

# How to Upload Documents and Complete Self-Assessment

17 Steps [View most recent version](#) 

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Created by

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Creation Date

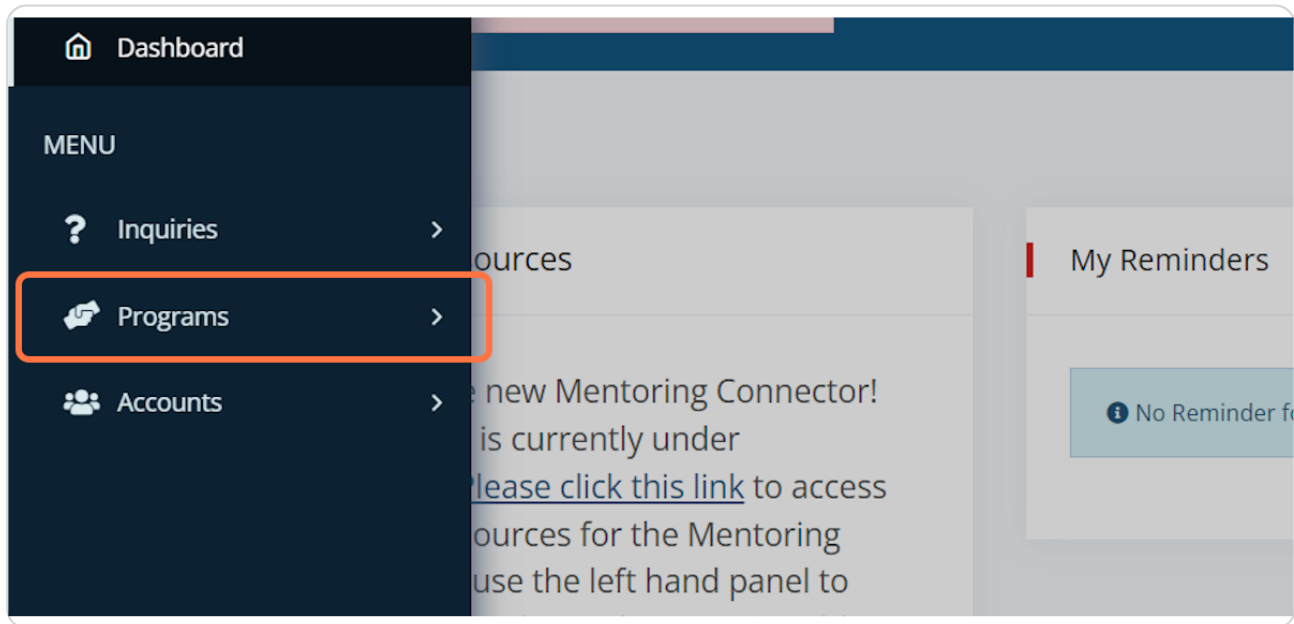
September 21, 2023

Last Updated

September 25, 2023

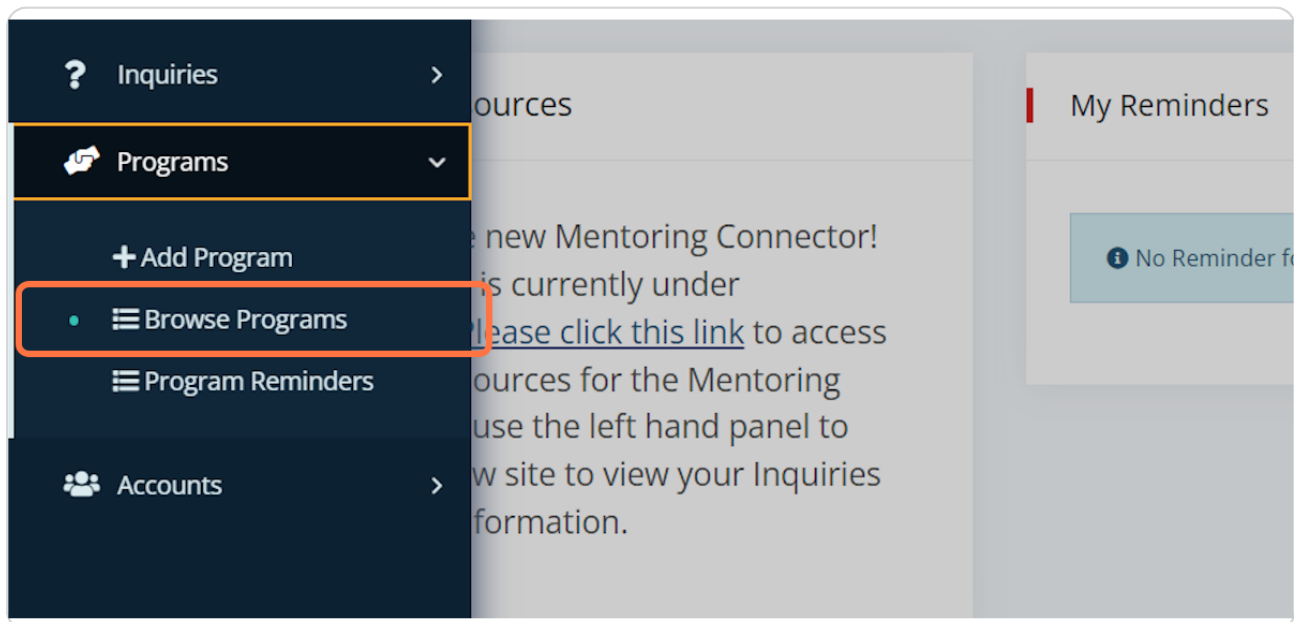
## STEP 1

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



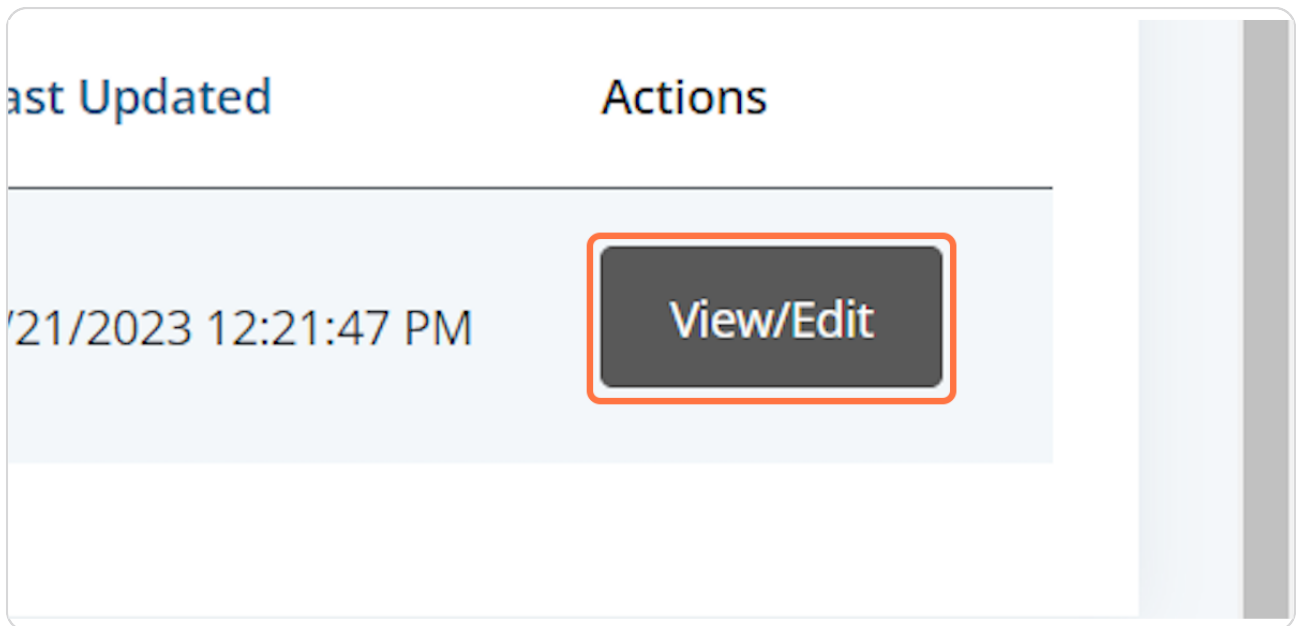
