

KPNC IME New and Existing Applicant Guide

If you have **never** had a KP Mentoring profile:

Step 1: Complete the required fields in the registration form, check the two acknowledgment boxes, and select "Register."

The screenshot shows the Kaiser Permanente KP Mentoring registration page. The header includes the Kaiser Permanente logo, app store links, and a search bar. The main content area features a "KP Mentoring" banner with a "Learn More" button. A "Register" modal form is overlaid on the right, containing the following fields and options:

- Select Your Program:** Kaiser Permanente Northern California Institute for Medical Education
- First Name:** Hagerty
- Last Name:** Hagerty
- Email:** [Empty field]
- NUID:** [Empty field]
- I consent to receive emails from MentorLead concerning my participation on this platform and in this program.
- I have read and understand the [Terms of Use](#). I understand that I can delete my own account at any time.
- Register** button

Step 2: You will be directed to the "My Profile" page. Please complete Tabs 1– 4 and upload your CV and Personal Statement.

The screenshot shows the "My Profile" page for a user named Renisha. The page has a blue header with navigation links and a search bar. The main content area is divided into four tabs: "Tab 1: Personal Information", "Tab 2: Profile Information", "Tab 3: My Application", and "Tab 4: Areas of Contribution". The "Personal Information" tab is active and contains the following fields:

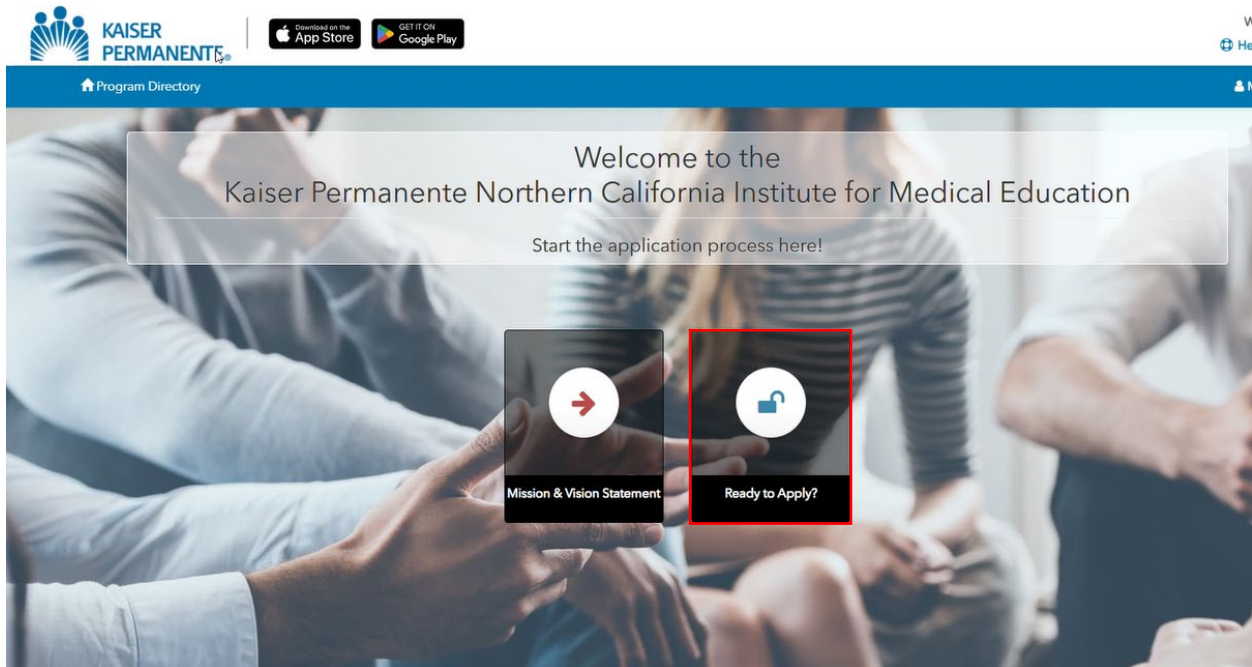
- *First Name:** Renisha
- Middle Name:** [Empty field]
- *Last Name:** Coleman
- *NUID:** Y220836
- *Email address:** renisha.coleman@kp.org
- *Office phone/Cell phone:** 341-766-1417
- *Role:** Consultant IV
- *Facility:** Pleasanton Campus
- *Department:** Other (dropdown menu)
- Other department not listed above:** UME/GME
- *Specialty:** Other (dropdown menu)
- Additional areas of specialty (or other specialty) not listed above:** Administration and Operations

