Recording Leadership Experiences: Tutorial
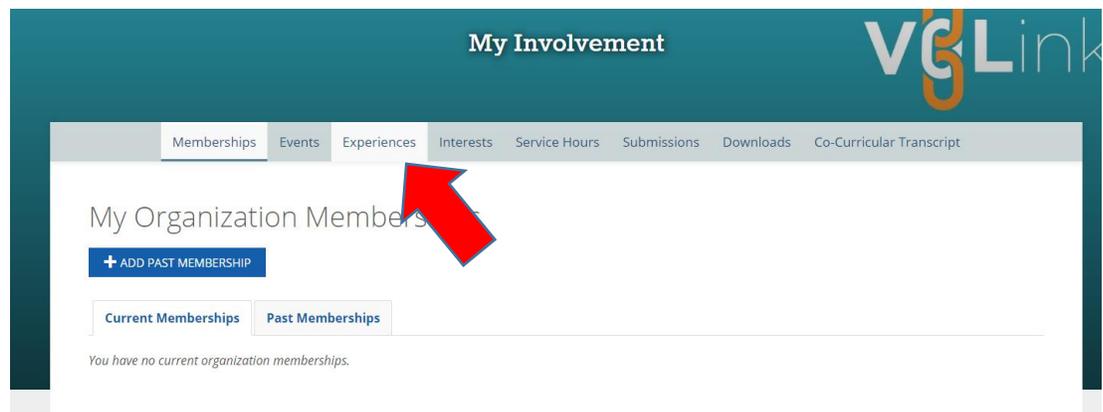
Step 1: Go to https://utk.collegiatelink.net
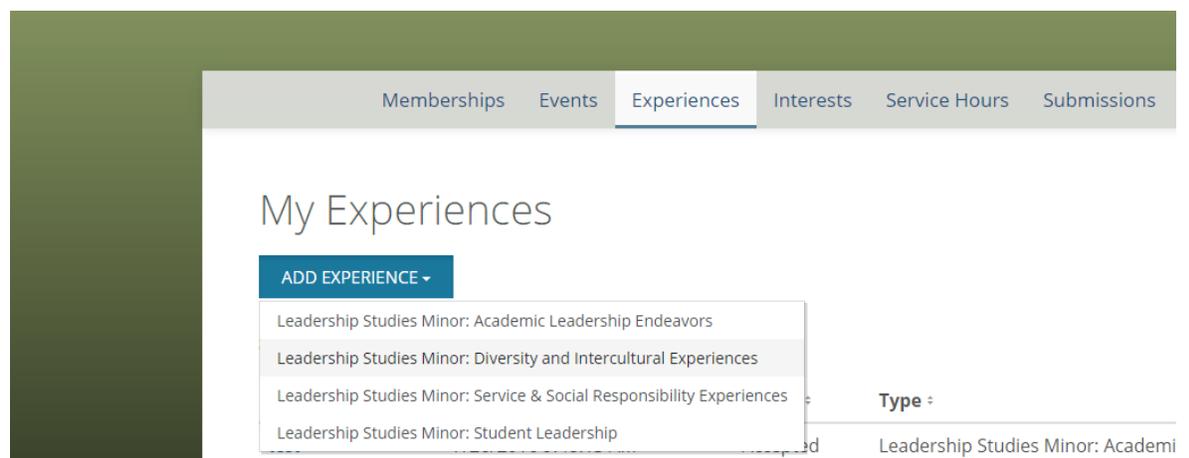
Step 2: Sign in with your Net ID and password.

Step 3: Once you're logged in, click on your name in the top right corner and select "Involvement" from the drop-down menu.
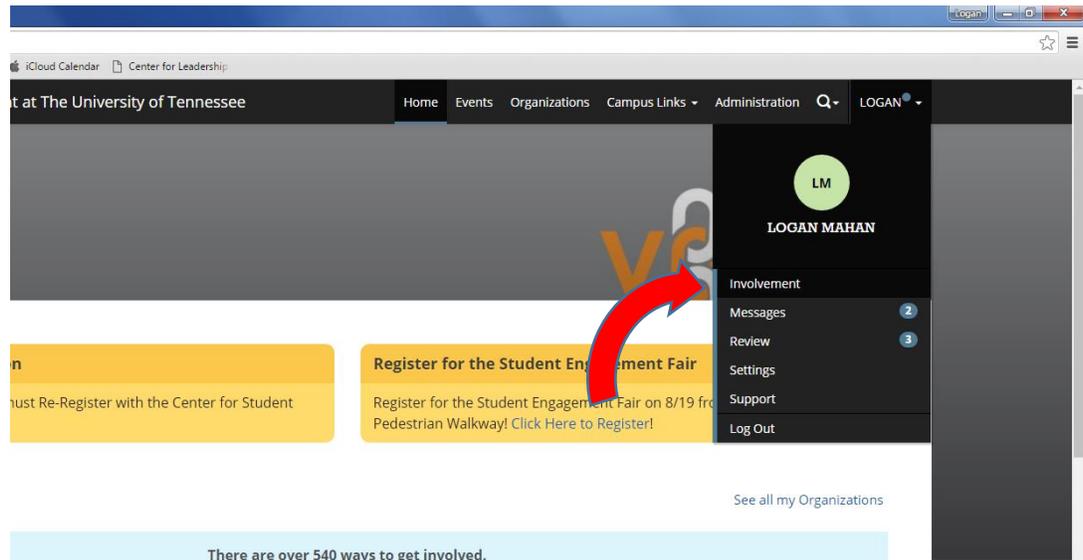
Step 4: On the next page, select "Experiences."

Step 5: Click the "Add Experience" dropdown menu and select the Leadership Studies Minor option that best fits the experience you're recording.

Step 6: Follow the prompts to fill out the form.

When you've finished and submitted the form, you'll be directed back to the "My Experiences" page and your new experience should appear. You can edit the experience at any time.

Step 7: To download experience for your portfolio, go to "Co-Curricular Transcript" [see image above] and click the "Create PDF." The abbreviated record of your experiences should download.