



# **How to Access your GOLD Account**



Step 1: Go to <https://www.geneseo.edu/gold>.



<b>GOLD Program</b>
About GOLD
Meet Our GOLD Leader Mentors
Become a GOLD Leader Mentor
Awards and Scholarships
Certificates
Core Leadership Certificates
Leadership in Life Certificates
Professional Development Certificate (School of Business Requirement)

Home > GOLD Program

### GOLD Program

The Geneseo Opportunities for Leadership Development (GOLD) program offers unique workshops to help students develop the personal skills and knowledge necessary for future success in both life and career.

The GOLD mission is accomplished through education, development, and training of students in an extensive series of personal development programs, institutes, leadership certificates, service learning, volunteer work, and active engagement in college and community life.



### GOLD Account

- ACCESS MY GOLD ACCOUNT
- BROWSE WORKSHOPS & REGISTER
- HELPFUL YOUTUBE VIDEOS

### Meet The GOLD Staff

- BECOME A GOLD LEADER MENTOR
- GOLD LEADER MENTOR STAFF



**Step 2: Click on “ACCESS MY GOLD ACCOUNT.”**

GENESEO | STUDENTS PARENTS EMPLOYEES ALUMNI | DIRECTORY myG

ABOUT ADMISSIONS ACADEMICS CAMPUS LIFE NEWS EVENTS ATHLETICS LIBRARY GIVE APPLY OR REQUEST INFO

# GOLD

Geneseo Opportunities for Leadership Development  
engagement • volunteerism • service

Home > GOLD Program

## GOLD Program

The Geneseo Opportunities for Leadership Development (GOLD) program offers unique workshops to help students develop the personal skills and knowledge necessary for future success in both life and career.

The GOLD mission is accomplished through education, development, and training of students in an extensive series of personal development programs, institutes, leadership certificates, service learning, volunteer work, and active engagement in college and community life.

