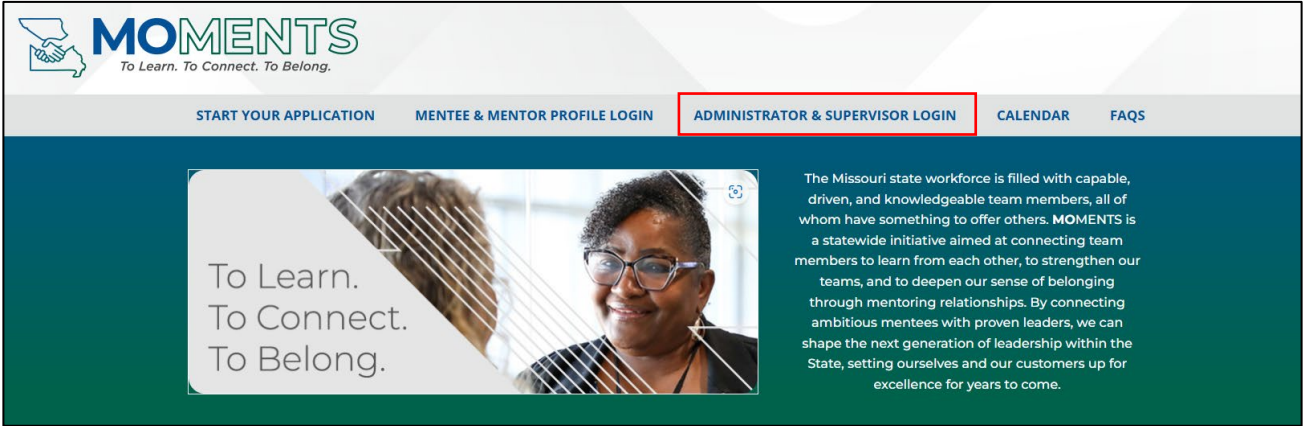
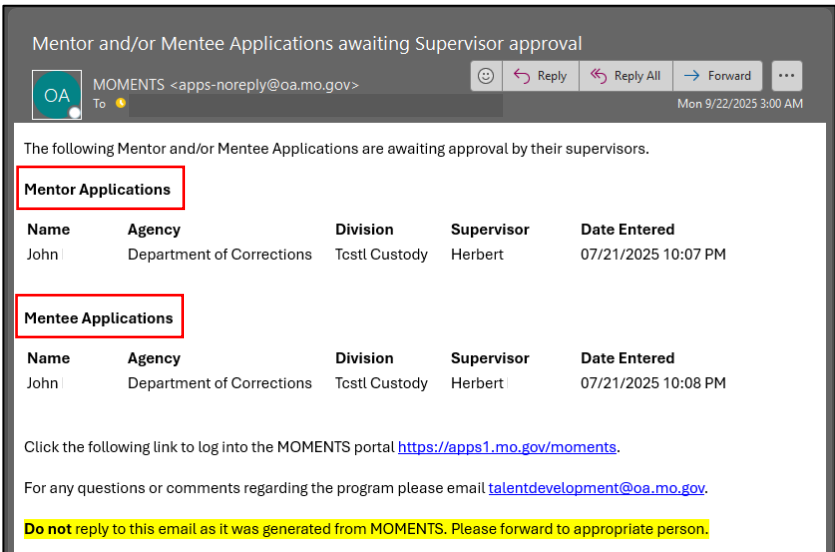
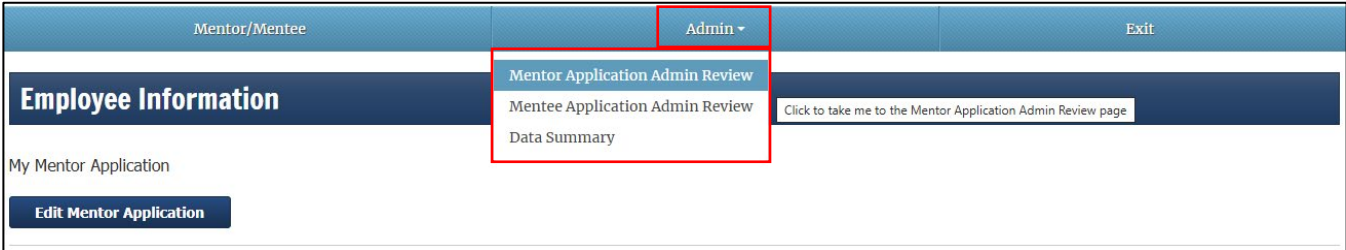


MOMENTS Supervisor and Administrator Mentor & Mentee Application Review

- 1. Follow the link at the bottom of the MOMENTS Applications Awaiting Supervisor Approval email or go directly to the [MOMENTS](#) website.
- 2. Click **Administrator & Supervisor Login**. You will automatically be logged in via SSO OKTA.



