

# SECTEP Mentor Teacher Guide

## Contents

Register for a Mentor Account ..... 2

Mentor Login..... 7

Add Student to My Students List ..... 10

Modify Evaluation ..... 14

Reset Password ..... 21

## Register for a Mentor Account

1. Navigate to <https://apps.fullerton.edu/sectep-mentor>
2. Click on Register for a Mentor Account link

Mentor Login - SECTEP

https://apps.fullerton.edu/sectep-mentor/Account/Login?ReturnUrl=%2Fsectep-mentor

CALIFORNIA STATE UNIVERSITY, FULLERTON

Hello !

### SECTEP Mentor Login

Email


Password

☐ Remember me?

[Forgot Password](#)

Login

[Register for a Mentor Account](#)

 CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

3. Fill out the entire form and click Register

Register for a Mentor Account - x +

← ↻ https://apps.fullerton.edu/sectep-mentor/Account/Register

CALIFORNIA STATE UNIVERSITY, FULLERTON ▸

## Register for a Mentor Account

**Phone number**


**Email**

**Password**

Your password must have a minimum of 8 characters, contain both lower and uppercase letters, numbers, and special characters.

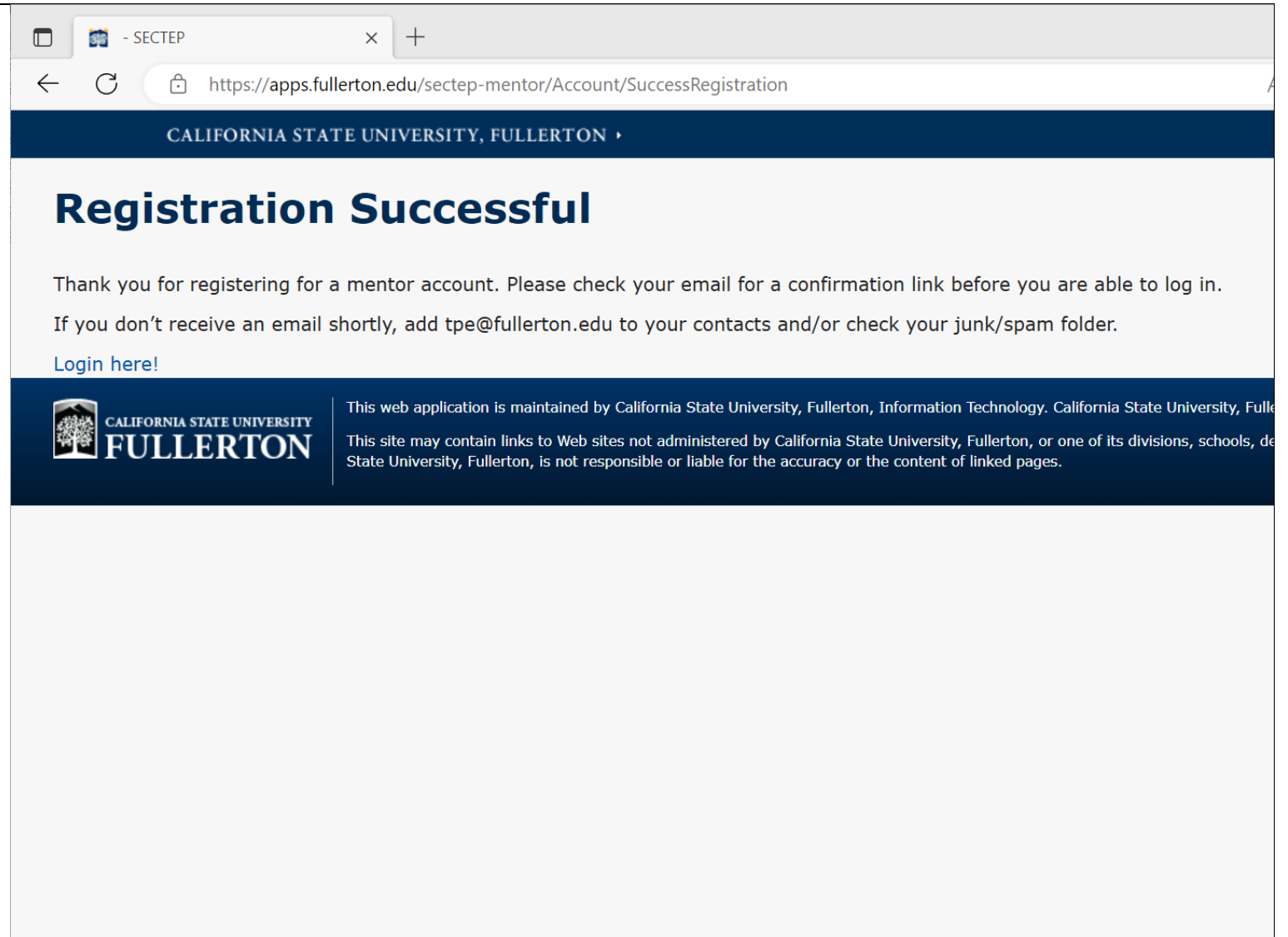
**Confirm Password**

**Register**

 CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

4. Registration was successful. Check your email for the confirmation link.