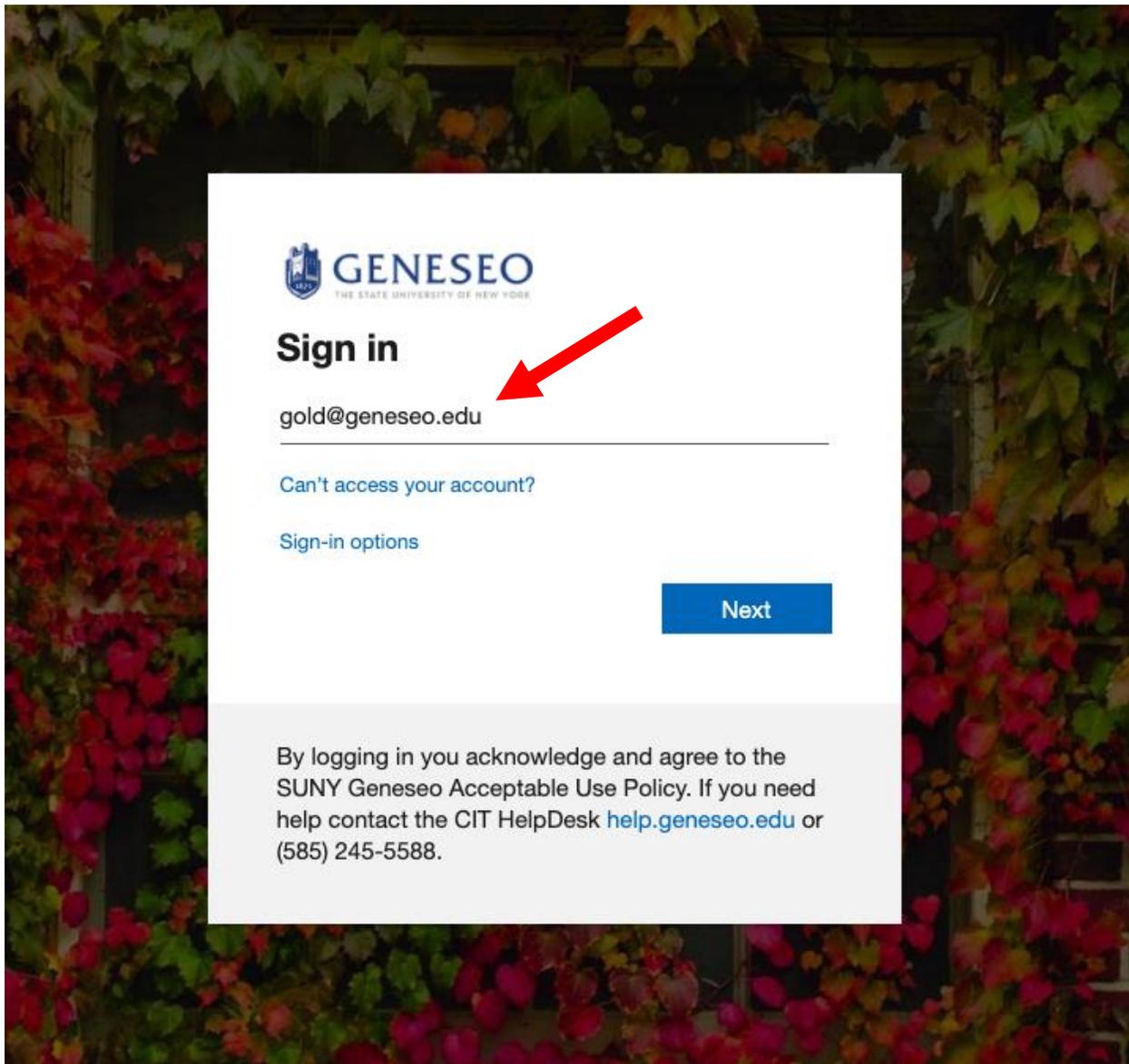
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