- 3. Hover over the **Admin/Supervisor drop-down** from the blue banner at the top of your screen. Select **Mentor or Mentee Application Admin Review** depending on which application your team member submitted (this information can be found on the Applications Awaiting Supervisor Approval email. See example below).



4. **Search** for the team member and click **Review** by their information.

Mentor Application Admin Review

Employee Name Search
B

Mentor Application Status
Select Status...

Agency
Select Agency...

Division
Select Division...

Search

Reset

Mentor Name	Work Location	Current Job Title	Hire Date	Biography	Status	
John	St Louis	Correctional Sergeant	7/1/2024	Ive been with the department for a little over three years now. I started at MECC then made the switch to TCSTL. I was a COII in Pacific, a PACT member, and a memeber of the CERT Team. I am currently the primary field training officer for day shift, a CIT member, and an adjunct trainer for defensive tactics. Before Corrections I was in the US Army as an Infantryman, stationed in Anchorage Alaska, where i was also an army defensive tactics instructor and a team leader	New	Review

5. Click the **Update Mentor/Mentee Application Status drop-down** to update the status.

Application Status Options: Approved, Denied, Inactive, or Left State Employment.

Mentor Application Admin Review

Mentor Application - John

Current Mentor Application Status
New

Status Updated Date/Time
7/21/2025 10:07:52 PM

Employee First Name
John

Supervisor First Name
Herbert

Work Location
:

Agency
Department of Corrections

Biography
Ive been with the department for a little over three years now. I started at MECC then made the switch to TCSTL. I was a COII in Pacific, a PACT member, and a memeber of the CERT Team. I am currently the primary field training officer for day shift, a CIT member, and an adjunct trainer for defensive tactics. Before Corrections I was in the US Army as an Infantryman, stationed in Anchorage Alaska, where i was also an army defensive tactics instructor and a team leader

Update Mentor Application Status
Select Status...

Select Status...

Approved

Denied

Inactive

Left State Employment

Supervisor Last Name

Current Job Title
Correctional Sergeant

Division
Tcstl Custody

Accepting Mentees
Yes

Application Entered Date/Time
7/21/2025 10:07:15 PM

Supervisor Email

Hire Date
07/01/2024

Working Hours
Daytime

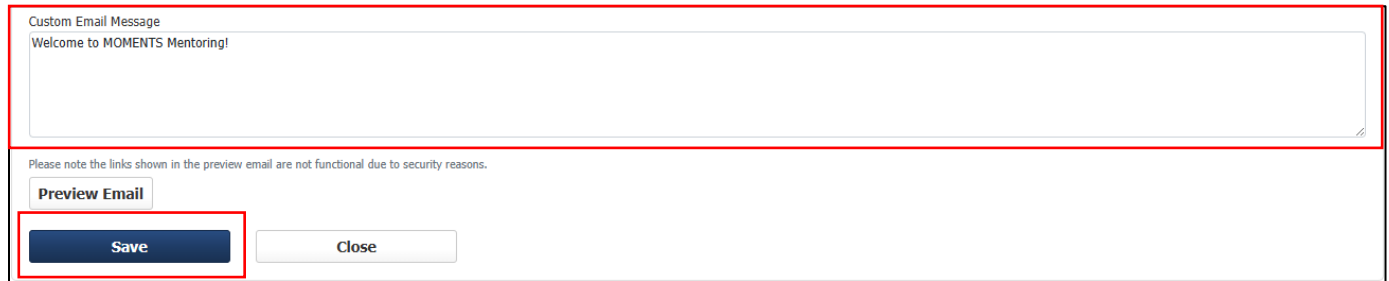
Career Skills
Decision Making
Problem Solving
Delegation

Soft Skills
Resiliency
Adaptability
Critical Thinking

Save

Close

6. **Optional:** A **Custom Email Message** box will appear at the bottom of the screen (approved and denied statuses only). Here, you can write a note to the team member.



The screenshot shows a 'Custom Email Message' dialog box. At the top, it says 'Custom Email Message' and 'Welcome to MOMENTS Mentoring!'. Below this is a large text area for writing a message. Underneath the text area is a small note: 'Please note the links shown in the preview email are not functional due to security reasons.' Below the note are three buttons: 'Preview Email', 'Save', and 'Close'. The 'Save' button is highlighted with a red box.

7. Click **Save**.

Next Steps: The MOMENTS system will generate an email to the team member when your review is complete.

Please discuss application reviews with your team members, along with their mentorship goals, expectations, and department-specific program participation guidelines (time-tracking, LDR hours, meeting times/locations, etc.)

Have questions? Contact your [MOMENTS Department Administrator](#) or email TalentDevelopment@oa.mo.gov