Mentor Teacher

mYlink Registration Packet

Getting Started

Dear Mentor Teacher,

Thank you for choosing to mentor a student teacher or intern! Brigham Young University appreciates your efforts in helping these students prepare themselves for a rewarding career in the field of teaching.

You have been asked to create a mYlink account to give you an easy way to evaluate your student teacher. Your evaluations are important because they help your student teacher receive high quality mentorings and obtain a job after graduation. They also provide Brigham Young University with useful feedback that can then be used to improve our teacher education program.

This packet will walk you through the steps of obtaining a BYU Net ID and password, registering for mYlink, and using your account to evaluate your student. If you have any unanswered questions, please refer yourself to the contact information below.

We look forward to working with you!

Sincerely,

The EPP Support Team

Questions? Contact us:

801-422-4000

it@byu.edu

24 hours a day

Obtaining a BYU Net ID and Password

Before registering for a mYlink account, you must have a BYU Net ID and password

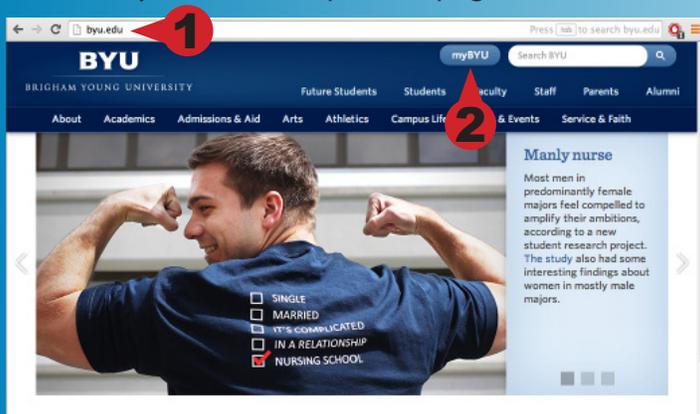## How do I know if I already have a BYU Net ID and password?

You should already have a BYU Net ID and password if you fall into one of the three following categories:

- You are a current or former BYU student
- You have been employed by BYU
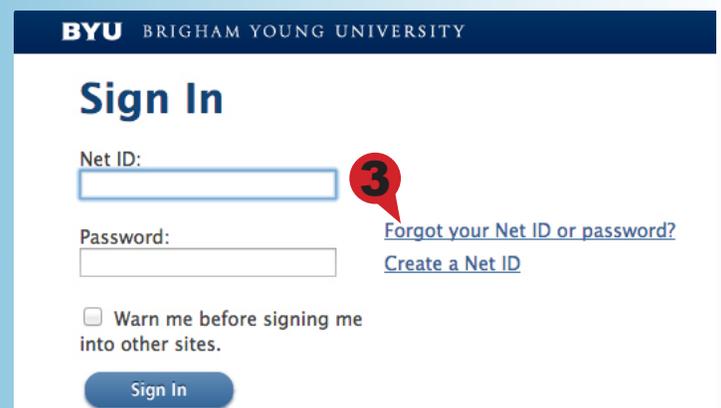- You have attended a class, camp, or workshop at BYU

What if I forgot my BYU Net ID and password?

BYU Net ID and passwords never expire. Since you cannot create a duplicate Net ID and password, you must recover the one you have forgotten. To do so, call OIT's 24 hour support line at 801-422-4000 or follow these steps:

