

# Boehly Center Recognition Program Guide

## GETTING STARTED

### STEP 1 **Navigate to the application**

In your browser: <https://apps.powerapps.com/play/5195c8c9-5a58-46fa-bd18-53d57ce196bc?tenantId=b93cbc3e-661d-4058-8693-a897b924b8d7>

In PowerApps mobile app: <https://apps.apple.com/us/app/power-apps/id1047318566>

### 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 form each school year prior to receiving points. This is an **ANNUAL** agreement. After signing this form, you will automatically be redirected to the Student Profile section of the app.

### STEP 3 **Complete your Student Profile**



Complete all applicable fields on all 8 pages. Be sure to save your **Student Information** along the way. This profile can be updated at any time. Please update your employment information at the beginning of each school year.

## 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.



To add an event to your **Event Journal**, select the event – it will be highlighted in green – and click the plus button again. Continue to Step 5.

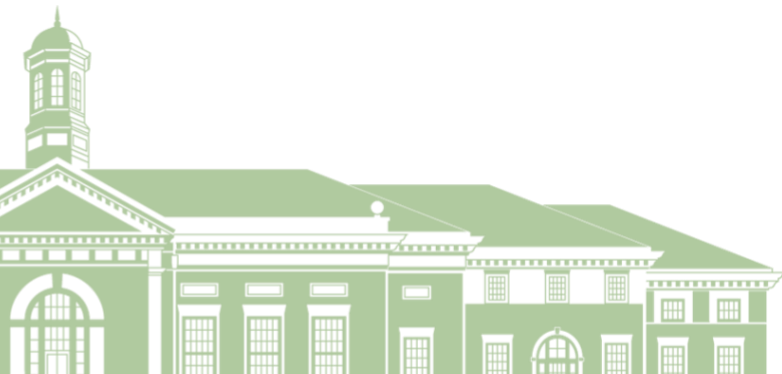
### STEP 5 **Sign-Off Events**



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. Select the Event you wish to "sign-off" on and complete any necessary fields. 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.



After you have "signed-off" an event by clicking the check mark and completing any required fields, it 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.



## 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. You can also **delete** the Event using the trash icon if necessary.

## STEP 7

### Make an Advising Appointment



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



Select the plus button on the left to schedule an Advising Appointment. Complete all applicable fields and select a time that the advisor is **free**. 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 the appointment and clicking the trashcan icon or change the appointment time by clicking the pencil. You may not cancel within 24 hours of your appointment.

On day of your appointment upon arrival (virtual or physical), "Check In" on the Calendar by the "Check-in" button.

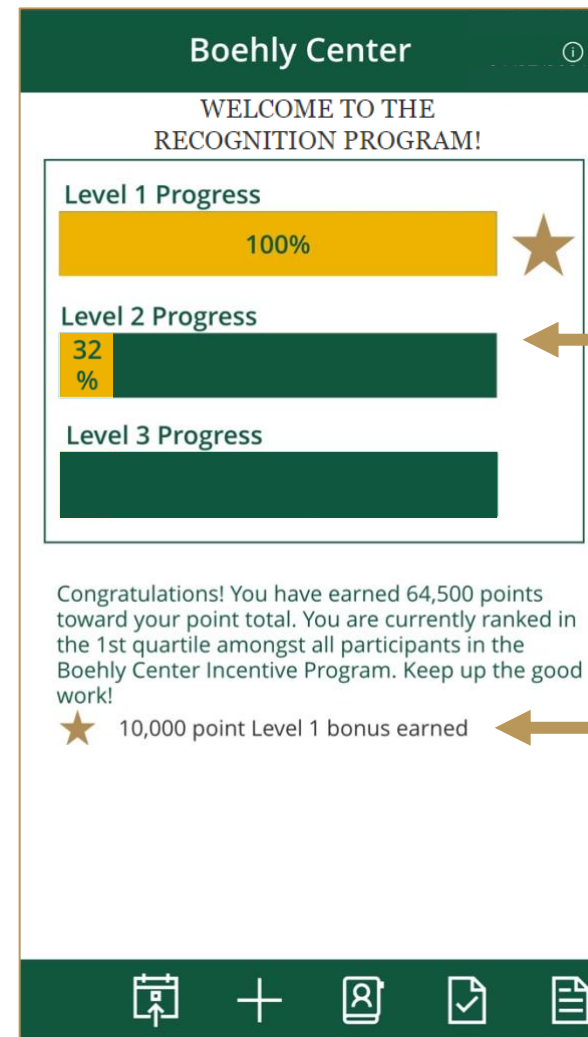
NEED  
HELP?

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

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

## TRACKING YOUR PROGRESS

### STUDENT HOME PAGE



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!