## STEP 2

**Click on Browse Programs.**



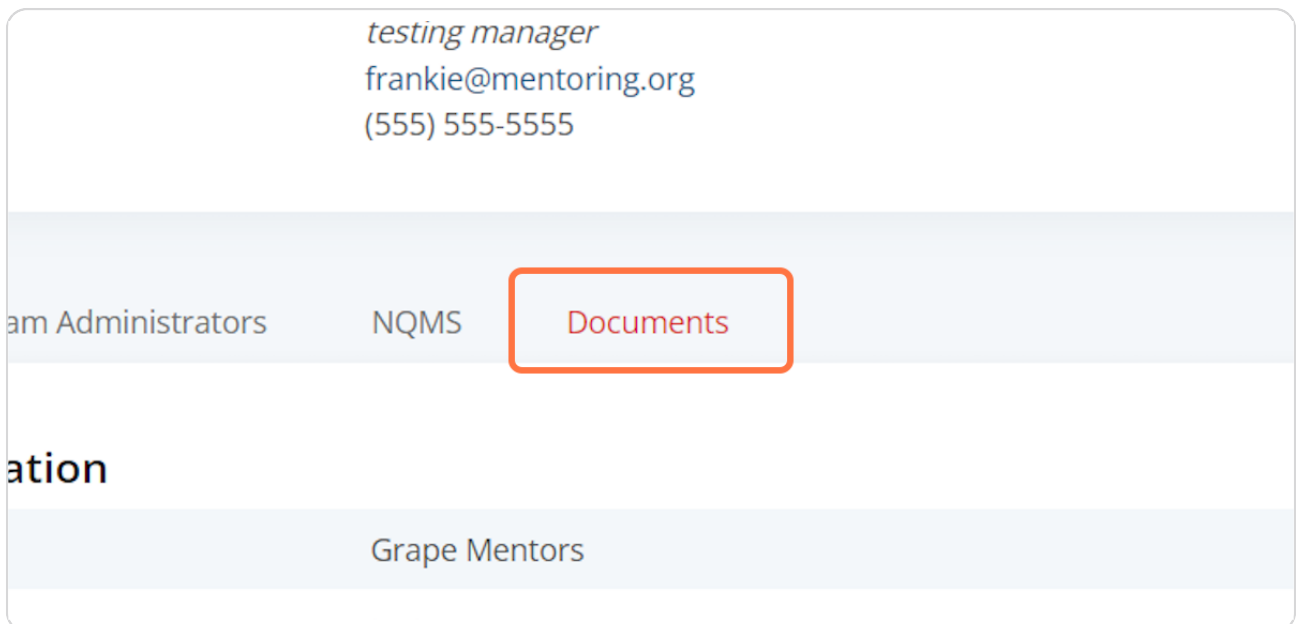
STEP 3

Once you find your program listing, click on "View/Edit".



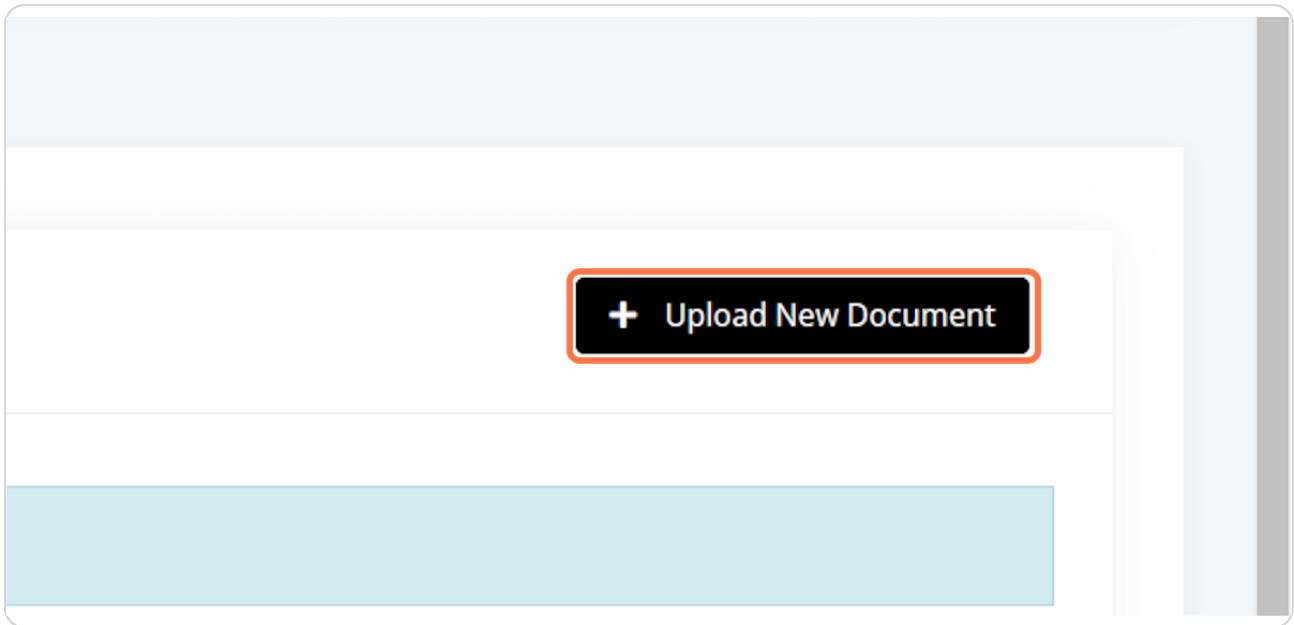
STEP 4

Navigate to the Documents tab to begin uploading the requested documents.



