- Each activity in which students can fulfill requirements toward completion of a WP LEADS digital badge is created in *Pioneer Life* and designated (by staff managing the badge) with the event type that corresponds with a particular badge. Student's attendance is tracked at these "badge" events by either swiping their student ID card into a swipe-card reader or signing in with their WP email and/or student ID.

- Once a student participates in an activity that counts toward a digital badge requirement, their attendance is loaded into *Pioneer Life* and they are automatically enrolled in that badge.

- Students can track their progress in completing a badge by logging into *Pioneer Life*. Badges are automatically loaded onto their *Engagement Portfolio* in *Pioneer Life* to assist with resume writing, internship and scholarship applications, interviews, etc.

- For most of the badges, students can complete the requirements at their own pace. Some badges can be accomplished in one semester, while others may require several semesters.

- *Students can earn multiple digital badges* in such areas as leadership, civic engagement and professional preparation. Additional digital badges will continue to be developed.

- Activities that counts towards a digital badge will be advertised *Pioneer Life,* as well as other relevant web sites, flyers, social media, university calendar, etc. Students can search *Pioneer Life* on-line or thru the **corq app** for specific types of events such as leadership, career development and civic engagement. In addition, offices that administer a badge or offer badge activities may also send emails to students enrolled in a badge to notify them of upcoming activities and opportunities.

- If a student attends an activity that they think may count towards a digital badge, they can contact Campus Activities, Service and Leadership (campusactivities@wpunj.edu), and include the title, description, date and sponsor, so that we may evaluate the program for inclusion. University faculty and staff may also contact CASL to enroll their program into a WP LEADS digital badge.