

# EDUCATOR MENTOR TEACHERS

User Guide for Mentor Teacher  
Registration, Tasks, and Evaluations

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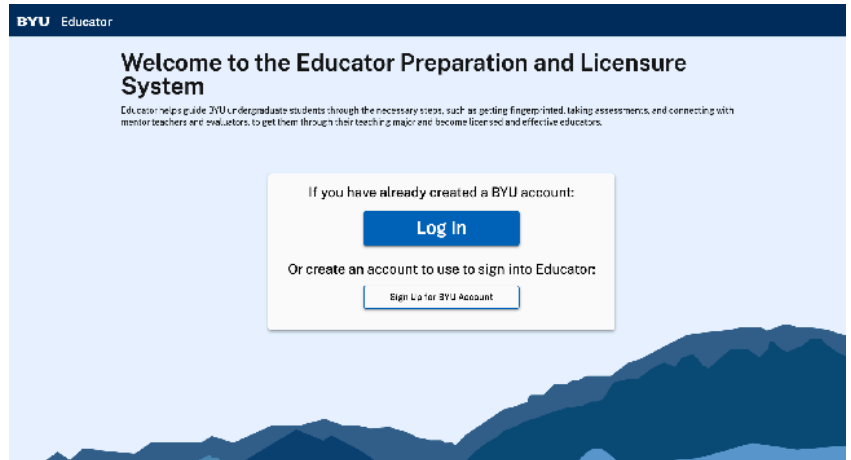
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# Log In To Educator

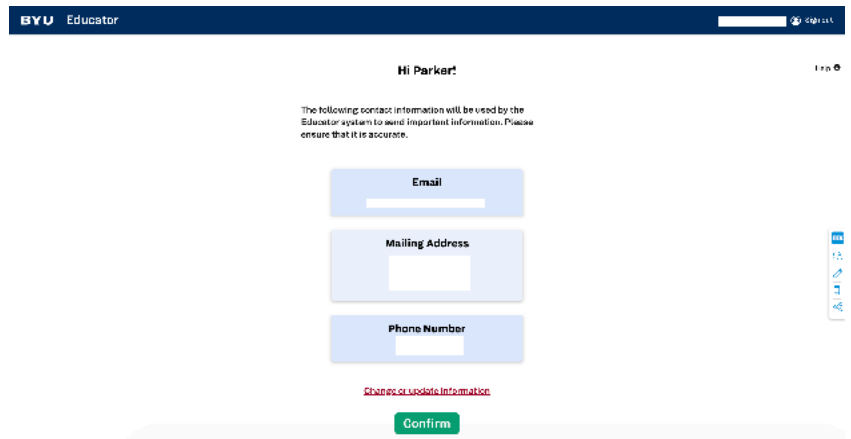
Navigate to [educator.byu.edu](http://educator.byu.edu) and click the blue “Log In” button.

If you do not have a BYU account, please click the white button labeled “Sign Up for BYU Account.”



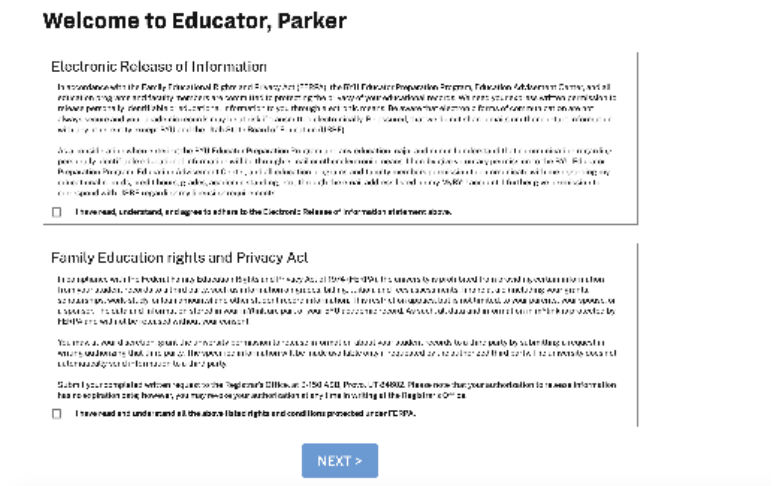
If this is your first time logging in, you'll be asked to confirm your information. If it is correct, please click the green “Confirm” button.