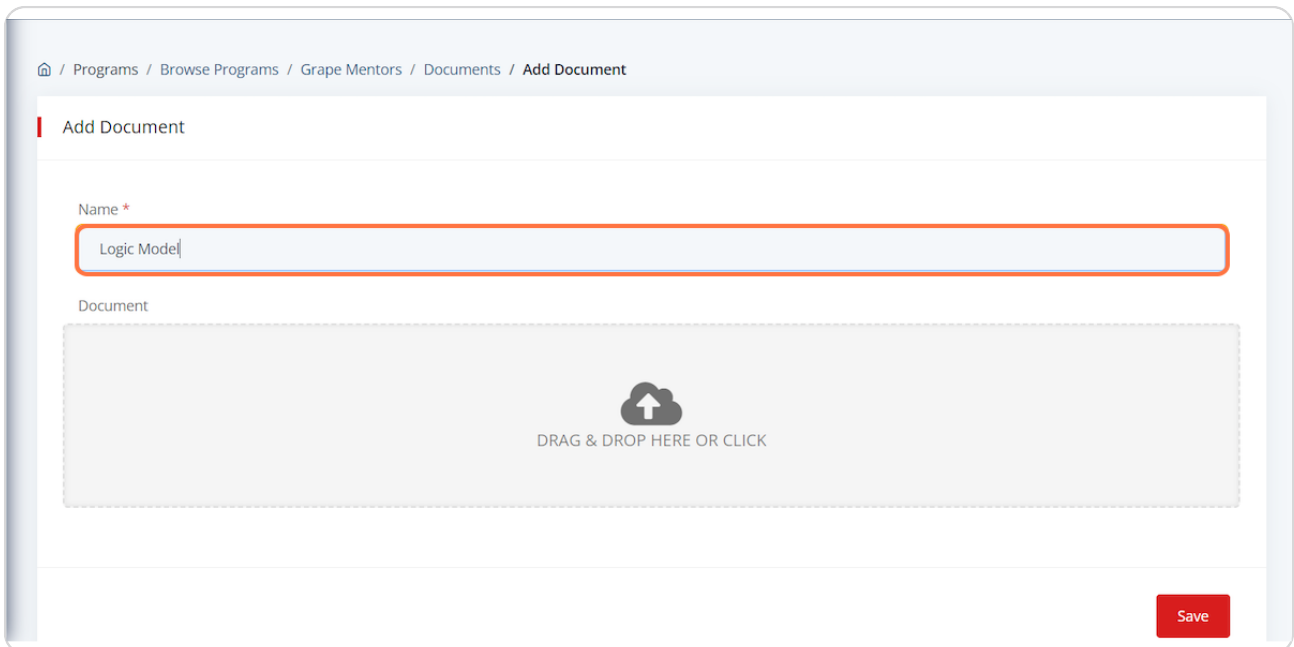
STEP 5

Click on "Upload New Document".



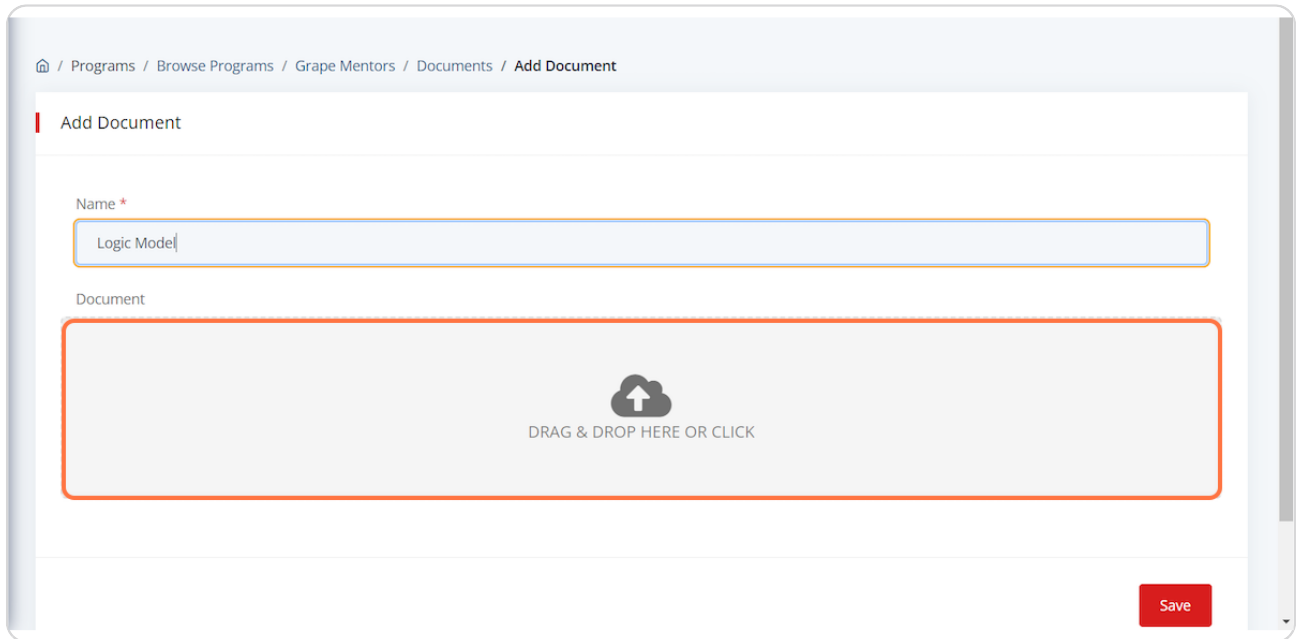
STEP 6

Type the name of the document you are uploading.



