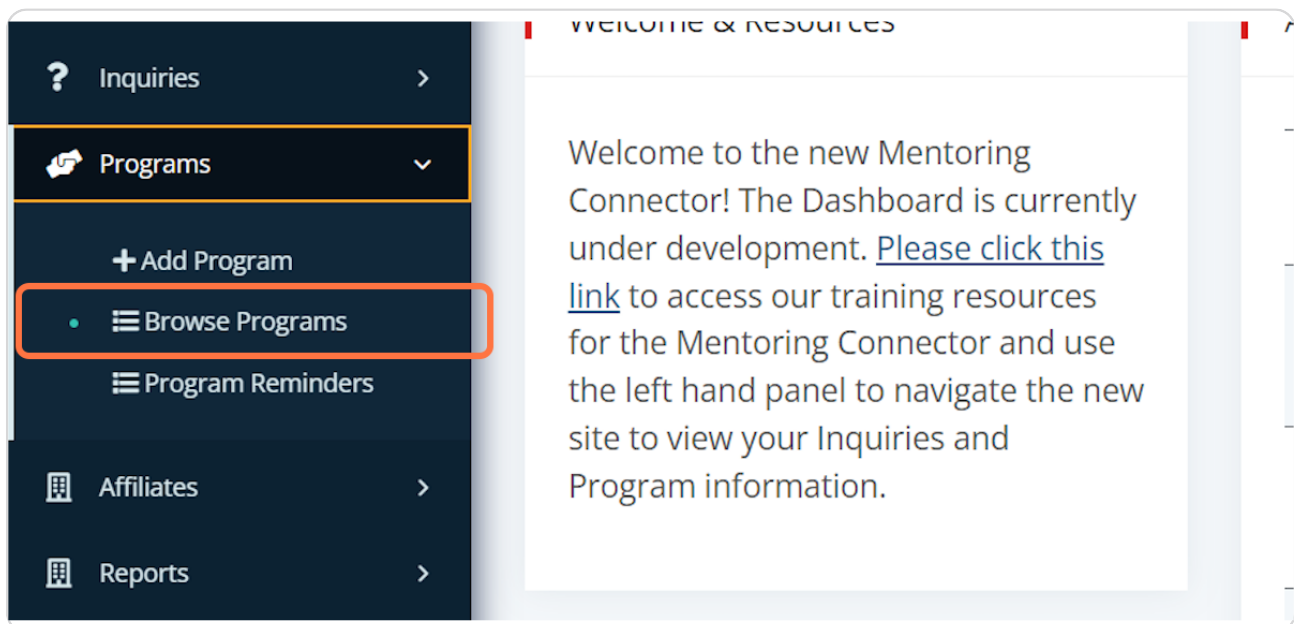
STEP 1

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



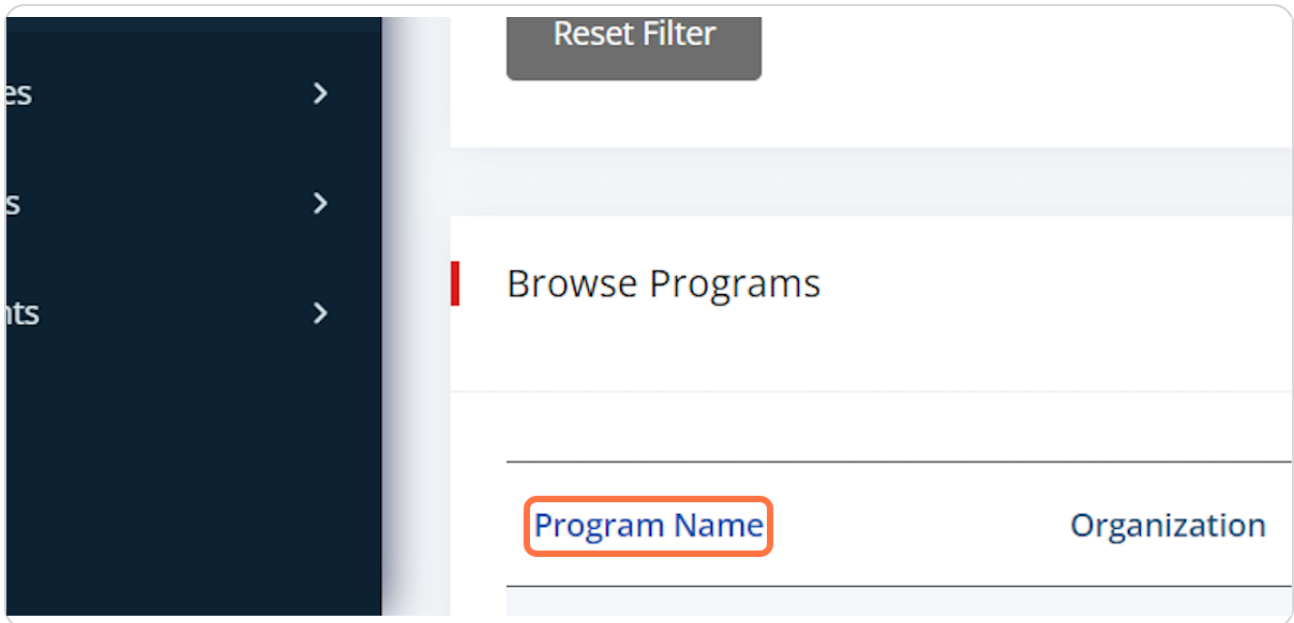