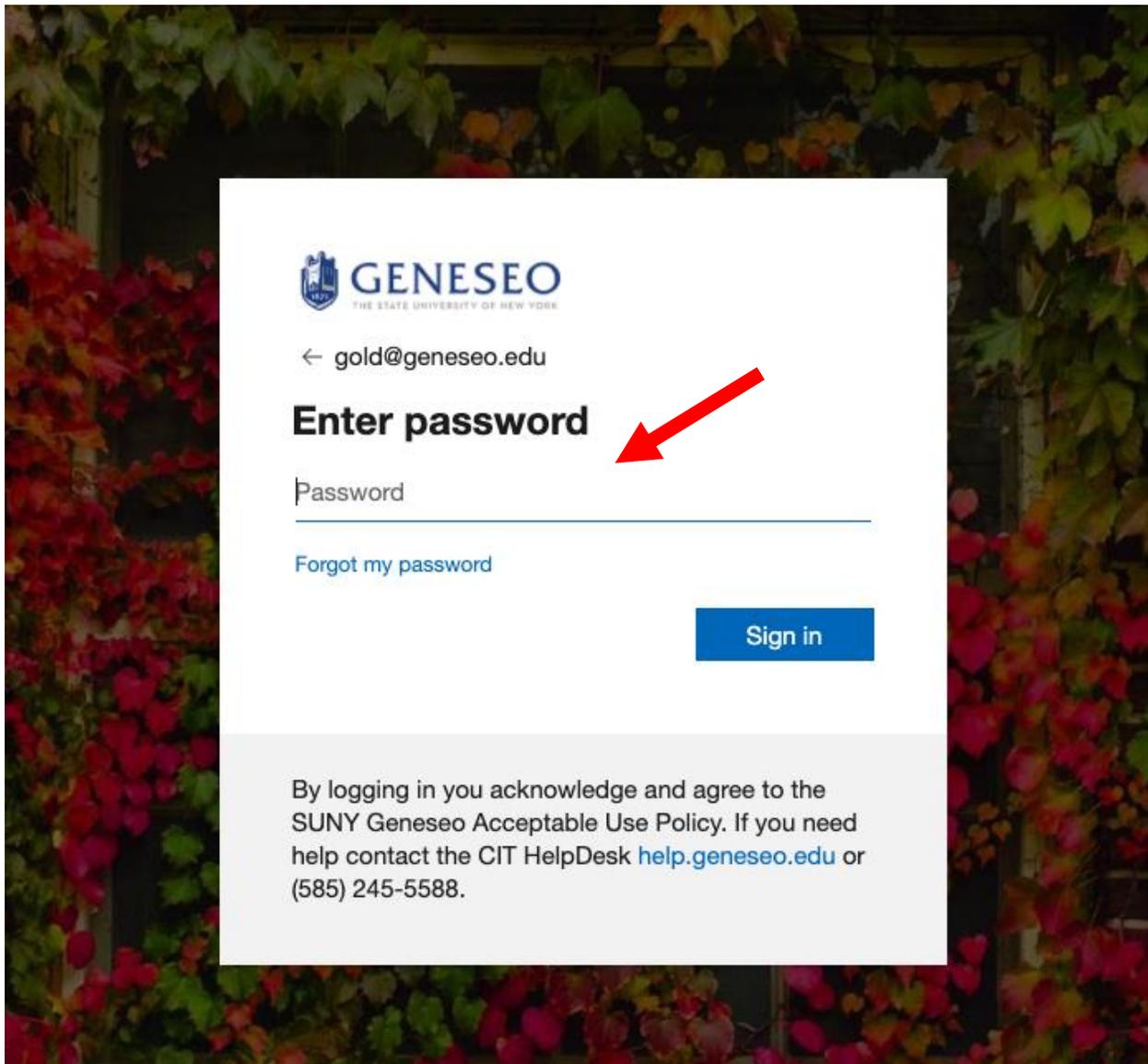
### Meet The GOLD Staff