## STEP 7

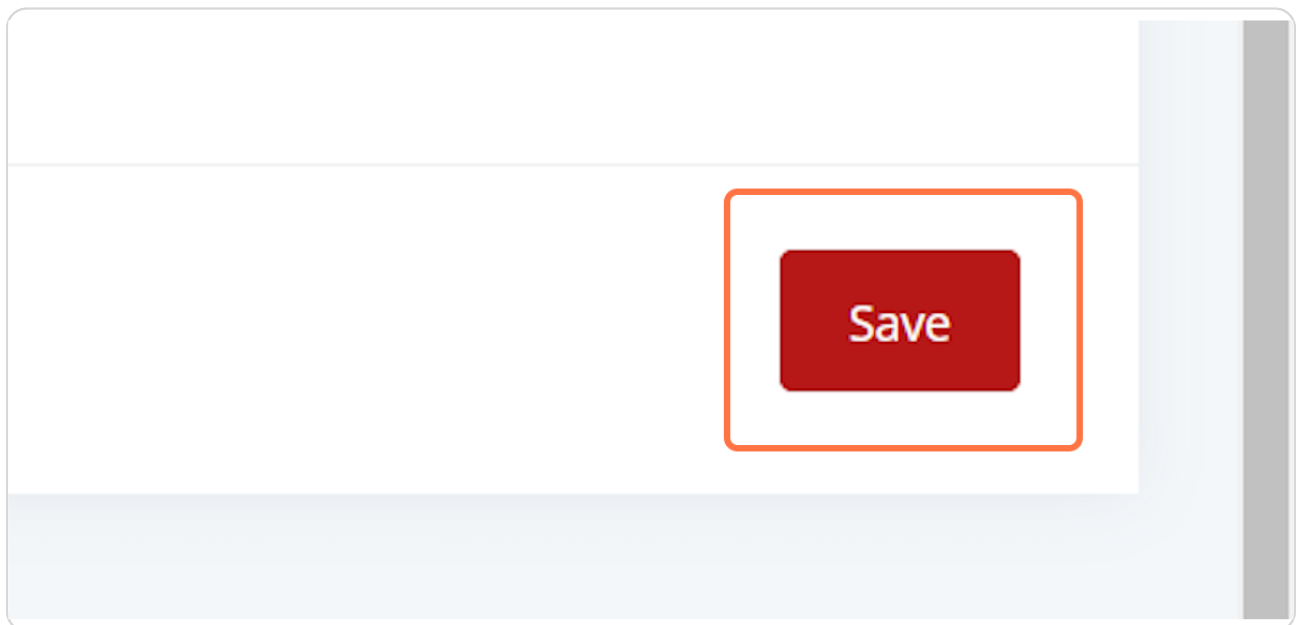
Next, click on Drag & Drop Here or Click to open the insert file browser or drag and drop the document in to the field.



The screenshot shows a web application interface for adding a document. At the top, there is a breadcrumb trail: [Home](#) / [Programs](#) / [Browse Programs](#) / [Grape Mentors](#) / [Documents](#) / [Add Document](#). Below this, the page title is "Add Document". There is a text input field labeled "Name \*" containing the text "Logic Model". Below the name field is a large rectangular area labeled "Document" with a light gray background and a red border. In the center of this area is a cloud icon with an upward arrow and the text "DRAG & DROP HERE OR CLICK". At the bottom right of the form is a red "Save" button.

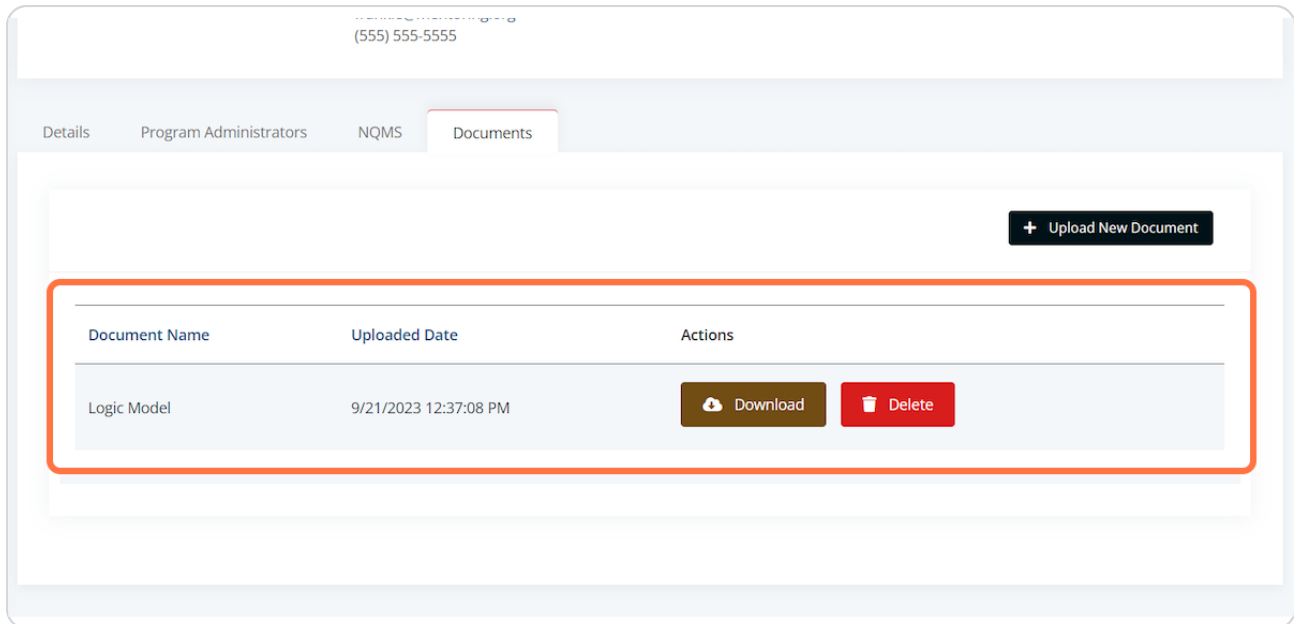
## STEP 8

Click on Save.