On the right side of the page, there are two sections highlighted with red boxes:

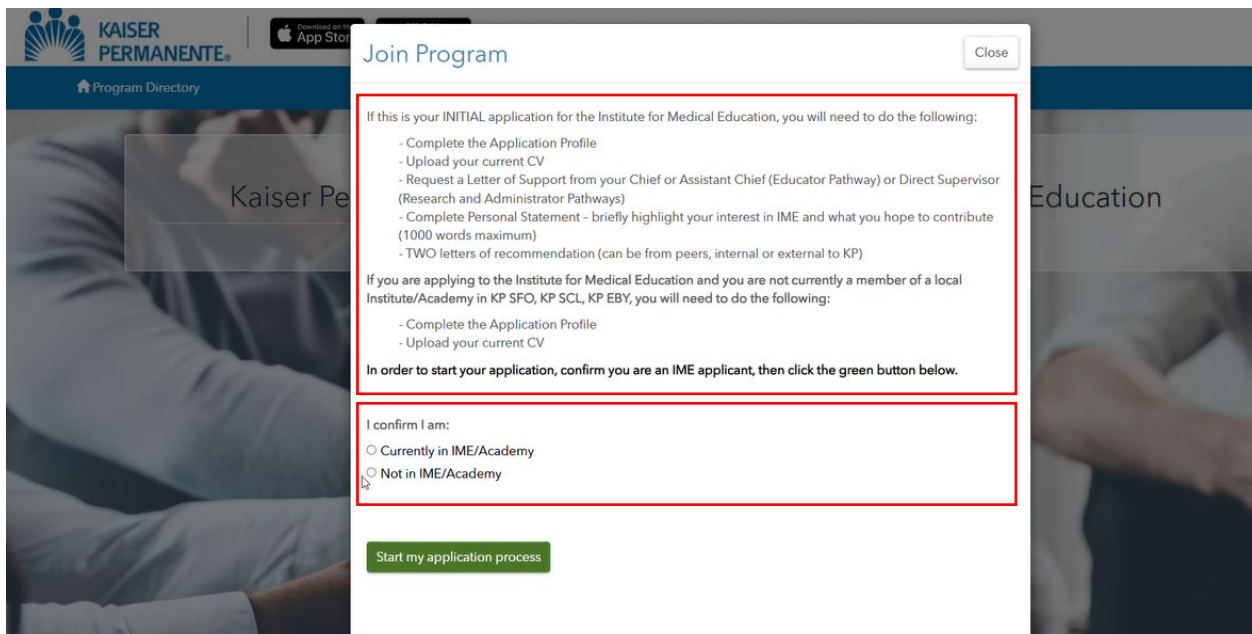
- CV:** Includes an "Upload CV" button and a message: "CV uploaded on 03/09/2026. Your CV will be viewable by other participants in the program."
- Upload Personal Statement:** Includes an "Upload Personal Statement" button and a message: "Personal Statement uploaded on 03/09/2026."