The screenshot shows a web browser window with the address bar displaying `https://apps.fullerton.edu/sectep-mentor/Account/SuccessRegistration`. The page has a dark blue header with the text "CALIFORNIA STATE UNIVERSITY, FULLERTON". Below the header, the main content area has a white background with the heading "Registration Successful" in a large, bold, dark blue font. Underneath the heading, there is a paragraph of text: "Thank you for registering for a mentor account. Please check your email for a confirmation link before you are able to log in. If you don't receive an email shortly, add tpe@fullerton.edu to your contacts and/or check your junk/spam folder." Below this paragraph is a link that says "Login here!". At the bottom of the page, there is a dark blue footer. On the left side of the footer is the California State University, Fullerton logo. On the right side of the footer, there is a disclaimer: "This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages."

CALIFORNIA STATE UNIVERSITY, FULLERTON

## Registration Successful

Thank you for registering for a mentor account. Please check your email for a confirmation link before you are able to log in. If you don't receive an email shortly, add tpe@fullerton.edu to your contacts and/or check your junk/spam folder.

[Login here!](#)

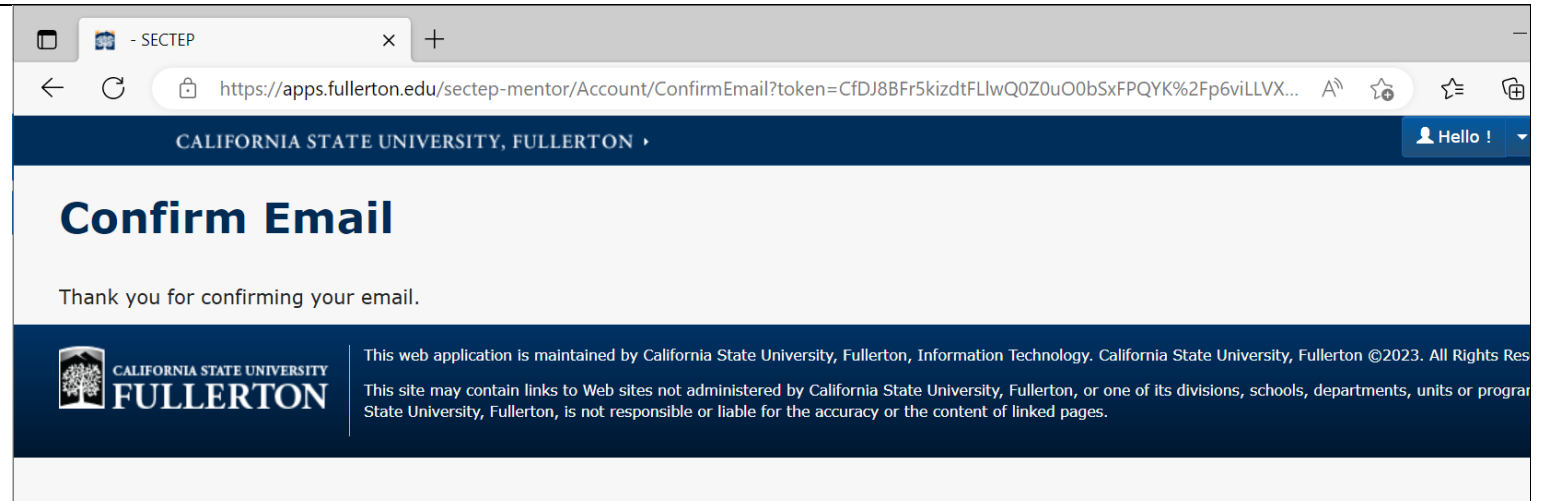
 CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