- BECOME A GOLD LEADER MENTOR
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## Step 3: Sign in using your Geneseo e-mail.



**Step 4: Sign in using your Geneseo password.**





# **How to Register for School of Business Professional Development Workshops**



**Step 5: Click the Green “+” to start your School of Business Professional Development Certificate.**

**Student Dashboard**  
Manage your account, see your progress, and optimize your schedule.

Certificate Progress +

No certificates started yet. To start a certificate, press the "+" button above.

Workshop Progress

No workshops in progress currently

Workshop Manager

- + Browse
- 📅 My Schedule
- 📅 This Year

My Account

- 🔔 Notifications
- 📄 Transcript
- ✂️ Reassign Credits

My Certificates

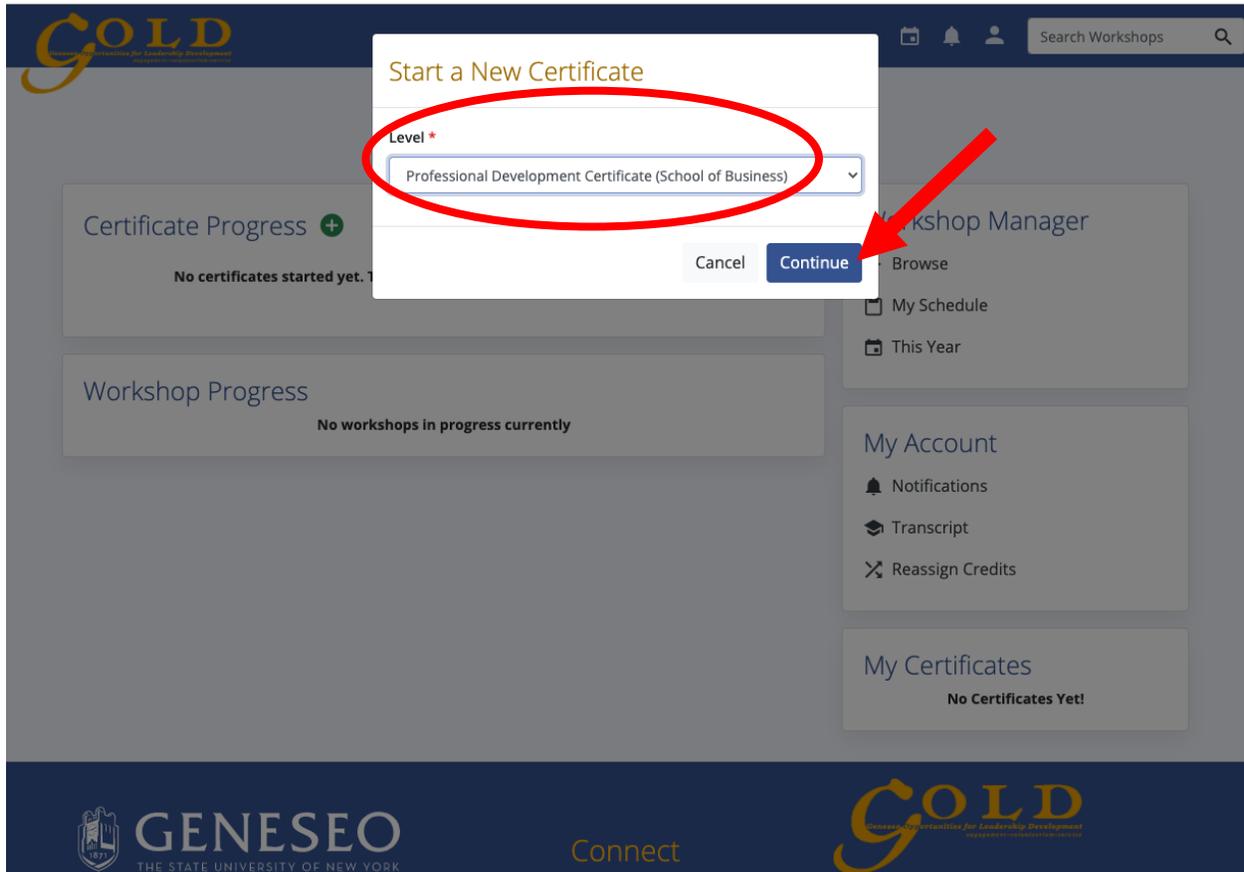
No Certificates Yet!

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**Step 6:** Select “Professional Development Certificate (School of Business),” then click the blue “Continue” button.





**Step 7: Click the Blue “+” to view all workshops sections and register for dates/times that work well for your schedule!**

Continue Progress on Professional Development Certificate (School of Business)

Click on the workshops below to view available sections.

