How To: **Certificate in Leadership Development Bruin Link Documentation**

Step 1: Log Into **Bruin Link** HERE (use your Belmont username and password. You can also log in through your mybelmont >> Bruin Link is one of the options on the left-hand menu.

Step 2: Go to your Initial in the upper right-hand corner.
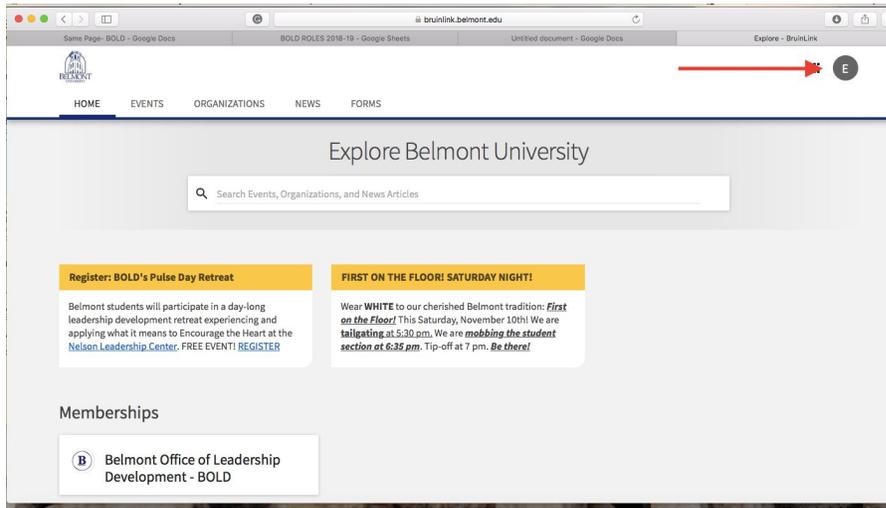
Step 3: Click on Paths
