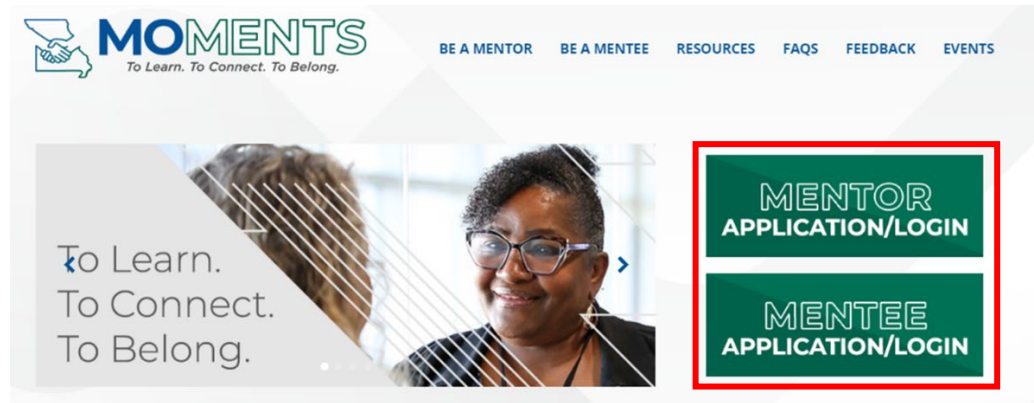


MOMENTS Supervisor and Admin Approval Click-Step Guide

- 1) Access the MOMENTS Supervisor dashboard via the link in your weekly batch report email, or go to the [MOMENTS](#) website and click “MENTOR APPLICATION/LOGIN” or “MENTEE APPLICATION/LOGIN” button.
- 2) You will automatically be logged in through OKTA verify.
- 3) Navigate to the Admin or Supervisor tab



Mentor Name	Work Location	Current Job Title	HireDate	Short Bio	Status	
Abbott, Nancy	Jefferson City	Special Asst Professional	2/25/2020	Here is my short bio	New	Review
Brietzke, Beckie	Jefferson City	Sr Staff Dev Training Spec	9/16/2022	I am a Senior Talent Development Specialist with the Division of Personnel. I have been with the State of Missouri for almost 10 years. My primary job responsibility is coordinating The Missouri Way training program. I also co coordinate the MOAppreciation program.	New	Review
Joseph, Tom	Jefferson City	Sr Staff Dev Training Spec	2/16/2022	Testing	New	Review
Woody, Amanda	Jefferson City	Staff Development Training Mgr	3/30/2020	I am fun!	New	Review

This will say supervisor or admin, depending on your role in the system.

If you are both you will have two tabs.



Mentor/Mentee

Admin

Exit

Mentor Application Admin Review

Employee Name Search

Mentor Application Status

Select Status... ▼

Division

Select Division... ▼

Search

Reset

Mentor Name	Work Location	Current Job Title	HireDate	Short Bio	Status	
Abbott, Nancy	Jefferson City	Special Asst Professional	2/25/2020	Here is my short bio	New	Review
Brietzke, Beckie	Jefferson City	Sr Staff Dev Training Spec	9/16/2022	I am a Senior Talent Development Specialist with the Division of Personnel. I have been with the State of Missouri for almost 10 years. My primary job responsibility is coordinating The Missouri Way training program. I also co coordinate the MOAppreciation program.	New	Review
Joseph, Tom	Jefferson City	Sr Staff Dev Training Spec	2/16/2022	Testing	New	Review
Woody, Amanda	Jefferson City	Staff Development Training Mgr	3/30/2020	I am fun!	New	Review

Search feature:
Search By
mentor/mentee
name, Application
Status, or Division
(as listed in SAMII).



Mentor Application Admin Review

Employee Name Search

Mentor Application Status

Select Status...

Division

Select Division...

Mentor Name	Work Location	Current Job Title	HireDate	Short Bio	Status	
Abbott, Nancy	Jefferson City	Special Asst Professional	2/25/2020	Here is my short bio	New	<input type="button" value="Review"/>
Brietzke, Beckie	Jefferson City	Sr Staff Dev Training Spec	9/16/2022	I am a Senior Talent Development Specialist with the Division of Personnel. I have been with the State of Missouri for almost 10 years. My primary job responsibility is coordinating The Missouri Way training program. I also co coordinate the MOAppreciation program.	New	<input type="button" value="Review"/>
Joseph, Tom	Jefferson City	Sr Staff Dev Training Spec	2/16/2022	Testing	New	<input type="button" value="Review"/>
Woody, Amanda	Jefferson City	Staff Development Training Mgr	3/30/2020	I am fun!	New	<input type="button" value="Review"/>

Click review to see the application and change the status.

Mentor Application Admin Review

 Mentor Application - Nancy Abbott

Current Mentor Application Status

New

Update Mentor Application Status

Select Status...

Accepting Mentees

Yes

Employee First Name

Nancy

Employee Last Name

Abbott

Application Entered Date/Time

1/9/2024 9:38:11 AM

Supervisor First Name

Amanda

Supervisor Last Name

Woody

Supervisor Email

amanda.woody@oa.mo.gov

Work Location

Jefferson City

Current Job Title

Special Asst Professional

Hire Date

02/25/2020

Agency

Office of Administration

Division

Pers-Staff

Working Hours

Daytime

Short Bio

Here is my short bio

Career Skills

Delegation
Verbal Communication

Soft Skills

Business Ethics
Goal Setting

Save

Close

Mentees

No Mentees found.

“Update Mentor/Mentee Application Status”

Mentor Application Admin Review

Mentor Application - William Ackerson

Current Mentor Application Status

Approved

Update Mentor Application Status

Select Status...
Approved
Denied
Inactive
Left State Employment

Accepting Mentees

Yes

Employee First Name

William

Application Entered Date/Time

1/16/2024 12:24:26 PM

Supervisor First Name

Jeremiah

Supervisor Last Name

Reger

Supervisor Email

jeremiah.reger@doc.mo.gov

Work Location

Tipton

Current Job Title

Correctional Officer

Hire Date

01/17/2023

Agency

Department of Corrections

Division

Tcc Custody

Working Hours

Daytime

Short Bio

Hello, I would like to see about being a mentor, I am well versed on the policy and procedures and the implementation of them . I can be patient while teaching new people and can figure out new ways of teaching that will stick to every individual that is willing to learn. I can adapt to changes in the everyday life of custody. I want to help make the change to teach people how and why we have a policy and how much it means to have a safe and secure facility.

Career Skills

Verbal Communication
Written Communication
Problem Solving

Soft Skills

Conflict Resolution
Time Management
Adaptability

Save

Close

Update Mentee/Mentor Application Status Options

Approved

Denied

Inactive

Left State Employment

Don't forget to click "Save"

Mentor Application Admin Review

Mentor Application - Nancy Abbott

Current Mentor Application Status New	Update Mentor Application Status Admin Approved	Accepting Mentees Yes
Employee First Name Nancy	Employee Last Name Abbott	Application Entered Date/Time 1/9/2024 9:38:11 AM
Supervisor First Name Amanda	Supervisor Last Name Woody	Supervisor Email amanda.woody@oa.mo.gov
Work Location Jefferson City	Current Job Title Special Asst Professional	Hire Date 02/25/2020
Agency Office of Administration	Division Pers-Staff	Working Hours Daytime

Admin Approval Application Status

Short Bio
Here is my short bio

Career Skills Delegation Verbal Communication	Soft Skills Business Ethics Goal Setting
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Custom Email Message

Please note the links shown in the preview email are not functional due to security reasons.

Preview Email

Customizable email message