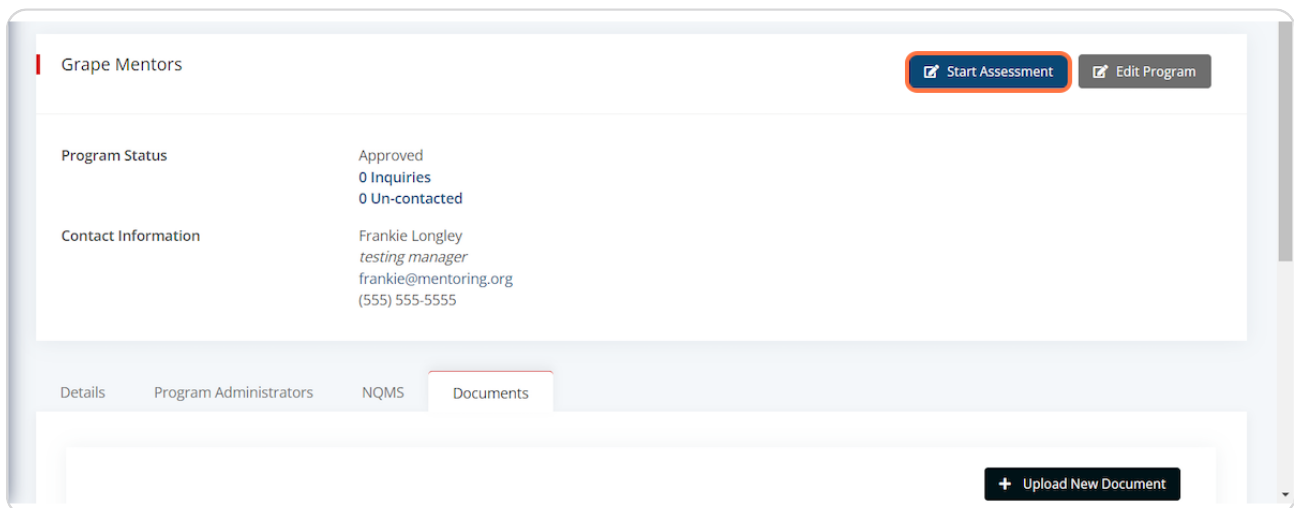
## STEP 9

**Ensure that the document appears in the "Document" tab, and continue uploading the recommended uploads. Once you are complete, email your MENTOR Affiliate to gain access to the NQMS assessment.**



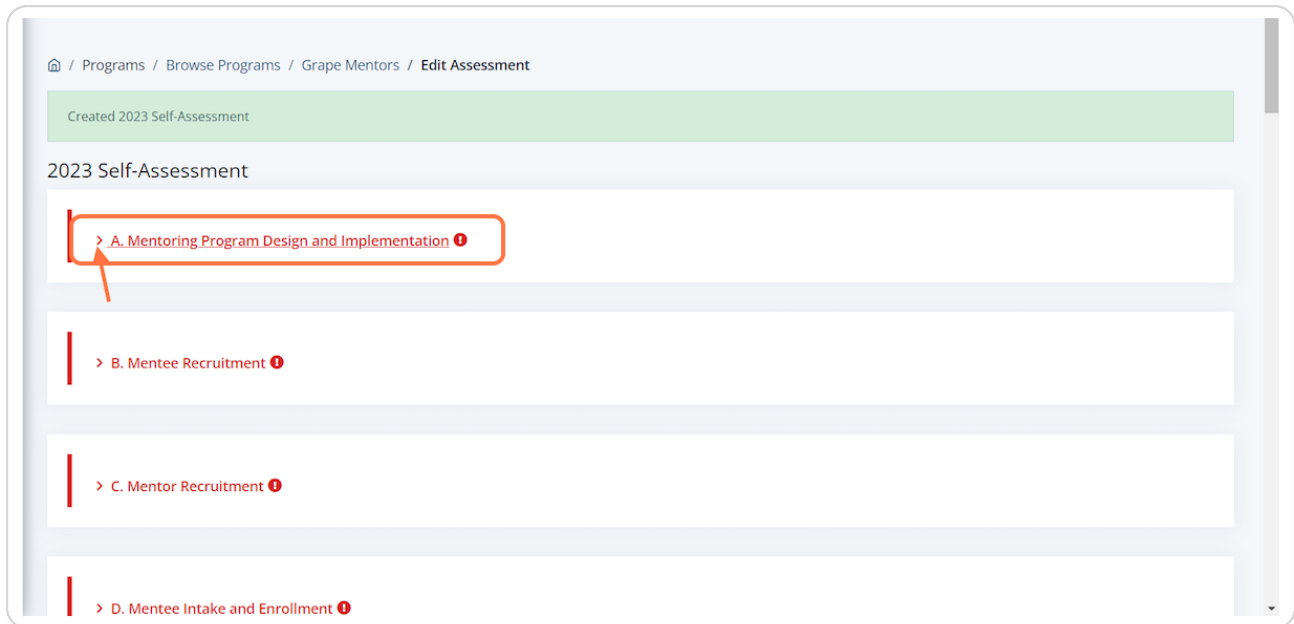
## STEP 10

**Once your MENTOR Affiliate has granted access to the NQMS, click on "Start Assessment" to begin filling out the assessment.**