5. This shows the email with the confirmation link.

The screenshot displays the Outlook web application interface. The browser address bar shows the URL: <https://outlook.live.com/mail/0/inbox/id/AQQkADAwATMwMAItNTIYy1IMzJkLTAwAi0wMAoAEEAmuDdq18xoTrl...>. The Outlook logo and a search bar are visible at the top. The left sidebar shows the 'Home' tab with options for 'View' and 'Help'. Below this, there are icons for 'New mail', 'Delete', 'Move', 'Block', 'Report', 'Reply', 'Read / Unread', 'Share', 'Flag', 'Clock', 'Refresh', and 'More'. The 'Favorites' section on the left includes 'Inbox', 'Sent Items', 'Drafts', and 'Add favorite'. The 'Folders' section includes '> Folders', and the 'Groups' section includes '> Groups' and 'New group'. The main content area shows a list of emails under the 'Focused' tab. The selected email is from 'tpe@fullerton.edu' with the subject 'Email Confirmation' and the body 'Hello Mentor Teacher, Welcome to Sec...'. The email is dated '10:01 AM'. The right pane shows the full email content. The email is from 'tpe@fullerton.edu' to 'You' on 'Tue 2/28/2023 10:01 AM'. The body text reads: 'Hello Mentor Teacher, Welcome to Secondary Teacher Education Program (SECTEP) Please copy and paste the following link in a new browser window to confirm your email. Here is the link: http://apps.fullerton.edu/sectep-mentor/Account/ConfirmEmail?token=CfDJ8BFr5kizdtFLlwQ0Z0uO0bSxFPQYK%2Fp6viLLVXzyqnyPp980Hyv2dgNSOokaPWCLomlw%2B3jR1KSxaPxiDwcR1R4%2Bd5wC5Oaw05cukDmY8gVEXJFdbblmie89VG0hNRQ0WfqrCbqWolEQ5SsGAn51%2FifiBoRdzoC0XKqGjrb1C%2BPIU7ob8oFVJUOvIR7OZWyd1GgGDk%2BDTVT1EJydhGH9T680x1jYpOIBWsy8S5naqSajgQII1cZJoqDFXm20H3vg%3D%3D&email=calstatefullerton@outlook.com'. The email concludes with 'Thank you, SECTEP'. At the bottom of the email content, there are three buttons: 'Thank you!', 'Confirmed, thank you.', and 'Confirmed!'. Below these buttons are 'Reply' and 'Forward' buttons.

6. Copy and paste the link from the email into a new browser window. Once the email has been confirmed, proceed to login  
<https://apps.fullerton.edu/sectep-mentor>



SECTEP


https://apps.fullerton.edu/sectep-mentor/Account/ConfirmEmail?token=CfDJ88Fr5kizdtFLlwQ0Z0uO0bSxFPQYK%2Fp6viLLVX...

CALIFORNIA STATE UNIVERSITY, FULLERTON

Hello !