STEP 2

Click on Browse Programs.



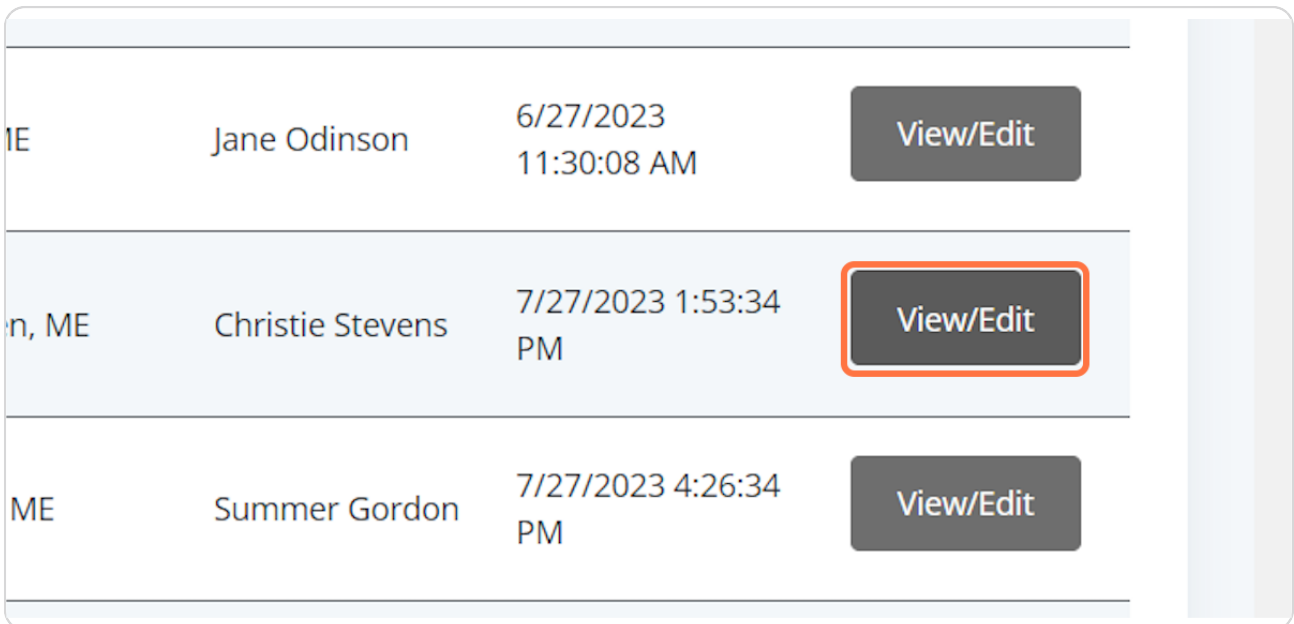
STEP 3

Click on "Program Name" to sort/find programs.