Required Workshops Must complete one of each

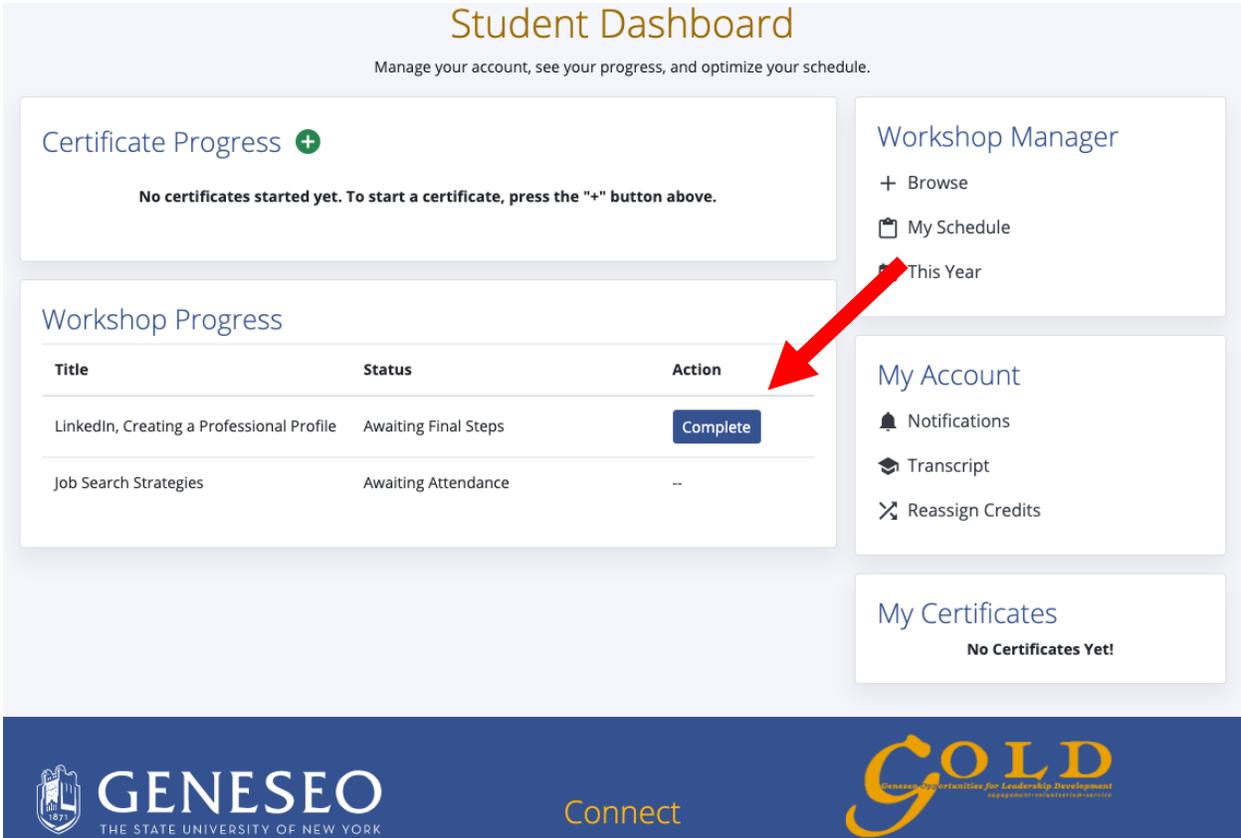
School of Business Orientation	+
Introduction to Resumes	+
Networking 101	+
Introduction to Interviewing	+
Advanced Interviewing	+
Advanced Resumes	+
LinkedIn, Creating a Professional Profile	+
Job Search Strategies	+
Career Exploration	+





# **How to complete your Professional Development Workshop Evaluations**

**Step 8:** After attending a PD workshop, a Blue “Complete” button will appear (this may take ~48-hours to appear). Click it and respond to your PD Workshop Evaluation Surveys in order to receive workshop credit.



**Student Dashboard**  
Manage your account, see your progress, and optimize your schedule.

**Certificate Progress** +  
No certificates started yet. To start a certificate, press the "+" button above.

**Workshop Progress**

Title	Status	Action
LinkedIn, Creating a Professional Profile	Awaiting Final Steps	<a href="#">Complete</a>
Job Search Strategies	Awaiting Attendance	--

