Welcome Mentors to the new online Individual Development Plan (IDP) application manual. There are two entry points to the online application:

- Mentees will use the Mentee dashboard to create, submit and manage their IDPs
- Mentors will use the Mentors dashboard to review and monitor IDPs that their Mentees have submitted

Contact Information
For questions related to how to use the application or to report error/bugs contact MARE at: hs-mentoringacademy@ucdavis.edu

Academic Action Questions Contact:
- The Department Academic Personnel Coordinator
- UC Davis Health Academic Personnel website: http://health.ucdavis.edu/academicpersonnel/
- Contact Academic Personnel: 916-734-4610

Access
Mentoring Academy for Research Excellence online Individual Development Plan (IDP) at the Faculty Activity Center https://fac.ucdmc.ucdavis.edu/activity-center/ Select Faculty Mentoring to access the IDP portal.

Dashboards
Select the Mentor Dashboard to access IDPs.
Mentors

- Mentors need Kerberos ID to access system
- Mentee must have selected you as a Mentor in order for you to see their IDP
- A Mentee must start an IDP before you will see it on the Mentor Dashboard
- Mentor can only see that the Mentee has started an IDP “In Progress” but that they cannot “View” it
- “View” for Mentors, is only available for Pending, Acknowledged, and Returned
- A “Returned” IDP – only the Mentee can make edits to the IDP
- Once IDP is updated Mentee needs to resubmit the IDP to the Primary Mentor
- “Acknowledged/Approved” means that the Mentor has reviewed the IDP and there are no changes needed and the IDP requires no further action by the Mentee

The emails sent from the new IDP app may be directed to your Clutter or Spam folder; so be sure to check those folders when you begin to use the IDP app in your department.