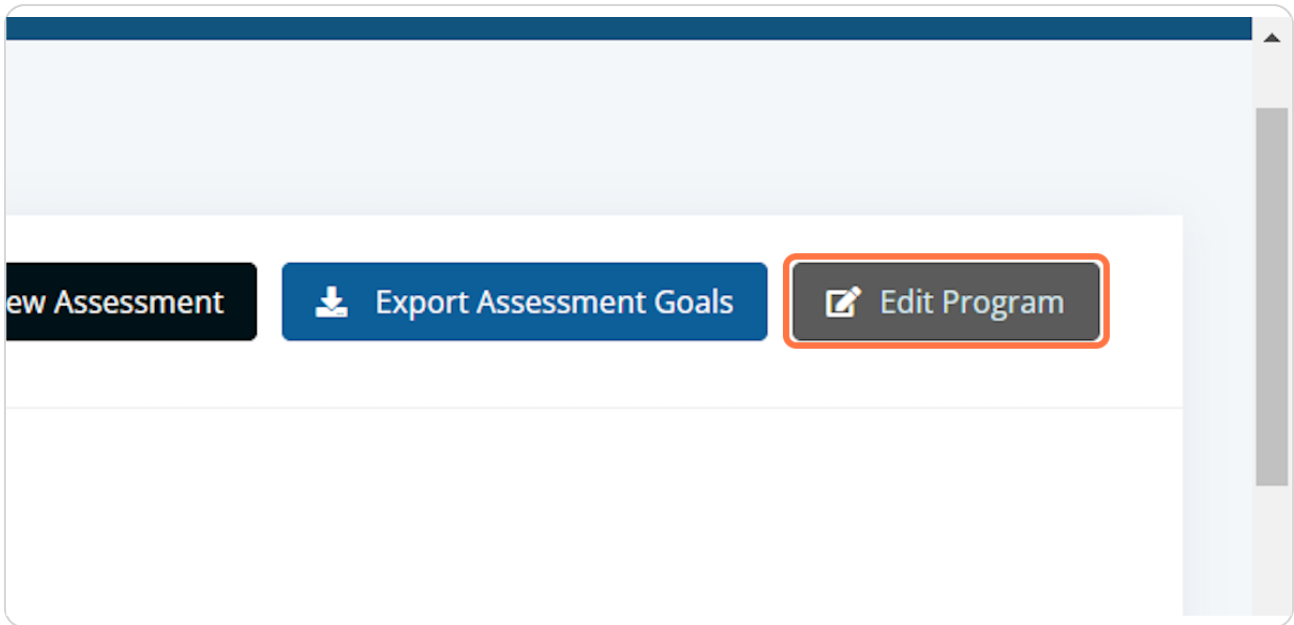
STEP 4

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



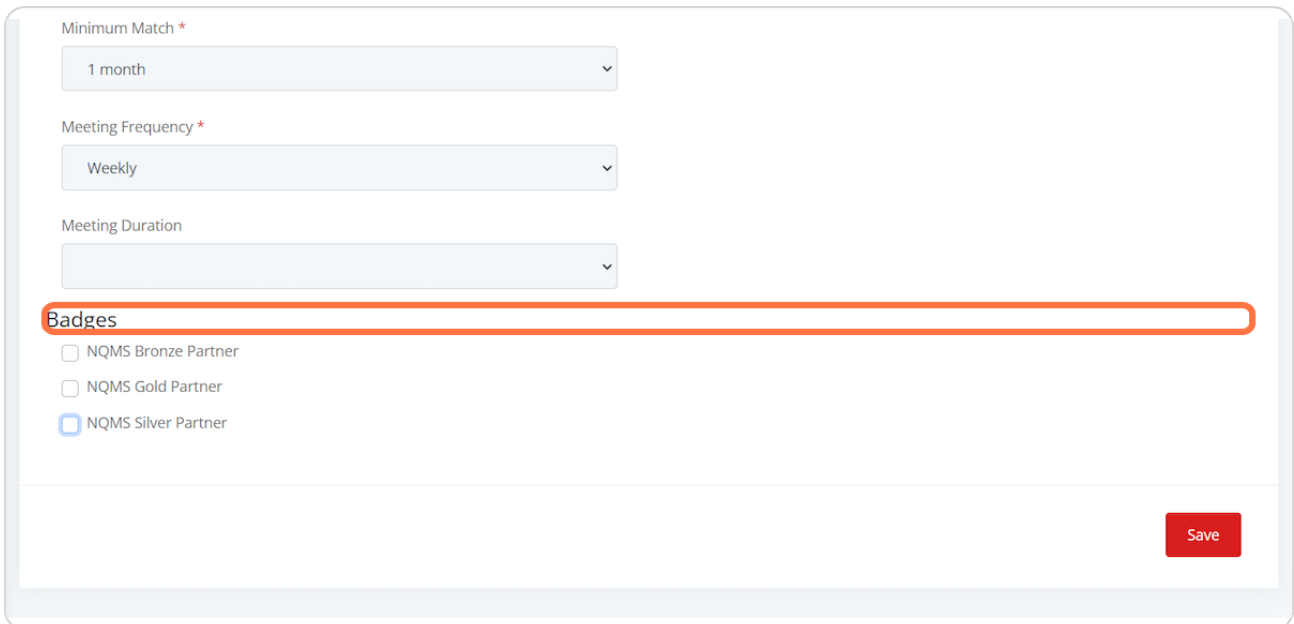