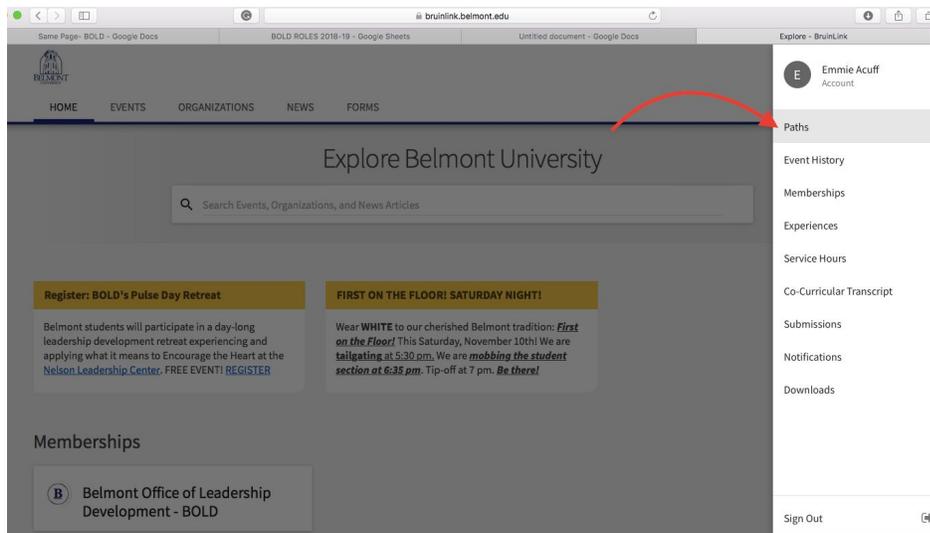
Step 4: Click on the "**BOLD Levels of Engagement**"
**It may automatically pull up **
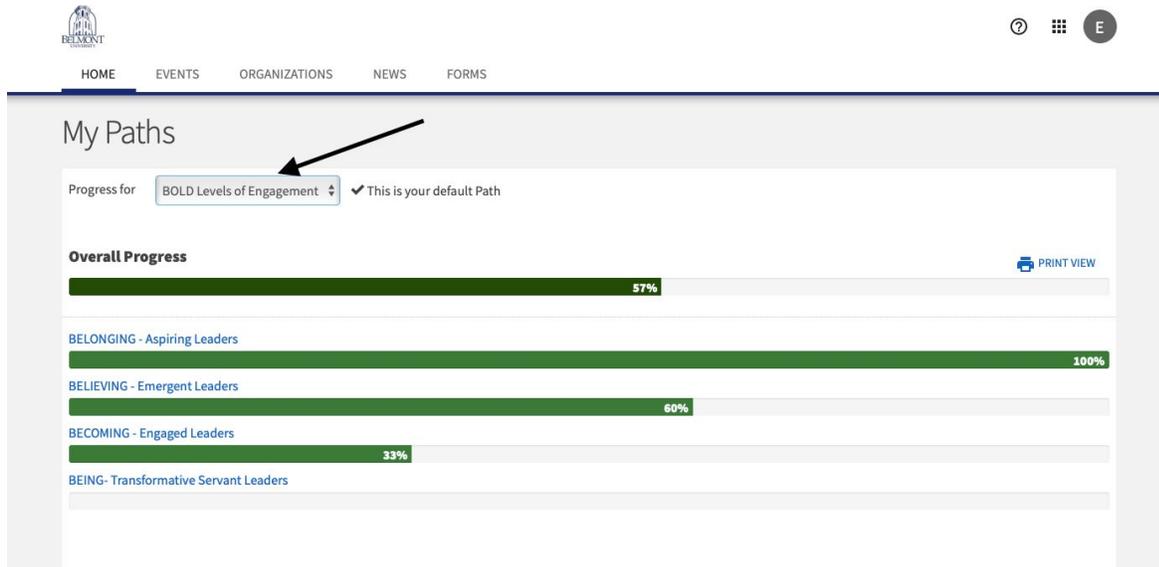
Step 5: If you attended any BOLD Event - Bold Moves, Bruin Lead 1 or 2, or Pulse, etc and should have received full credit, it should automatically appear a few days after the event.
        ** If it does not email bold@belmont.edu