## Confirm Email

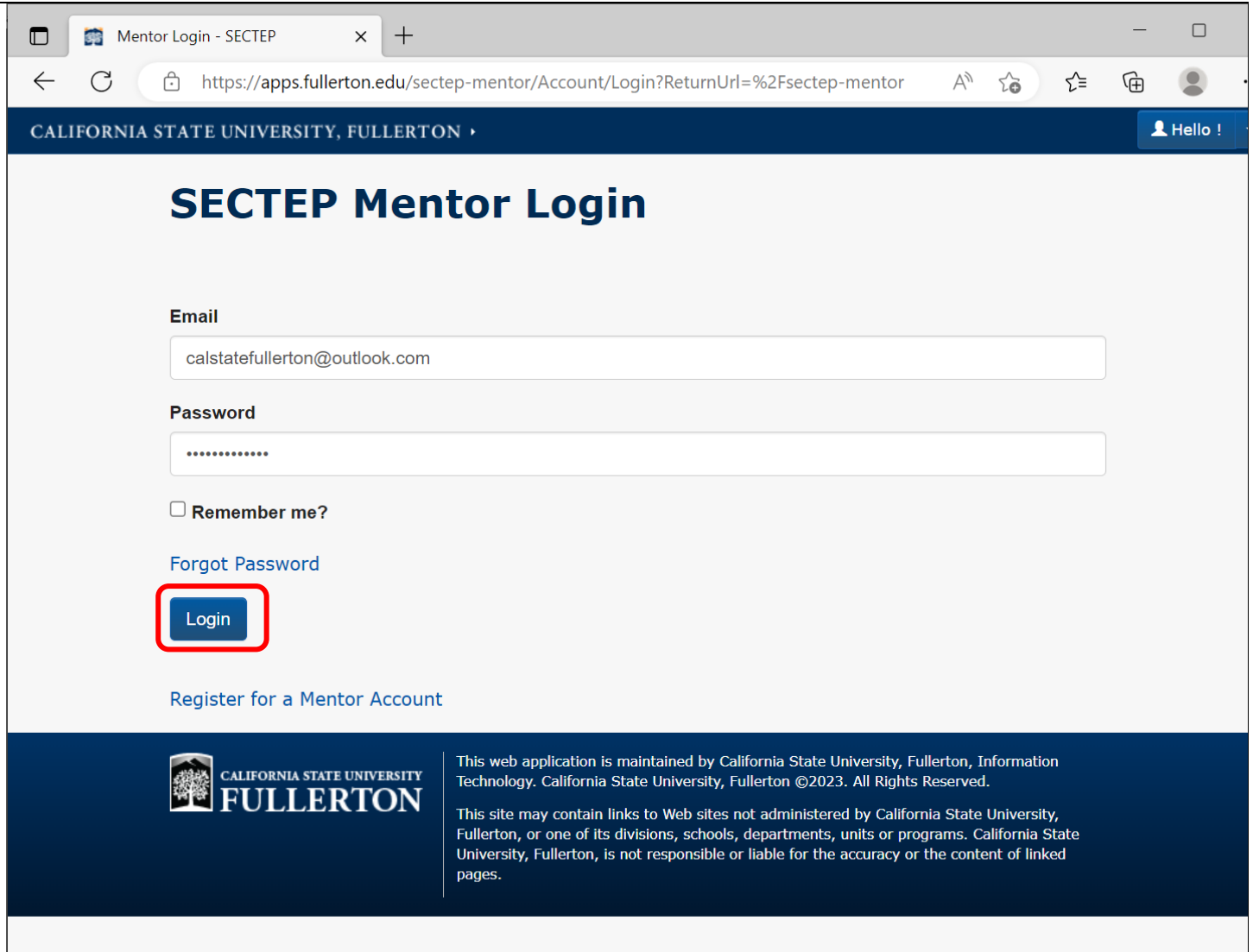
Thank you for confirming your email.

 CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.  
This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

## Mentor Login

1. Navigate to <https://apps.fullerton.edu/sectep-mentor>
2. Enter your credentials that were used in the registration form then press Login.



The screenshot shows a web browser window with the title "Mentor Login - SECTEP". The address bar displays the URL "https://apps.fullerton.edu/sectep-mentor/Account/Login?ReturnUrl=%2Fsectep-mentor". The page header includes "CALIFORNIA STATE UNIVERSITY, FULLERTON" and a "Hello !" button. The main heading is "SECTEP Mentor Login". Below this, there are input fields for "Email" (containing "calstatefullerton@outlook.com") and "Password" (masked with dots). A "Remember me?" checkbox is present. Below the password field is a "Forgot Password" link. The "Login" button is highlighted with a red rectangle. At the bottom, there is a "Register for a Mentor Account" link. The footer contains the California State University Fullerton logo and two paragraphs of legal text.

1. Navigate to <https://apps.fullerton.edu/sectep-mentor>

2. Enter your credentials that were used in the registration form then press Login.

EMAIL

calstatefullerton@outlook.com

PASSWORD

.....

☐ Remember me?

