

# Boehly Center Incentive Program Guide

The Program will allow students to obtain points for attending and tracking sponsored events, programs, and trainings.

## GETTING STARTED

### STEP 1 Navigate to the application

In Power Apps mobile app: follow [these instructions](#) to download the app

In your browser: use [this link](#) to access the web-based app

### STEP 2 Sign Student Expectations/Memorandum of Understanding (MOU)

Select "[Clicking Here](#)" on the Home Page to be directed to the Student Expectations/MOU. You must complete this Qualtrics form each year prior to receiving points. This is an ANNUAL agreement.

The MOU can also be found at this link:

[https://wmsas.qualtrics.com/jfe/form/SV\\_et9QyATWAK7ztg9](https://wmsas.qualtrics.com/jfe/form/SV_et9QyATWAK7ztg9)

You will continue to see this prompt on the Home Page until the Boehly Staff verifies and activates your profile. Until then, you may still navigate throughout the app; however, you will not see your points.

### STEP 3 Complete your Student Profile



Navigate to the **Student Profile** in the bottom right corner. Complete all applicable fields on all 8 pages.. This profile can be updated at any time. Please update your employment information annually.

## EARNING POINTS

### STEP 4 Select Event/Activity you plan to complete



Each event has a listed number of **points** that you will receive at the completion and verification of the event. Events **may** be completed multiple times and you will receive points for each completion.

Every event also has unique "**Student Sign-off Requirements.**" These requirements must be completed to receive points for the event.



If you plan on completing an event, you must **add** it to your **Event Journal**. To do so, select the event – it will be highlighted in green – and click the plus button again.

### STEP 5 Sign-Off Events



Once the detailed "**Student Sign-off Requirements**" are completed for an event, navigate to the **Event Sign-Off Page** to "sign-off" that specific Event.

If an event requires a "day-of" check-in, please be sure to complete a separate check-in at that event before signing-off that respective event.



To sign-off an event, select the check mark and input the **Event Description** and **Date** in the pop-up box. After you have signed-off, the event will disappear from this page but will remain in your **Event Journal**. The Boehly Center staff will then complete the "**Program Sign-off Requirements**" and award the earned points.

The Boehly Center staff will sign-off events and award points at least on the **1<sup>st</sup>** and **15<sup>th</sup>** of each month. Please sign-off all events that you have completed the requirements for **prior** to these dates in order to receive points.



## TRACKING YOUR PROGRESS

### STEP 6 Review your Event Journal



You can review **selected and completed** Boehly Events at the top portion of the screen using the scroll bar.

If you have not signed-off or earned points for an Event, you may **delete** the Event using the trash icon.

### STEP 7 Make an Advising Appointment



Use the **Calendar page** to view, request, and check-in to an advising appointment with a Boehly Center Advisor.



Select the leftmost plus button on the bottom panel to schedule an Advising Appointment. Complete all applicable fields and select a time to meet with the respective advisor. Be sure to press **save** to submit the request.

The Advisor will then approve or decline the meeting based on availability. You will receive an email with meeting information.

You may cancel the appointment by selecting it on the Calendar and clicking the X icon. You may not cancel within 24 hours of your appointment.

On the day of your appointment, upon arrival (virtual or physical), select your meeting in the Calendar and click the checkmark icon to "Check-in."

Find the  button on the upper right corner of every page for helpful tips!

**NEED HELP?**

For questions, issues, or more information, email [Boehly.Center@mason.wm.edu](mailto:Boehly.Center@mason.wm.edu).

STUDENT HOME PAGE

Boehly Center
ⓘ

**Level 1 Progress**

100%

★

**Level 2 Progress**

32%

**Level 3 Progress**

Congratulations! You have earned 64,500 points toward your point total. You are currently ranked in the 1st quartile amongst all participants in the Boehly Center Incentive Program. Keep up the good work!

★ 10,000 point Level 1 bonus earned

📅
+
👤
✅
📄

Track your **progress** throughout the levels here:

View your **point total** and see where you are in relation to your peers!

Receive **10,000 bonus points** for each level that you complete!