

How to update your mentoring availability

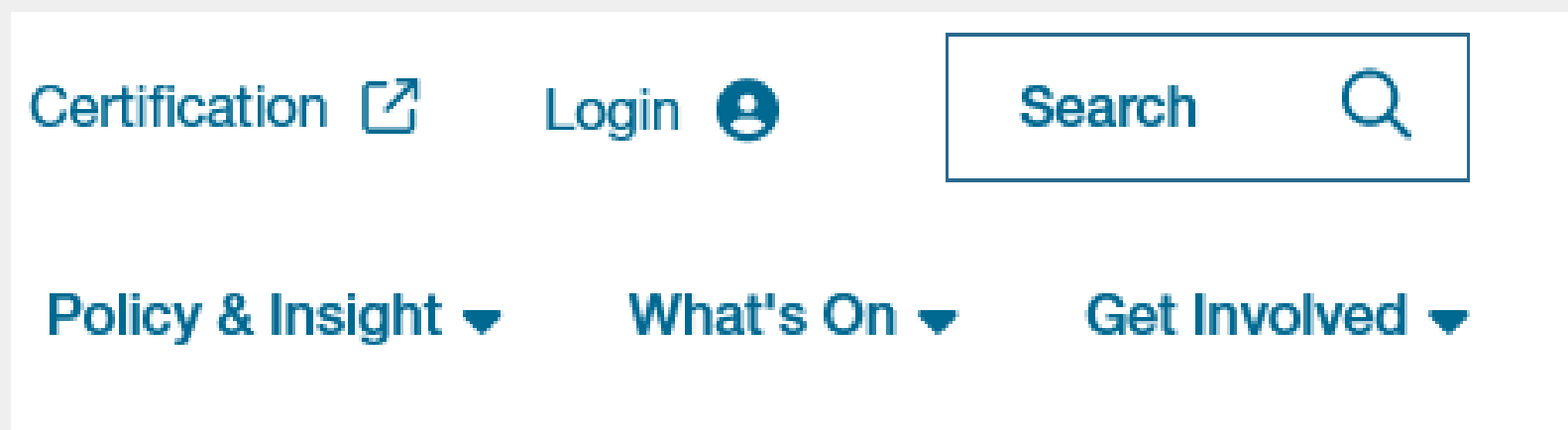
A step-by-step guide to updating your availability to mentor on CIBSE
Mentoring Platform.





Access your account

- 01 Log into your MyCIBSE account via cibse.org and click Login in the top right corner, near the search bar. You can also create an account via this route.



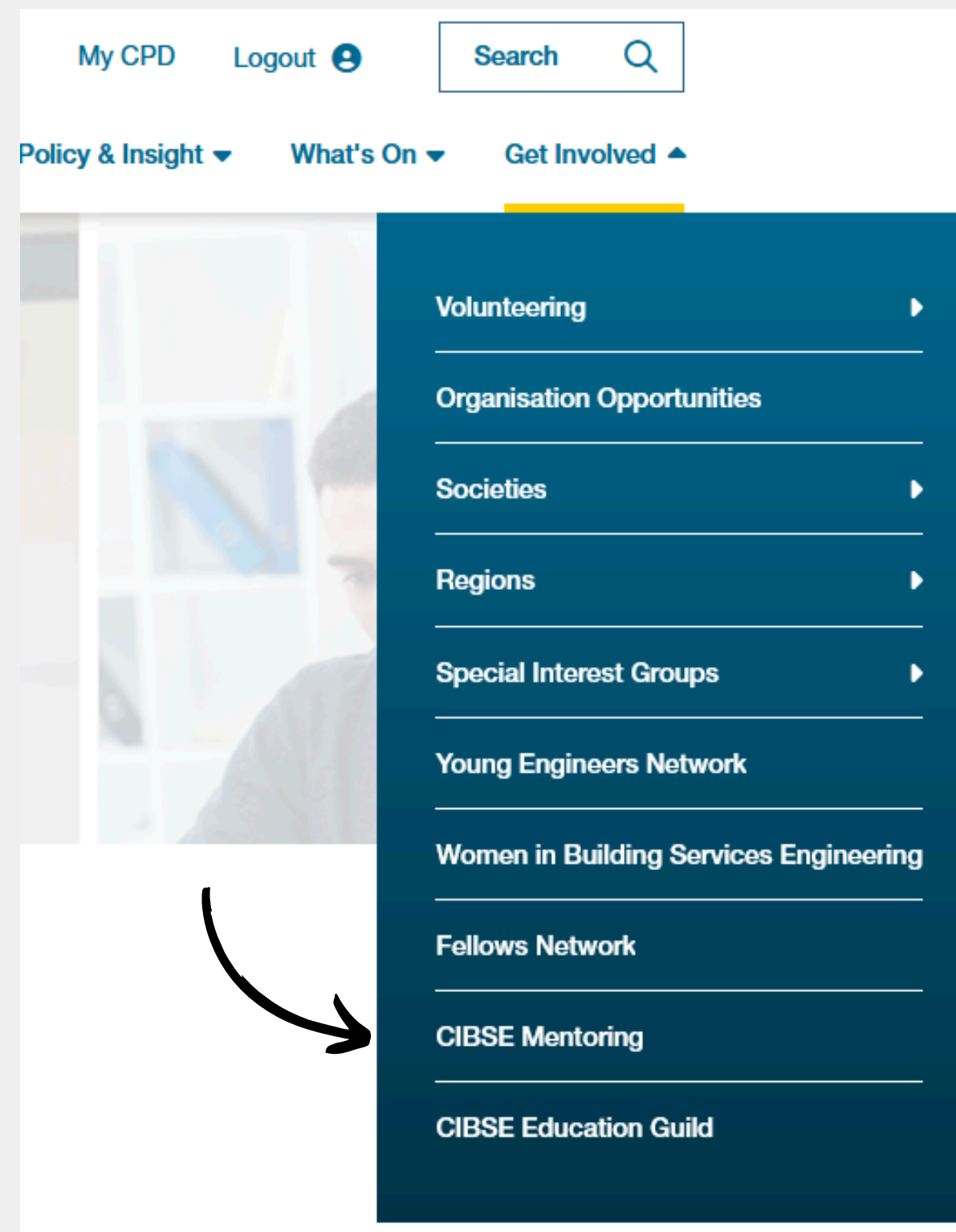
Contact membership@cibse.org for assistance accessing your account.