1. Go to byu.edu
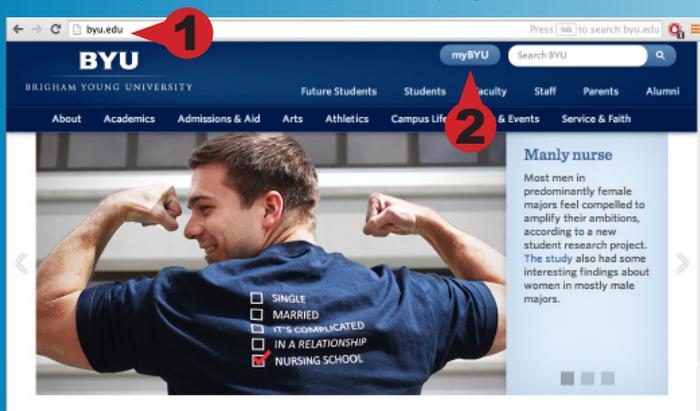2. Click myBYU at the top of the page

3. Click Forgot your Net ID or password?
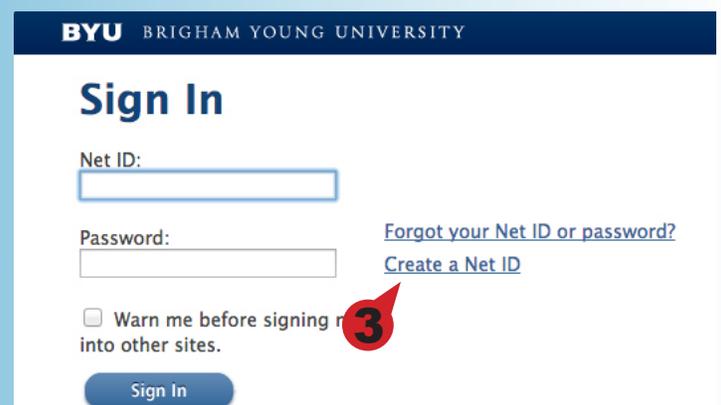4. Follow the step-by-step directions

How do I make a BYU Net ID and password for the first time?

To make a BYU Net ID and password, call OIT's 24 hour support line at 801-422-4000 or follow these steps:

1. Go to byu.edu
2. Click myBYU at the top of the page

3. Click Create a Net ID
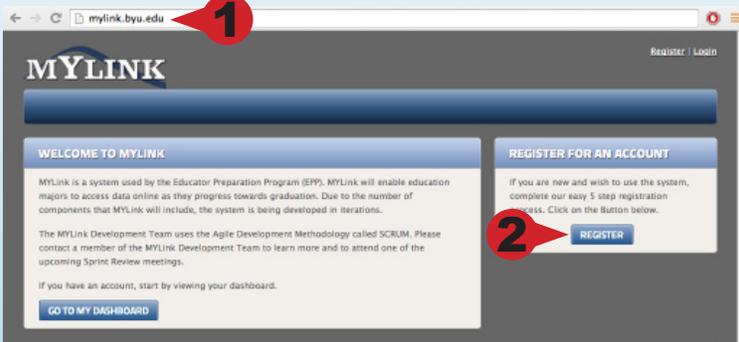4. Follow the step-by-step directions

Please call BYU OIT's 24 hour support line at 801-422-4000 if you cannot successfully recover or create a Net ID and password.

Registering for a mYlink Account

Before registering for a mYlink account, you must have a BYU Net ID and password
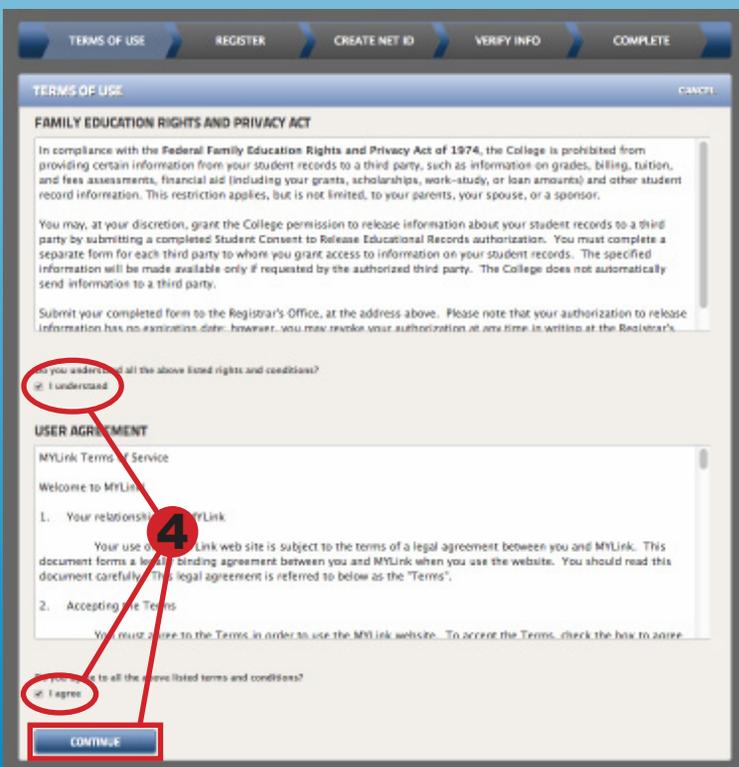
1. Go to mylink.byu.edu
2. Click *Register*