**Workshop Manager**  
+ Browse  
📅 My Schedule  
📅 This Year

**My Account**  
🔔 Notifications  
📖 Transcript  
🔄 Reassign Credits

**My Certificates**  
No Certificates Yet!

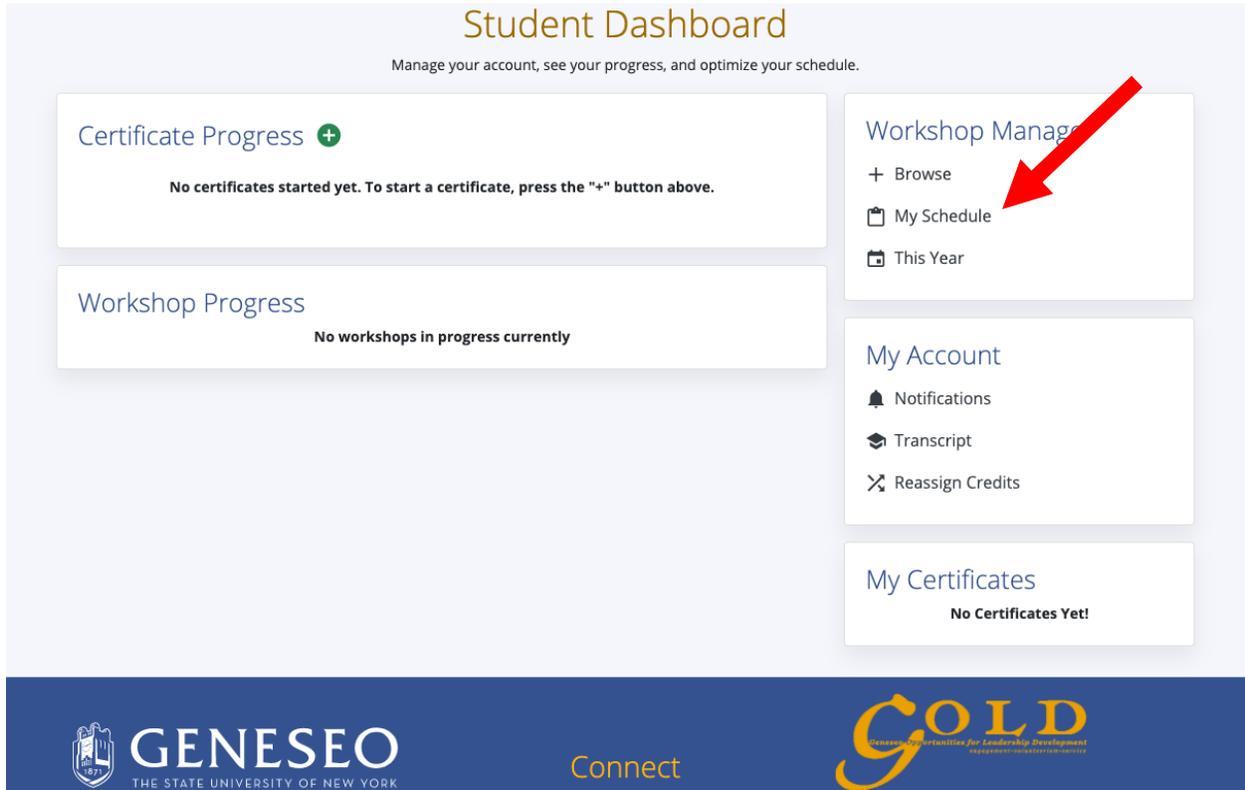
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# **How to Review and Drop Professional Development Workshops**

**Step 9:** Click the “My Schedule” button to view all of the PD Workshops you have registered for this semester.



**Student Dashboard**  
Manage your account, see your progress, and optimize your schedule.

**Certificate Progress** +  
No certificates started yet. To start a certificate, press the "+" button above.

**Workshop Progress**  
No workshops in progress currently

**Workshop Management**

- + Browse
- 📅 My Schedule
- 📅 This Year

**My Account**

- 🔔 Notifications
- 📄 Transcript
- 🔄 Reassign Credits

**My Certificates**  
No Certificates Yet!

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**Step 10:** Click the three vertical dots on under the “Actions” Column, which will give you two options.

**Your Upcoming Workshops**  
View the details of workshops you have registered for, or drop a workshop.

Title	Date/Time	Instructor	Certification	Actions
Job Search Strategies	Tue. Jan 26, 2021 1:00 PM - 2:00 PM	Mary Cannon - Business Career Advisor, Department of Career Development	Emerald Amber Professional Development Certificate (School of Business)	⋮

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**Your Upcoming Workshops**  
View the details of workshops you have registered for, or drop a workshop.