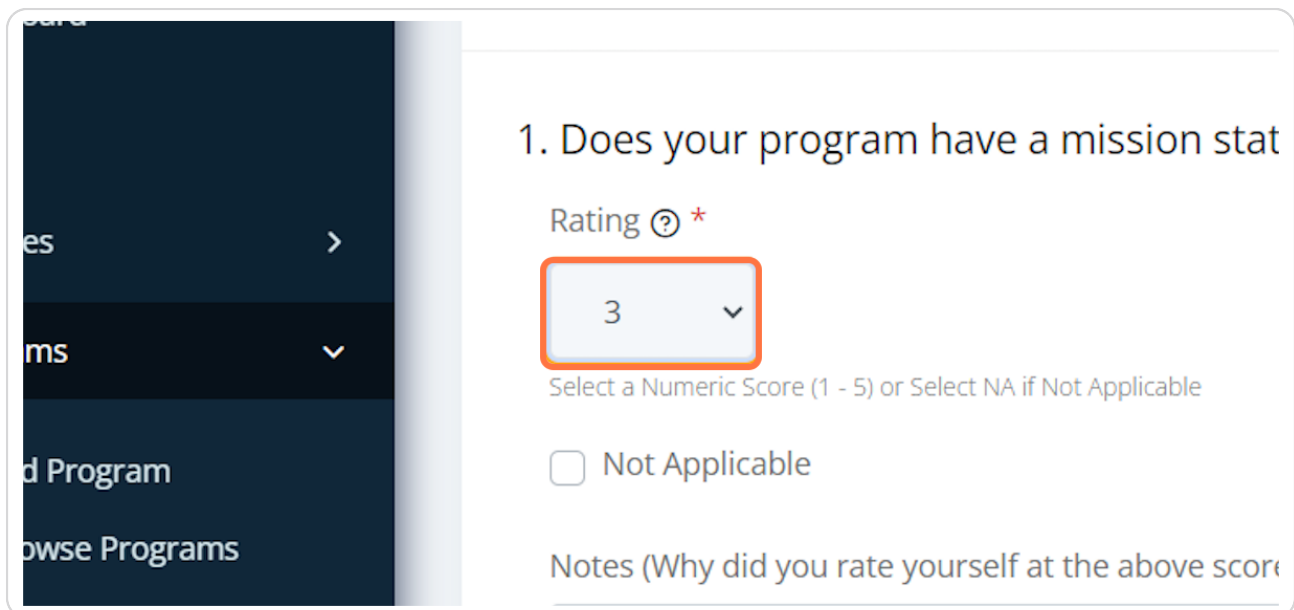
## STEP 11

**Click on the chevron next to the name of one of the sections of the NQMS assessment to lower the accordion and begin answering the questions.**



## STEP 12

**Select a rating for how well your mentoring program implements the practice.**



## STEP 13

**Add any notes to clarify or additional context to why you selected the rating [optional, but encouraged].**

1. Does your program have a mission statement?

Rating ⓘ \*

3 ▾

Select a Numeric Score (1 - 5) or Select NA if Not Applicable

Not Applicable

Notes (Why did you rate yourself at the above score?)

Our mission statement is: "XYZ Mentoring taps in to the potential of our young people by matching them with adults from their community to build intentional and meaningful relationships."

2. Does your program have a logic model that describes the key components, activities, and outcomes of the program in a graphic or illustration?