If your information is not correct, please click on the red text below the blue boxes to update it.



If this is your first time logging in, or the terms and conditions have changed, you'll see this screen.

Once you have read the information, please select the two check boxes confirming that you have read and understand the material. Then click the blue “Next” button at the bottom.



## Prerequisite Tasks

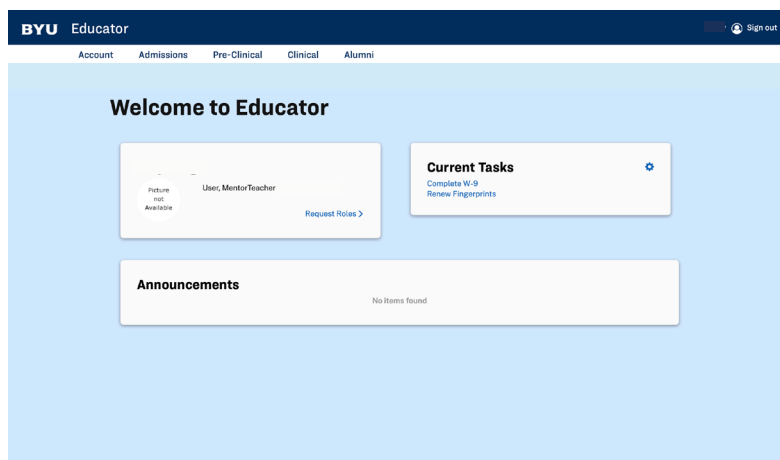
As a mentor teacher, this is your home screen. This account has been altered to hide personal information for privacy. Your account might look slightly different.

Here, you may items under your “Current Tasks” tab such as “Completing W-9” or “Renew Fingerprints”. These tasks must be completed before completing PAES and CEFS evaluations.

Once you are approved as a mentor teacher, you will receive an email with information about your roles as a mentor teacher and who the student may be.

You may also receive a second email that is shown here. This email details how to link a temporary Educator account with a BYU account. Linking these accounts allows you to fill out your assigned evaluations.

Once your accounts are linked, a prompting to “Complete/Sign Evaluations” will appear under your current task board.



Dear \_\_\_\_\_,

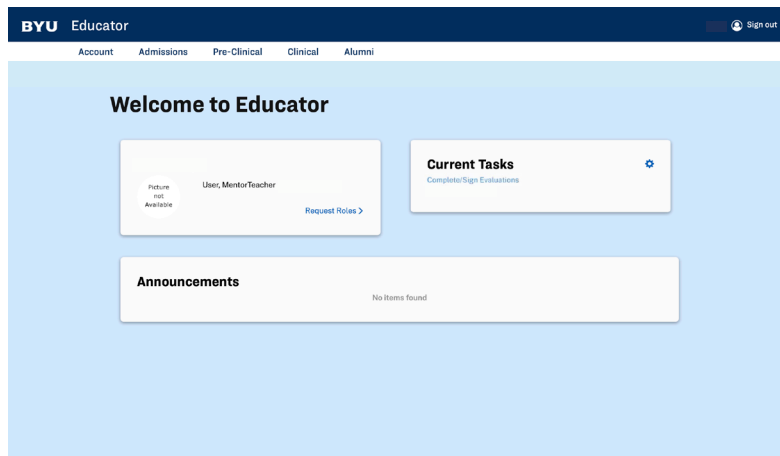
Thank you for being a mentor teacher and working with one of our BYU students. A BYU Net ID and Educator account are necessary in order to submit student teacher evaluations. Use the links below to help create or recover an existing BYU Net ID. Once you can sign into your BYU account, click on the following link to create your Educator account:

[Link Account](#)

If successful, you should see a message saying that your account has been linked. From there, you can either refresh the page or [click here](#) to be redirected to your Educator home page.