[Forgot Password](#)

Login

[Register for a Mentor Account](#)

CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

3. Fill out the Mentor Information form then click Update.





Info - SECTEP

https://apps.fullerton.edu/sectep-mentor/Mentor/info

California State University, Fullerton

Hello calstatefullerton@outlook.com!

College of Education

Secondary Teacher Education Program (SECTEP)

HOME ADD STUDENT MENTOR INFO

## Mentor Information

**First Name**

**Last Name**

**Please select your gender**  
☐ Male  
☐ Female  
☐ Non-Binary  
☐ Self-Identified   
☒ Decline to State


**Please select your race**  
☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African-American  
☐ Hispanic or Latino/a  
☐ Native American or Pacific Islander  
☐ White  
☒ Decline to State

**Are you a CSUF Alumni?**  
☐ Yes  
☒ No

**Phone Number**

**School Name**

**School District**

 CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

## Add Student to My Students List

1. Click Add Student on the top navigation bar

The screenshot shows a web browser window with the URL <https://apps.fullerton.edu/sectep-mentor>. The page header includes "CALIFORNIA STATE UNIVERSITY, FULLERTON" and a user greeting "Hello calstatefullerton@outlook.com!". Below the header, the page is titled "College of Education" and "Secondary Teacher Education Program (SECTEP)". The navigation bar contains links for "HOME", "ADD STUDENT" (highlighted with a red rectangle), and "MENTOR INFO". The main content area is titled "My Students" and features a "Term:" dropdown menu set to "Spring 2023" with a "Submit" button. Below this is a table with columns: "CWID", "First Name", "Last Name", "Email", "Semester", "Term", and "Actions". The footer includes the California State University Fullerton logo and a disclaimer: "This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved. This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages."

2. Enter the CWID of the student then click Submit

The screenshot shows the 'Search Student' page of the Secondary Teacher Education Program (SECTEP). The 'Student CWID' field contains '899000001' and the 'Term' dropdown is set to 'Spring 2023'. The 'Submit' button is highlighted with a red box. Below the search fields, it says 'No record found'. The footer includes the California State University, Fullerton logo and a disclaimer.

3. The student information will show below if there is a matching CWID.  
4. Click Add This Student.

The screenshot shows the 'Search Student' page after a successful search. The 'Student CWID' field is empty, and the 'Term' dropdown is set to 'Spring 2023'. Below the search fields, a table displays the student information for CWID 899000001. The 'Add This Student' button in the 'Action' column is highlighted with a red box. The footer includes the California State University, Fullerton logo and a disclaimer.

CWID	First Name	Last Name	Email	Semester	Term	Action
899000001	Demo	Account	harry.potter@csu.fullerton.edu	First Semester	Spring 2023	<a href="#">Add This Student</a>

5. Click Add

Add Student - SECTEP

https://apps.fullerton.edu/sectep-mentor/student/add?studentCwid=899000001&termCode=20232

California State University, Fullerton

Hello calstatefullerton@outlook.com!

College of Education

Secondary Teacher Education Program (SECTEP)

HOMEADD STUDENTMENTOR INFO

Add Student

Are you sure you want to add this student?

CWID899000001

Full NameAccount, Demo


Emailharry.potter@csu.fullerton.edu

SemesterFirst Semester

TermSpring 2023

Add

Back to List

 CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.  
This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

6. The student is now on your list of My Students

My Students - SECTEP

https://apps.fullerton.edu/sectep-mentor

California State University, Fullerton

Hello calstatefullerton@outlook.com!

College of Education


Secondary Teacher Education Program (SECTEP)

HOMEADD STUDENTMENTOR INFO

My Students

Term: Spring 2023 Submit

CWID	First Name	Last Name	Email	Semester	Term	Actions
899000001	Demo	Account	harry.potter@csu.fullerton.edu	First Semester	Spring 2023	Modify Evaluation



California State University

FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

Modify Evaluation

1. Click Modify Evaluation

My Students - SECTEP

https://apps.fullerton.edu/sectep-mentor

California State University, Fullerton

Hello calstatefullerton@outlook.com!