Campus-Wide Leadership Development Experience

Step 6: Fill out your **Campus-Wide Leadership Development Experiences**.
You will need 12 of them in order to complete the first level of engagement, The Belonging Aspiring Level. Follow the instructions below and repeat for each level of engagement.

Step 6A: Select The Level of Engagement (Belonging will be used as an example)

Step 6B: Scroll down to the **BELONGING: Campus-Wide Leadership Development** section. Select one of the 12 Campus-Wide Leadership Development Experiences
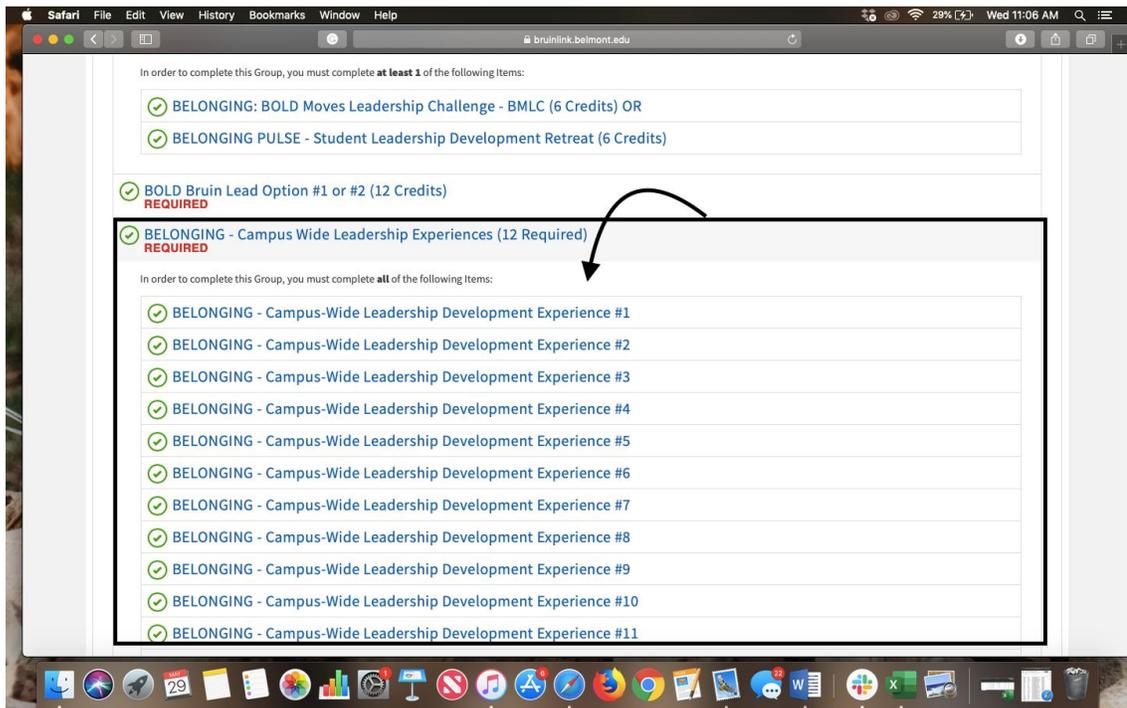
Step 6C: Look at the Fulfillment Options to the right for possible convocations, events, and classes that you may have attended. You can also find opportunities through the link (show with an arrow). YOU CAN REPORT AN EXPERIENCE THAT IS NOT LISTED >> it just needs to relate to the competencies found in the questions and instructions when you self report (see below steps 6D-E) .
** Count collegiate level experiences only**
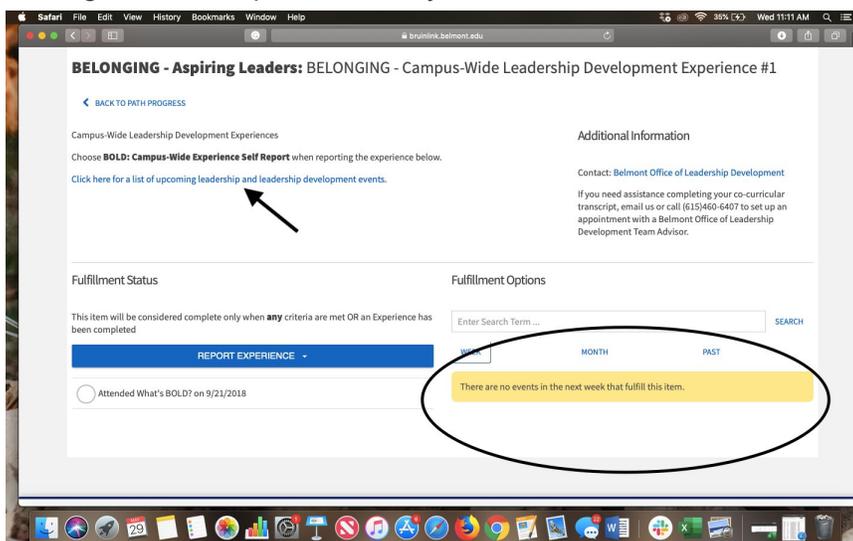
Step 6D: Select "**Report Experience**" then select "**BOLD Campus-Wide Self Report**"

Fulfillment Status

This item will be considered complete only when **any** criteria are met OR an Experience has been completed

REPORT EXPERIENCE ▾

Select an Experience Type to Report

A. BOLD Campus- Wide Experiences Self Report

B. BOLD Service or Service-Learning Experiences Self Report with Reflection

C. BECOMING - Active Leadership Participation or Formal Leadership Position

Step 6E: Report your experience. Carefully read the instructions and fill in the information. Make sure that your experience relates to one of the competencies found at the top in the description.

      ** You do not have to write a reflection for campus-wide leadership development experiences at this time **

A. BOLD Campus- Wide Experiences Self Report
Convocations, events, courses, or opportunities related to ethics, resilience, collaboration, communication, inclusivity or service.