Access your account

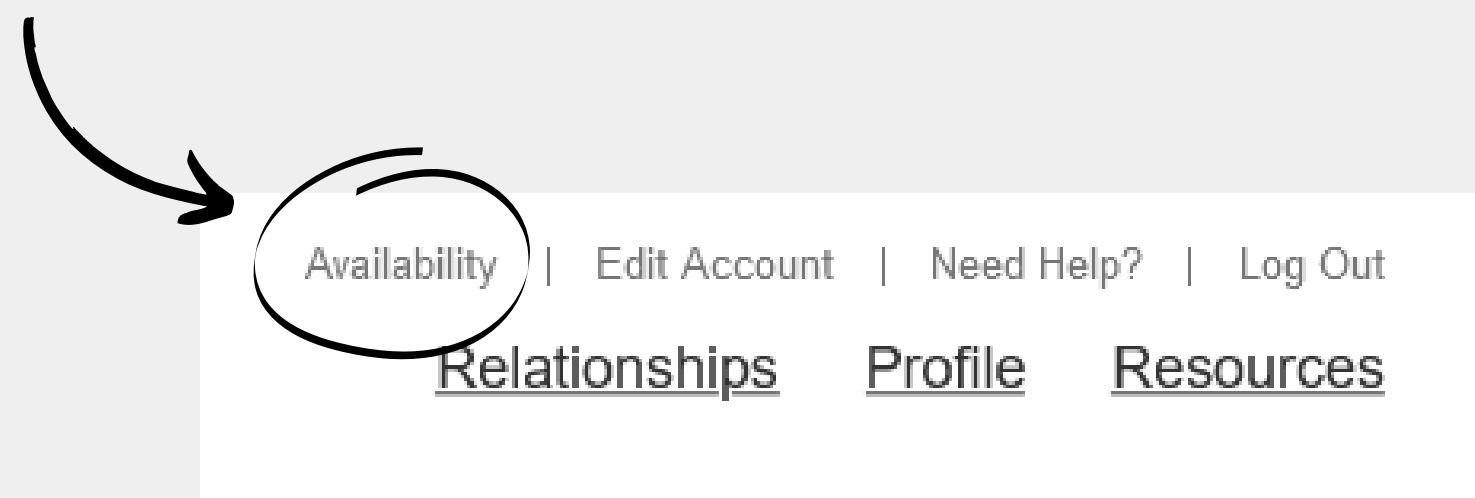
- 01 Navigate to <https://www.cibse.org/get-involved/cibse-mentoring> and click the link to Log in to your CIBSE Mentoring account





Open the Availability tab

- 01 Click on the “Availability” tab (above the Relationships tab)





Update your account

- 01 Click on the “Unavailable to new requests” button to **turn off** your availability or;

[Edit Account](#) [Availability](#) [Reminders](#) [Delete Account](#)

The active relationships limit is **5** (not yet completed or withdrawn).

If you mark yourself as unavailable this won't affect existing relationships, and you can change this back any time.

[Unavailable to new requests](#)

- 02 Click on the “Available to new requests” button to **turn on** your availability

Make Available.' Below it, the 'Availability' tab is selected. The text reads: 'The active relationships limit is 5 (not yet completed or withdrawn). If you mark yourself as available, you will start to receive new requests.' A blue button labeled 'Available to new requests' is circled in black, with a black arrow pointing to it from the left."/>

You are currently unavailable to new requests. [Make Available.](#)

[Edit Account](#) [Availability](#) [Reminders](#) [Delete Account](#)

The active relationships limit is **5** (not yet completed or withdrawn).

If you mark yourself as available, you will start to receive new requests.

[Available to new requests](#)





Need any assistance?



Email groups@cibse.org