College of Education


Secondary Teacher Education Program (SECTEP)

HOMEADD STUDENTMENTOR INFO

My Students

Term: Spring 2023 Submit

CWID	First Name	Last Name	Email	Semester	Term	Actions
899000001	Demo	Account	harry.potter@csu.fullerton.edu	First Semester	Spring 2023	Modify Evaluation

CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

2. Click Add new to start a new evaluation

Evaluation - SECTEP

https://apps.fullerton.edu/sectep-mentor/evaluation?studentCwid=899000001&termCode=20232&semesterId=1

California State University, Fullerton

Hello calstatefullerton@outlook.com!

College of Education

Secondary Teacher Education Program (SECTEP)

HOMEADD STUDENTMENTOR INFO


### Candidate Evaluation Records - Mentor Teacher

Understanding how to use this page:

- Beginning a new evaluation** - If you are starting an evaluation for the first time, click on the link marked as "Add New" across from the evaluation listed below you want to complete, and proceed. At the end you will be given the option to "save for later" to be able to go back in and make changes at a later date, or you can "confirm and submit" the evaluation to email as complete.
- Re-entering a saved evaluation** - If you saved the evaluation for later you will see "Pending" listed across from the evaluation on the status list. Click on the link and you will be able to go back in to review or revise your evaluation.
- Completing evaluations** - When you confirm and submit your evaluation a copy will be emailed to you and the candidate. Once submitted, the evaluation is marked as "complete" on the status list and no revisions can be made. If you need an additional copy you can choose to have another copy emailed to you or print another copy by clicking the link for email or print.

Mentor Teacher:	Potter, Harry
Candidate's CWID:	899000001
Candidate's Name:	Account, Demo
Candidate's Start Term:	Spring 2023

First Semester Evaluation Placement ( Spring 2023 )	
Evaluation Type	Mentor Teacher Status
Verification of Assignment and Mentor Teacher Qualifications	<a href="#">Add new</a>   <a href="#">Email</a>   <a href="#">Print</a>
SSCP Fieldwork Evaluation: Candidate Dispositions	<a href="#">Add new</a>   <a href="#">Email</a>   <a href="#">Print</a>
Final TPE Assessment	<a href="#">Add new</a>   <a href="#">Email</a>   <a href="#">Print</a>

CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

3. Fill out the section of the evaluation.
4. Remember to click Save before navigating to a different part of the evaluation.

Add New - SECTEP
https://apps.fullerton.edu/sectep-mentor/evaluation/Addnew?userEvaluationId=0&questionnaireCode=VCTC&questio...
CALIFORNIA STATE UNIVERSITY, FULLERTON
College of Education
Secondary Teacher Education Program (SECTEP)
HOME ADD STUDENT MENTOR INFO
Hello calstatefullerton@outlook.com!

Add New

Candidate Information
Mentor Teacher: Potter, Harry
Candidate's CWID: 899000001
Candidate's Name: Account, Demo
Candidate's Start Term: Spring 2023

Directions

PROGRESS BAR
Each circled number below represents a different section of the evaluation. To navigate to the next section, click on a circled number below. Press the save button at the bottom of the page to prevent losing any work before navigating to a different section.
1 CTC
2 Review
3 Confirm

CTC Requirements for Candidate Placement

	Yes	No
The school reflects to the extent possible socioeconomic and cultural diversity.	<input checked="" type="radio"/>	<input type="radio"/>
The school places students with disabilities in the least restrictive environment.	<input checked="" type="radio"/>	<input type="radio"/>
The school provides robust programs and support for English learners.	<input checked="" type="radio"/>	<input type="radio"/>
The school permits video capture for candidate reflection and CalTPA completion with student's faces visible (per CTC requirements).	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher holds a clear credential in the content area and has a minimum of three years of content area teaching experience.	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher is aware of the 10-hour program orientation and professional development requirement.	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher will provide the time necessary for supervision of candidate within the placement, plus 5 hours of support and guidance (i.e., coaching) per week. This is applicable for the second semester of student teaching only.	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher will provide access to student information, so that candidates can plan instruction and complete the CalTPA.	<input checked="" type="radio"/>	<input type="radio"/>

\* All fields are required!
Save

\* The input will be saved when you move forward to the next page.
\* Press the save button before navigating to a different page or you may lose your work!

CALIFORNIA STATE UNIVERSITY FULLERTON
This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.
This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.