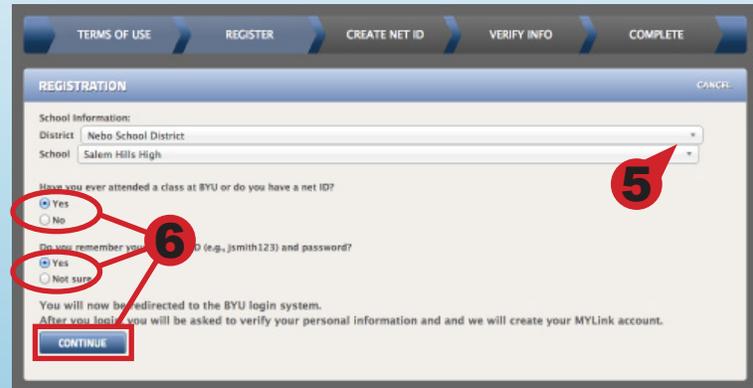3. Click *Mentor or Cooperating Teacher*

4. Read and accept the FERPA and User Agreement.

5. Select your district and then your school. If your district and/or school are not on the list, please call OIT's 24 hour support line at 801-422-4000
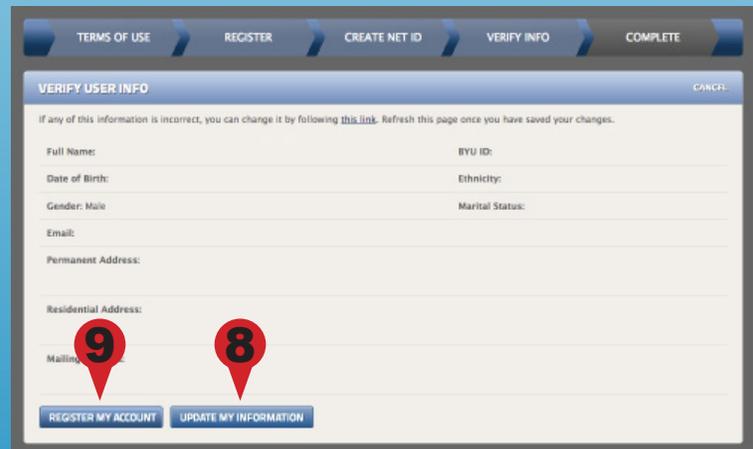
6. If you have a BYU Net ID and password and you remember it, mark *Yes* under each question. If you mark *no*, you will be redirected to a page that will let you

7. If you are not already logged in to myBYU, you will be asked to enter your BYU Net ID and password.

8. Check your personal information (especially your email address and legal name). If it is incorrect, click *Update My Information.* NOTE: This will open a new tab. Return to the original tab to finish registration.

9. Click *Register My Account*

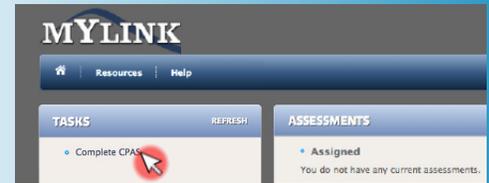10. You are now registered for mYlink! If you would like to view your account, click *mYlink Dashboard.*

If you cannot successfully register for mYlink, please call BYU OIT's 24 hour support line at 801-422-4000.

Using Your mYlink Account

You can log in to your mYlink account any time by going to mylink.byu.edu

What forms do I need to fill out for my student teachers or interns?

