

**You’ve been assigned a Harvard ManageMentor Course**

**Purpose:***Send to individuals who have been assigned a Harvard ManageMentor by your credit union*

**Directions:***Copy and paste the template below into a new email, replace all highlighted fields, then send*

**SUBJECT: You’ve been assigned a Harvard ManageMentor Course**

Hello <NAME>,

<CU/ORGANIZATION NAME> has invested in your development by providing you with the resources included in your CUES Membership. We have identified the Harvard ManageMentor course <NAME OF COURSE> for you to complete as part of your individual development.

In a few moments I’ll be assigning this course to you. You will receive an email from CUES with a direct link to the course. Please have this course completed by <DUE DATE>. Harvard ManageMentor courses are considered complete when all lessons are finished, and you have passed the assessment.

Don’t forget to download the course completion certificate!

\*\*Please note, you will need to be signed into cues.org to access this course. If you need help logging in or have forgotten your password, go to the [Member Help Center](https://www.cues.org/member-help-center) and review the guides below.

Logging into CUES

Password Reset