Fields marked with an asterisk (*) are required.

*Experience Name
Type the official name of campus-wide experience you attended.

*Date

*Hours
H:MM

Please select any Path Items you believe this Experience fulfills:
SELECT...

Service or Service- Learning with Reflection Experience

Step 7: **Service or Service-Learning with Reflection Experience**
   ** You will report 10 DIFFERENT experiences with 10 DIFFERENT reflections.
   <mark>** EACH EXPERIENCE MUST BE A MINIMUM OF 1 HOUR. If more than one hour, you can write a different reflection and submit it as a different credit experience.</mark>
   ** If you go on a mission trip or service-trip you can report it as more than one experience but you will need to write different reflections and talk about the different experiences that you had. Each experience must be different.
      For example: Mission trip to Guatemala
         - experience #1: I worked in a school teaching children...relates to this competency..
         - Experience #2: on the same trip we built houses for people...relates to this competency by….

Step 7A: Scroll down to: "**BELONGING: Service or Service-Learning with Reflection Experience.**" Select the **Service or Service-learning experience** (1-10) you want to report.
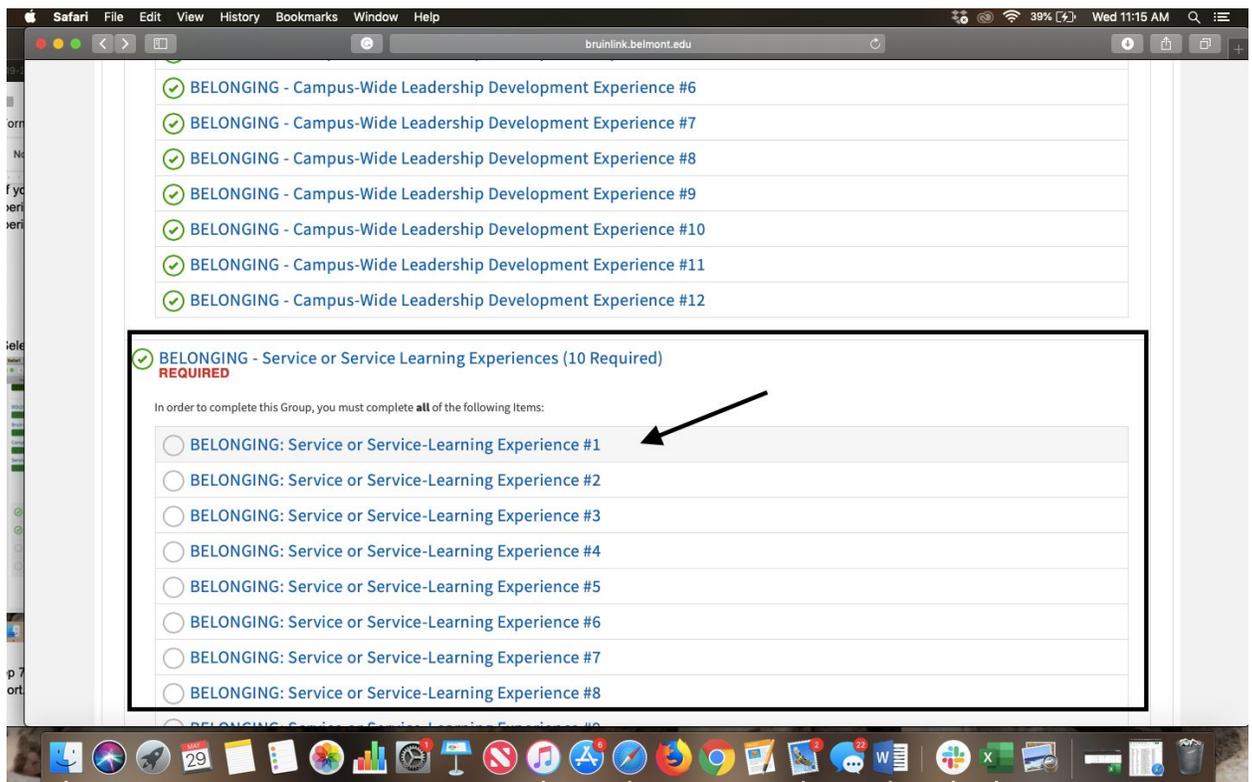
Step 7B: Select "Click here for upcoming service or service-learning.." to see opportunities.
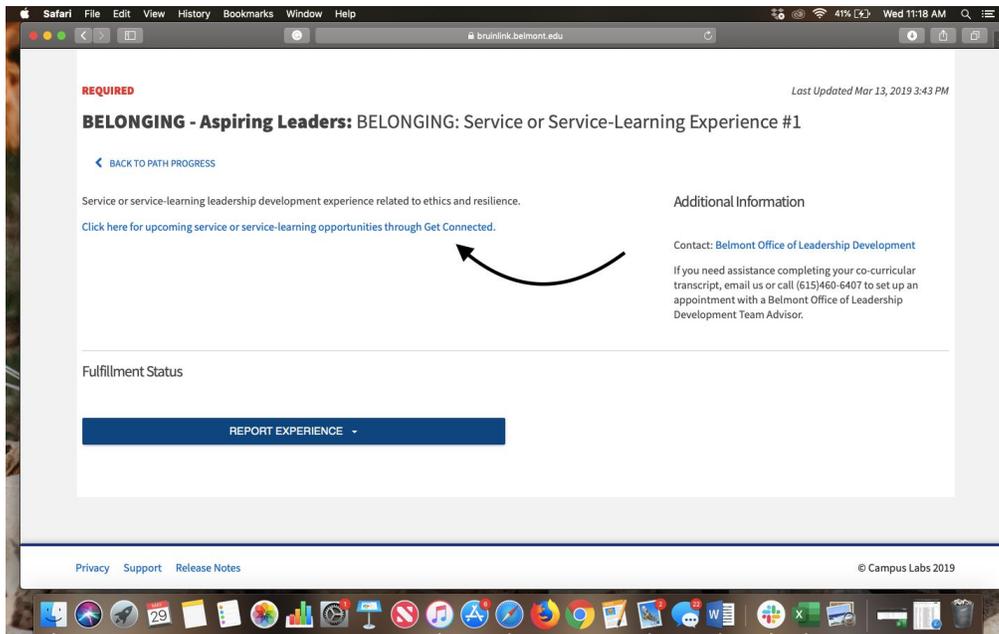
Step 7C: Select "**Report Experience**." Then select " **BOLD: Service or Service-Learning with Reflection Experience**"
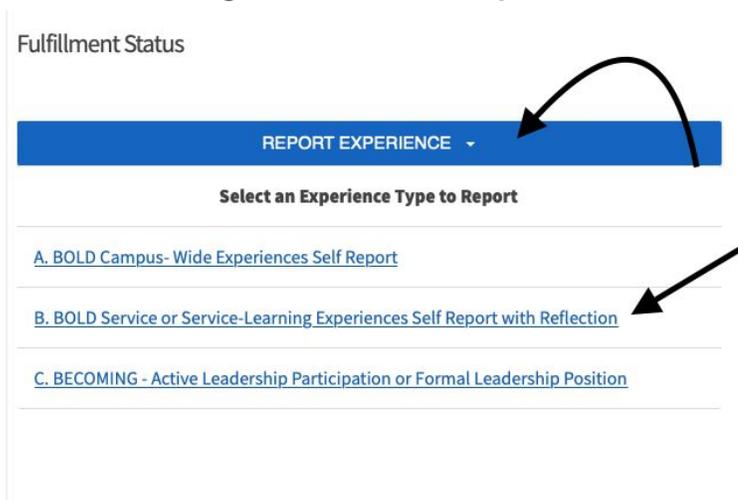
Step 7E: Fill in your reflection and hit submit.

** Your service or service learning experience will have to be approved then you will receive credit. You should receive an email saying it is approved or denied **

Let us know if you have any questions!!

bold@belmont.edu

Or stop by our office in the Beaman Dean's Suite.