Title	Date/Time	Instructor	Certification	Actions
Job Search Strategies	Tue. Jan 26, 2021 1:00 PM - 2:00 PM	Mary Cannon - Business Career Advisor, Department of Career Development	Emerald Amber Professional Development Certificate (School of Business)	⋮

⋮

View

Drop

Connect



**Step 11:** If you would like more information about the workshop, click the “view” button.

### Your Upcoming Workshops

View the details of workshops you have registered for, or drop a workshop.

Title	Date/Time	Instructor	Certification	Actions
Job Search Strategies	Tue. Jan 26, 2021 1:00 PM - 2:00 PM	Mary Cannon - Business Career Advisor, Department of Career Development	Emerald Amber Professional Development Certificate (School of Business)	 <ul style="list-style-type: none"> <li><a href="#">View</a></li> <li><a href="#">Drop</a></li> </ul>









## Job Search Strategies

Participants will review and evaluate key strategies and resources that provide the highest return on investment to execute a successful job search. Special attention will be given to navigating the virtual application process. Let's work smarter, not harder! \*Please bring your laptop!

**Time:** Tue. Jan 26, 2021 1:00 PM - 2:00 PM  
**Location:** Virtual Workshop: A link to this workshop will appear 15-minutes prior to the start of this workshop.

**Instructor(s):**  
 Mary Cannon - Business Career Advisor, Department of Career Development  
**Series:** School of Business Professional Development Program: REQUIRED WORKSHOP

-4/40 seats remaining

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**Step 12:** If you are no longer able to attend a PD workshops and would like to drop it, click the “drop” button. Then, a dialog window will open and you will click the red “Drop” Button.

**Your Upcoming Workshops**  
View the details of workshops you have registered for, or drop a workshop.

Title	Date/Time	Instructor	Certification	Actions
Job Search Strategies	Tue. Jan 26, 2021 1:00 PM - 2:00 PM	Mary Cannon - Business Career Advisor, Department of Career Development	Emerald Amber Professional Development Certificate (School of Business)	 <ul style="list-style-type: none"> <li>View</li> <li>Drop</li> </ul>

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**Drop Workshop**

Are you sure you wish to drop the *Job Search Strategies* workshop?

This action cannot be undone.