[Recovering Your BYU Net ID and Password](#)  
[Creating a New BYU Net ID and Password](#)  
[Updating Your Personal Information](#)

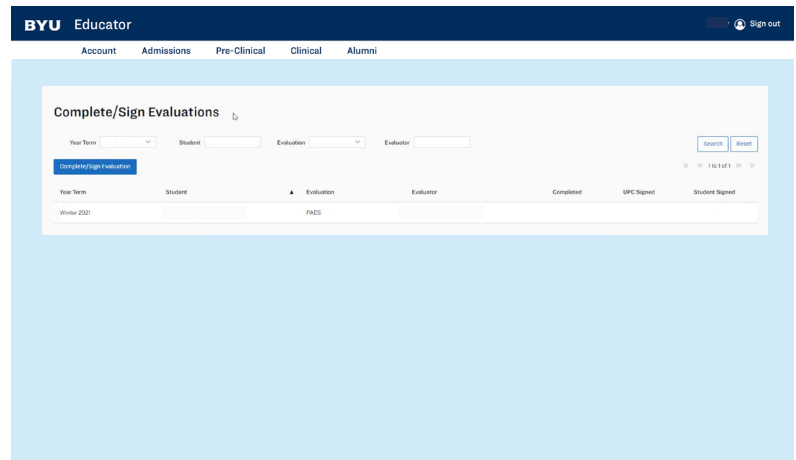
If this email was sent to you in error, please reply and let us know.  
Warm Regards,  
Education Advisement Center  
801-422-3426  
[educationadvisement@byu.edu](mailto:educationadvisement@byu.edu)



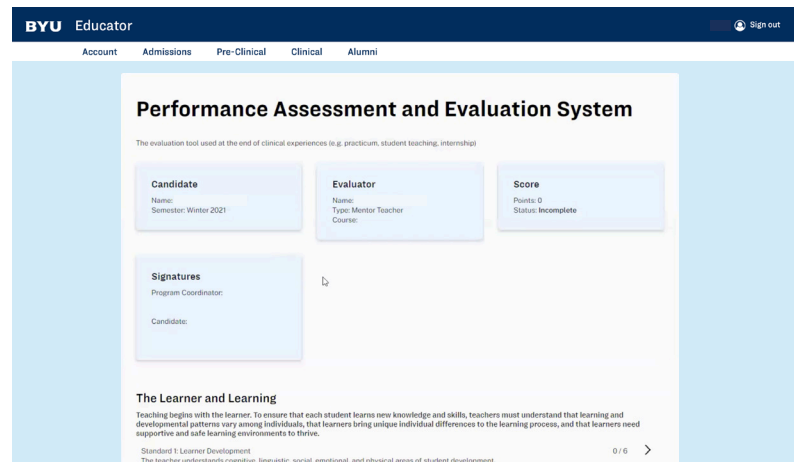
# PAES and CEFS Evaluations

Once you select “Complete/ Sign Evaluations”, you will see a prompting linking you to evaluations that need to be completed.

In order to fill out the evaluation, click on the row that you wish to fill out and then click on the dark blue “Complete/Sign Evaluation” button.

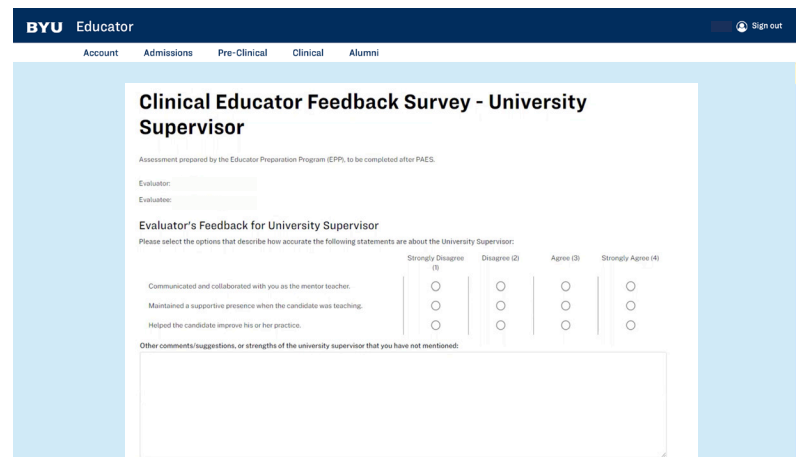


The PAES (Performance Assessment and Evaluation System) will appear for you to fill out.



After you will out the PAES for the student, you will be prompted to fill out a CEFS (Clinical Educator Feedback Survey) for the student university supervisor.

If there are multiple supervisors, you will be asked to fill out a CEFS evaluation for each supervisor.



Once the evaluations are completed, “Complete/Sign Evaluations” will disappear from under the “Current Tasks” board.