If you **already** have a KP Mentoring profile:

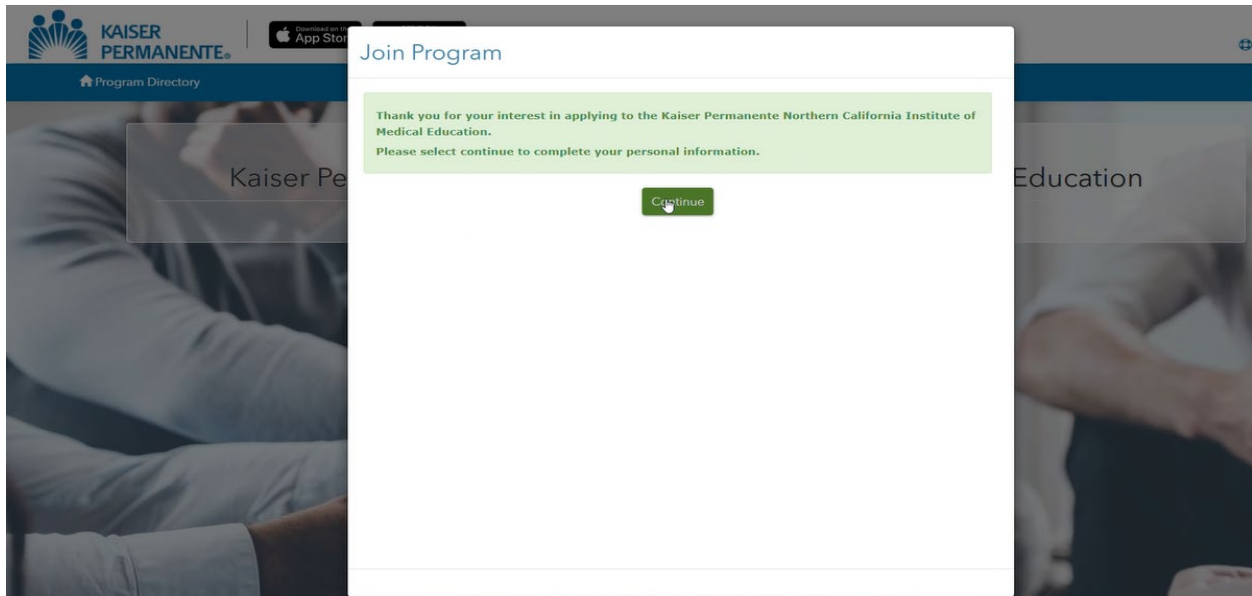
Step 1: Select "Ready to Apply." You will be directed to join the program.



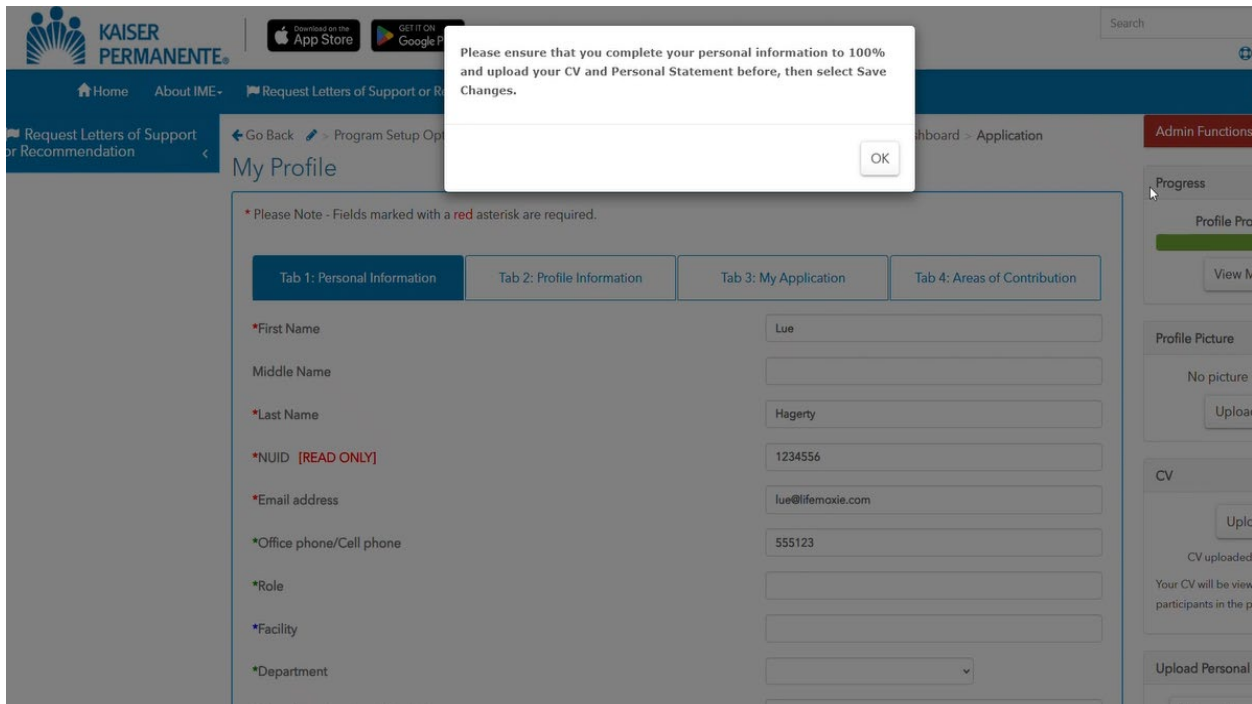
Step 2: Please review the required documentation for the membership application. Confirm if you are a **current** IME/Academy member or **not** in an IME/Academy. Then, select "Start my application process."