STEP 5

Click on "Edit Program".



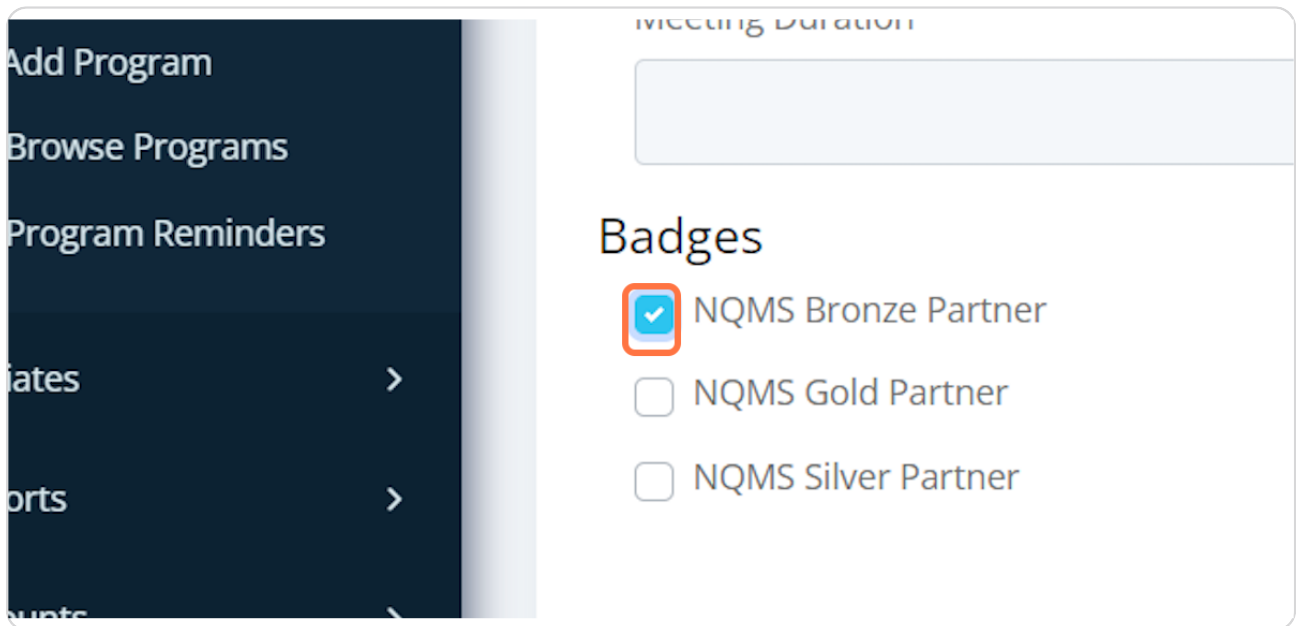
STEP 6

Scroll to the bottom of the program's profile to find Badges.