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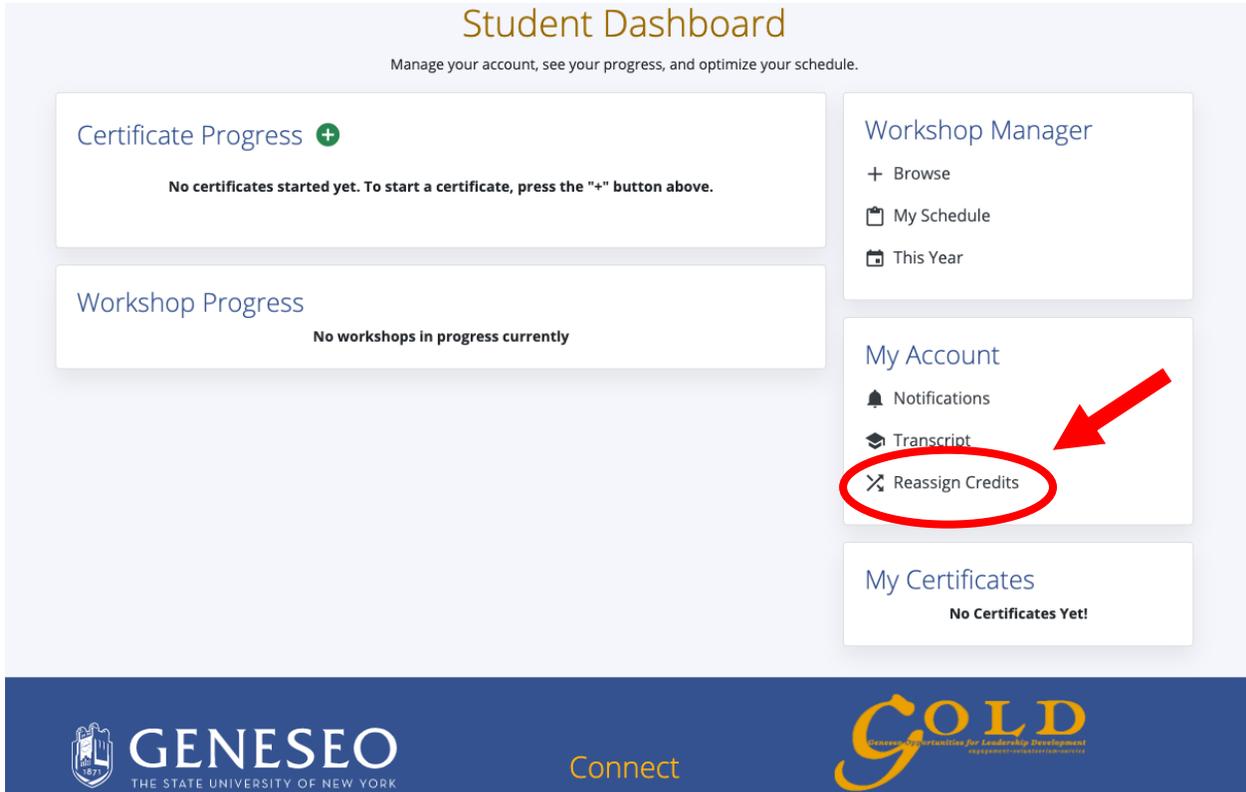
   Search Workshops

**Notifications**

Date	Message	Actions
01/25/21	<span style="background-color: green; color: white; padding: 2px;">New</span> You have successfully dropped the workshop Job Search Strategies on Tue, Jan 26, 2021 at Virtual Workshop: A link to this workshop will appear 15-minutes prior to the start of this workshop.. View your upcoming workshops here.	

# **How to Reassign GOLD Workshops to the Professional Development Certificate**

**Step 13:** If you would like to reassign your GOLD workshops so they count toward your School of Business Professional Development (PD) Certificate, click the “Reassign Credit” button on your Student Dashboard.



**Student Dashboard**  
Manage your account, see your progress, and optimize your schedule.

**Certificate Progress** +  
No certificates started yet. To start a certificate, press the "+" button above.

**Workshop Progress**  
No workshops in progress currently

**Workshop Manager**  
+ Browse  
📅 My Schedule  
📅 This Year

**My Account**  
🔔 Notifications  
📖 Transcript  
**✂ Reassign Credits**  
📄 My Certificates  
No Certificates Yet!

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**Step 14:** Under the “Certificate” column, click the on the drop-down dialog box, then select the “Professional Development Certificate (School of Business).” After making your selection, be sure to click the green “Save” button.

### Reassign Workshop Credits

Reassign credits for optional workshops that can be counted towards various certificates. You may only reassign credits which have not been used towards a certificate.

ID	Title	Date	Status	Certificate
19673	LinkedIn, Creating a Professional Profile	Mon. Jan 25, 2021	Awaiting Final Steps	Unassigned



### Reassign Workshop Credits

Reassign credits for optional workshops that can be counted towards various certificates. You may only reassign credits which have not been used towards a certificate.

ID	Title	Date	Status	Certificate
19673	LinkedIn, Creating a Professional Profile	Mon. Jan 25, 2021	Awaiting Final Steps	<ul style="list-style-type: none"> <li>✓ Unassigned</li> <li><b>Professional Development Certificate (School of Business) (required)</b></li> <li>Amber (optional)</li> <li>Emerald (optional)</li> </ul>