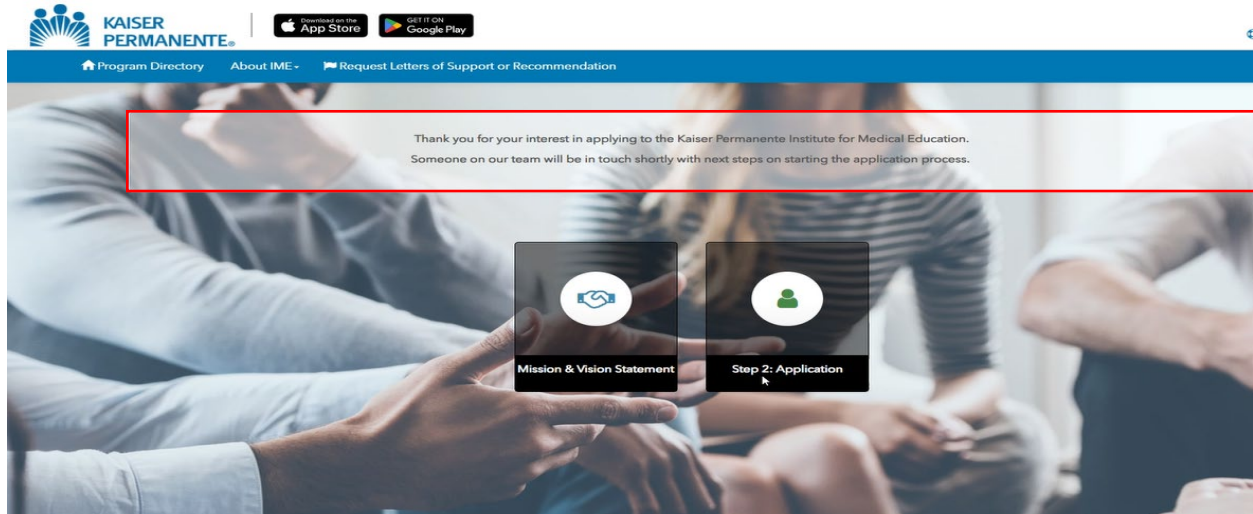
Step 3: Please select continue to complete your personal information.



Step 4: Please ensure that you complete your personal information to 100% (Tabs 1-4) and upload your CV and Personal Statement before selecting Save Changes.



Step 5: Once you save your profile, you will receive the following message. Someone on our team will review your profile and application to ensure they are complete. You will receive an Activation notice confirming the completion of the application and outlining the next steps.



If you need assistance, please email Renisha.Coleman@kp.org.