## 5. Progress Bar

The Progress Bar displays the number of sections needed to complete the evaluation with a circled number and code below. To navigate to the next section, click on a circled number below.

### PROGRESS BAR

Each circled number below represents a different section of the evaluation. To navigate to the next section, click on a circled number below. Press the save button at the bottom of the page to prevent losing any work before navigating to a different section.

1

CTC

2

Review

3

Confirm

6. The Review section will display your saved input. You may go back and edit the evaluation.

Final Review - SECTEP
https://apps.fullerton.edu/sectep-mentor/evaluation/Review?UserEvaluationId=4&questionnaireCode=VCTC&questionnairel...

Secondary Teacher Education Program (SECTEP)
HOME ADD STUDENT MENTOR INFO

## Final Review

Candidate Information

Mentor Teacher:	Potter, Harry
Candidate's CWID:	899000001
Candidate's Name:	Account, Demo
Candidate's Start Term:	Spring 2023

Directions

### PROGRESS BAR

Each circled number below represents a different section of the evaluation. To navigate to the next section, click on a circled number below. Press the save button at the bottom of the page to prevent losing any work before navigating to a different section.

1 CTC
2 Review
3 Confirm

### Final Review

	Yes	No
The school reflects to the extent possible socioeconomic and cultural diversity.	<input checked="" type="radio"/>	<input type="radio"/>
The school places students with disabilities in the least restrictive environment.	<input checked="" type="radio"/>	<input type="radio"/>
The school provides robust programs and support for English learners.	<input checked="" type="radio"/>	<input type="radio"/>
The school permits video capture for candidate reflection and CalTPA completion with student's faces visible (per CTC requirements).	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher holds a clear credential in the content area and has a minimum of three years of content area teaching experience.	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher is aware of the 10-hour program orientation and professional development requirement.	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher will provide the time necessary for supervision of candidate within the placement, plus 5 hours of support and guidance (i.e., coaching) per week. This is applicable for the second semester of student teaching only.	<input checked="" type="radio"/>	<input type="radio"/>
Mentor teacher will provide access to student information, so that candidates can plan instruction and complete the CalTPA.	<input checked="" type="radio"/>	<input type="radio"/>

\* All fields are required!

Continue

[Edit Evaluation](#)

7. The Confirm section of the evaluation will allow you to submit the evaluation. Click Submit

Confirmation - SECTEP
https://apps.fullerton.edu/sectep-mentor/evaluation/confirmation?UserEvaluationId=4&questionnaireCode=VCTC&question...
Hello calstatefullerton@outlook.com!

CALIFORNIA STATE UNIVERSITY, FULLERTON
College of Education
Secondary Teacher Education Program (SECTEP)
HOME ADD STUDENT MENTOR INFO

## Confirmation

Candidate Information

Mentor Teacher:	Potter, Harry
Candidate's CWID:	899000001
Candidate's Name:	Account, Demo
Candidate's Start Term:	Spring 2023

Directions

### PROGRESS BAR

Each circled number below represents a different section of the evaluation. To navigate to the next section, click on a circled number below. Press the save button at the bottom of the page to prevent losing any work before navigating to a different section.

1

2

3

CTC
Review
Confirm

You chose to confirm this verification form!

Once you confirm this evaluation, you will not be able to edit or change your evaluation results. After you submit the form, an email will be sent to you and the candidate for your records.

If you are not sure you want to confirm this evaluation, click the Review Page to review the results again.

If you are sure you want to confirm this evaluation, click the button below.

Submit

CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.  
This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

8. Evaluation has been submitted

Email Confirmation - SECTEP

https://apps.fullerton.edu/sectep-mentor/Evaluation/EmailConfirmation

CALIFORNIA STATE UNIVERSITY, FULLERTON

Hello calstatefullerton@outlook.com!

College of Education


Secondary Teacher Education Program (SECTEP)

HOME | ADD STUDENT | MENTOR INFO

Email Confirmation

Email Confirmation. This verification form has been sent by email. You can also print the verification form here for your record.