Mentor/Cooperating teachers are asked to complete a PAES (Utah Teacher Candidate - Performance Assessment Evaluation System) for each student teacher or intern they mentor. As the student's teaching experience comes to a close, the PAES will appear in your "Tasks" box on your mYlink dashboard. Please fill out this form at the end of the student's

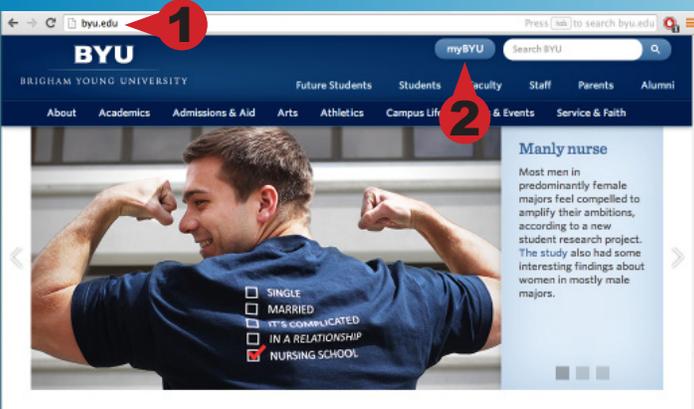## What if I can't see my student's forms under "Tasks"?

It is normal not to see any forms until near the end of the student's teaching experience. If you have concerns at any time about seeing your PAES form, please contact OIT's 24 hour support line at 801-422-4000.

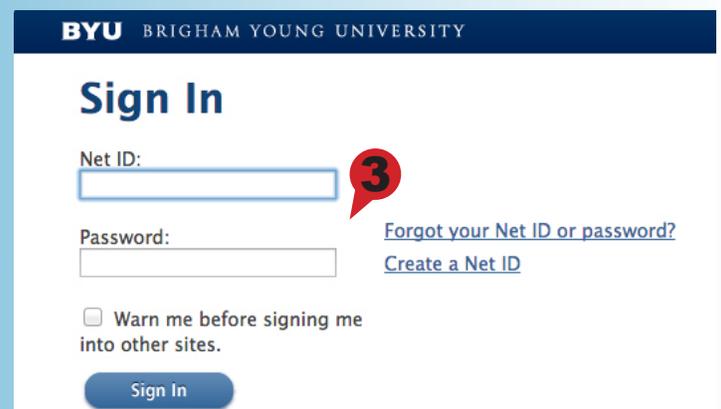## How do I update my personal information?

If your personal information (i.e. email address, mailing address, etc.) is not up-to-date, it will be difficult for BYU to contact you. To update this information, follow these steps:
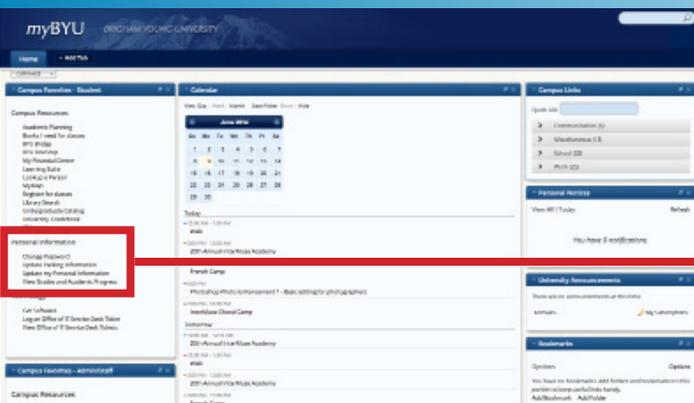
1. Go to byu.edu
2. Click myBYU at the top of the page

3. Enter your BYU Net ID and password

4. Find the box labeled "Campus Favorites" and click *Update My Personal Information*

If you have any questions about your mYlink account, please call OIT's 24 hour support line at 801-422-4000.

MYLINK

Educator Preparation Program, 1116 Jesse Knight Building
Brigham Young University, Provo, UT 84602

(801) 422-1190

eppsupport@byu.edu