Rating ⓘ \*

x ▾

## STEP 14

**Once you have completed all of the questions in that section, click "Save and Continue" to begin the next section.**

Browse Programs

Program Reminders

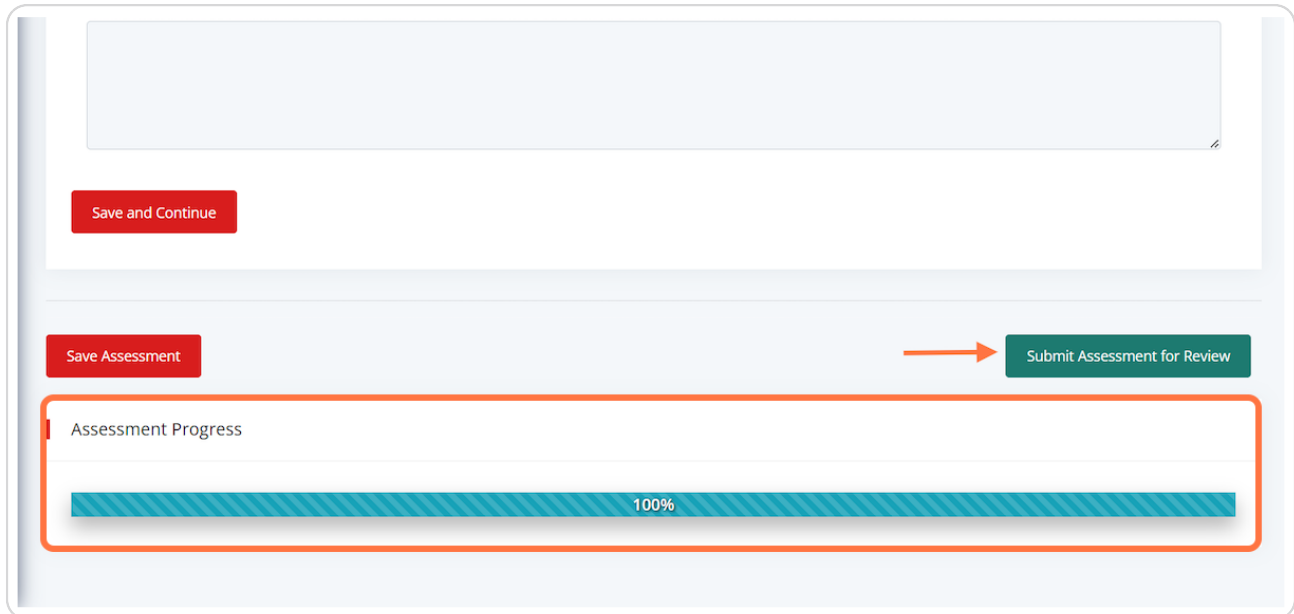
Units >

Save and Continue

> B. Mentee Recruitment !

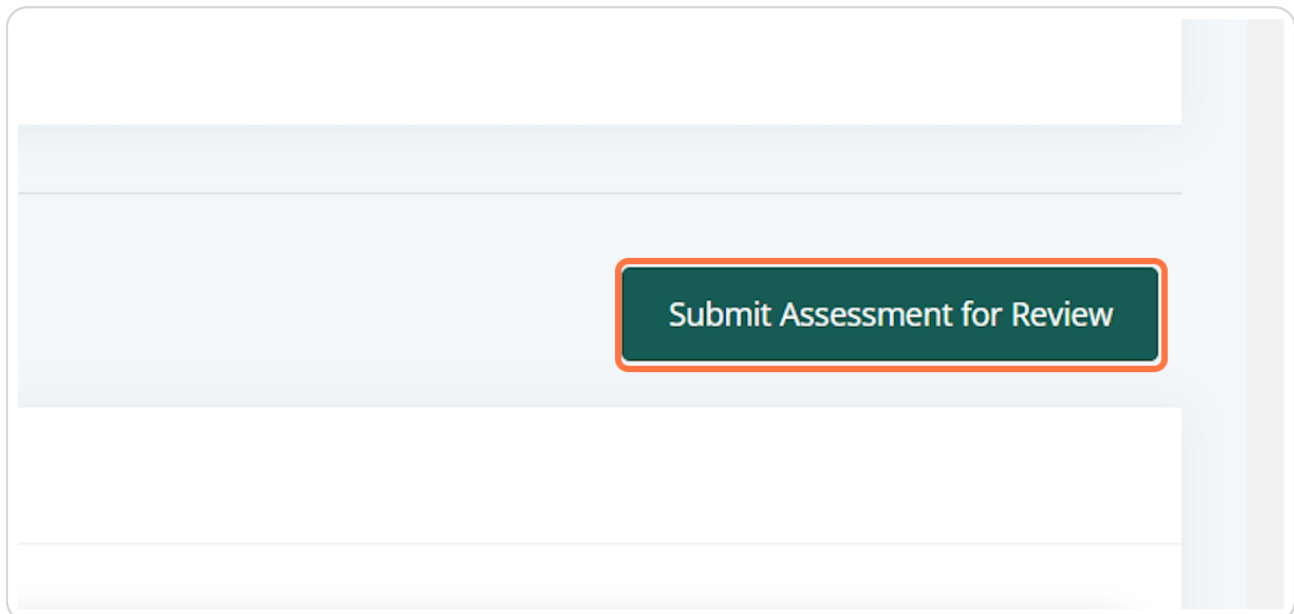
## STEP 15

At any time during the assessment, you can scroll to the bottom of the page and view your progress. Once the progress is listed at 100%, the "Submit Assessment for Review" button will become available.



## STEP 16

Click on "Submit Assessment for Review" to submit your assessment.



## STEP 17

**Check for the green box indicating that "The Assessment has been saved" and that the status listed in the Self-Assessment table has changed to "Submitted for Review".**

The screenshot displays a web interface for a self-assessment. At the top, a breadcrumb trail reads: Home / Programs / Browse Programs / [Redacted] / 2023 Self-Assessment. A green notification box at the top contains the text: "The Assessment has been saved." Below this, the page title is "2023 Self-Assessment" with a "Review Assessment" button on the right. A table shows the status of the assessment, with an orange arrow pointing to the text "Submitted for Review" under the "Status" column. The table header is "Program". Below the table, a section titled "A. Mentoring Program Design and Implementation" is expanded. A table below this section shows the following data:

Question	1. Does your program have a mission statement?
Rating	3
Notes	-