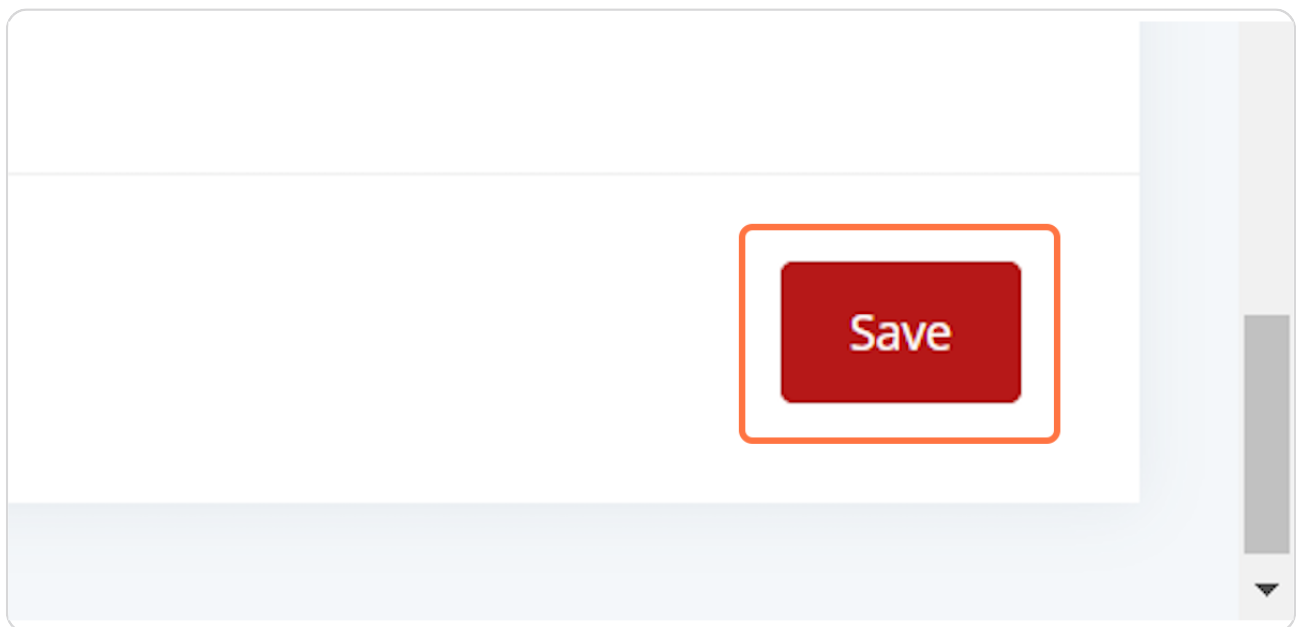
STEP 7

Check the level of designation this program has achieved: Bronze, Silver, or Gold.



STEP 8

Click on "Save".



STEP 9

Ensure that a green box appears indicating that "The program has been saved," and that the NQMS icon appears next to the program name.

The screenshot displays the 'MENTORING CONNECTOR — REVIEW REVIEW REVIEW' interface. At the top right, there are links for 'My Profile' and 'Logout'. The breadcrumb trail shows 'Programs / Browse Programs / Mentor Maker'. A green notification bar at the top states 'The program has been saved.' Below this, the program name 'Mentor Maker' is displayed next to the NQMS logo, which is highlighted by an orange arrow. To the right of the program name are three buttons: 'View Assessment', 'Export Assessment Goals', and 'Edit Program'. The program details are organized into two sections: 'Program Status' and 'Contact Information'. The 'Program Status' section shows 'Approved', '0 Inquiries', and '0 Un-contacted'. The 'Contact Information' section lists 'Christie Stevens', 'christie@mentoring.org', and '(555) 555-5555'.

Program Status	Approved 0 Inquiries 0 Un-contacted
Contact Information	Christie Stevens christie@mentoring.org (555) 555-5555