[Return to Candidate Evaluation Records](#) | [Print](#)



CALIFORNIA STATE UNIVERSITY

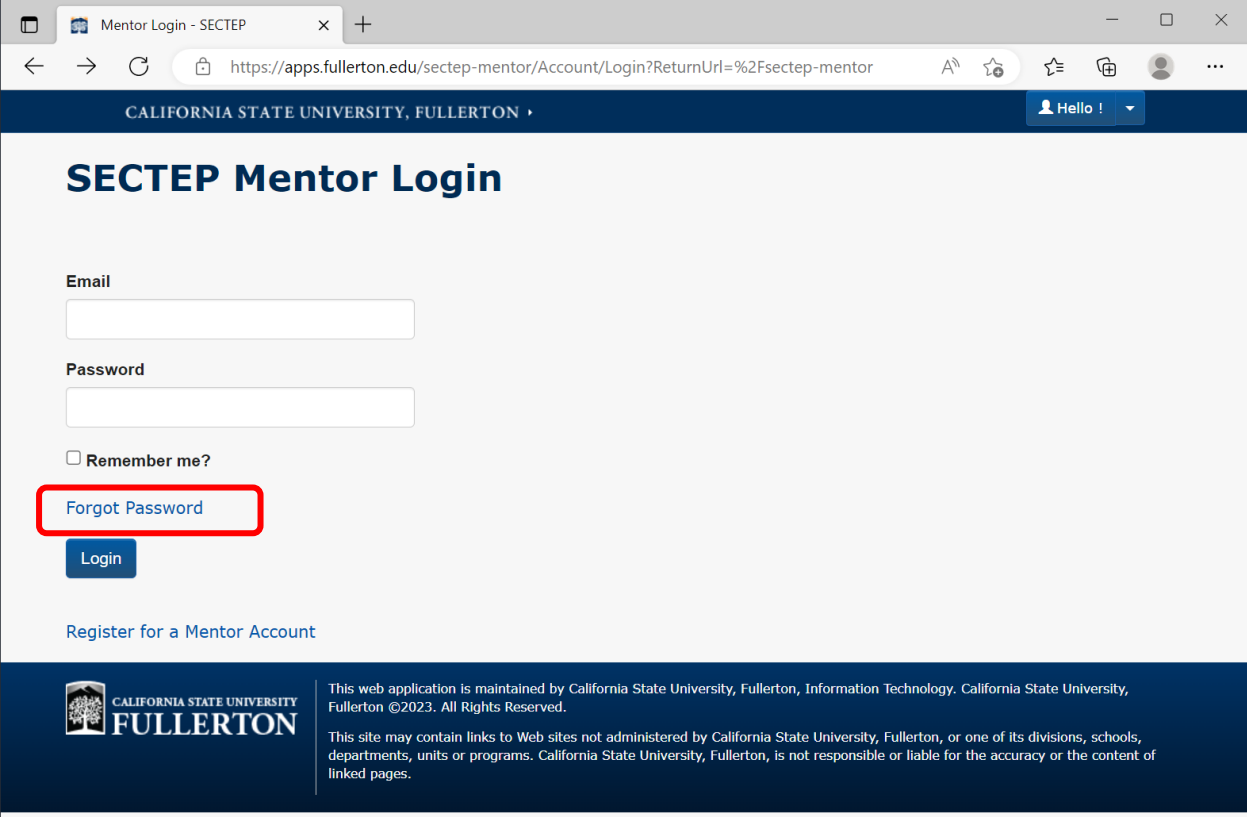
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.

## Reset Password

1. Navigate to <https://apps.fullerton.edu/sectep-mentor>
2. Click the Forgot Password link.



Mentor Login - SECTEP

https://apps.fullerton.edu/sectep-mentor/Account/Login?ReturnUrl=%2Fsectep-mentor

CALIFORNIA STATE UNIVERSITY, FULLERTON

Hello !

### SECTEP Mentor Login

Email


Password

☐ Remember me?

[Forgot Password](#)

[Login](#)

[Register for a Mentor Account](#)

 CALIFORNIA STATE UNIVERSITY  
FULLERTON

This web application is maintained by California State University, Fullerton, Information Technology. California State University, Fullerton ©2023. All Rights Reserved.

This site may contain links to Web sites not administered by California State University, Fullerton, or one of its divisions, schools, departments, units or programs. California State University, Fullerton, is not responsible or liable for the accuracy or the content of linked pages.