

Community-Based Learning Agreement Instructions

Getting Started

STEP 1: Log-in to your College Central Network (CCN) account:

1. To access your CCN account, log into your accessBCC
2. On the left menu, select [College Central Network](#)
3. Click **Activate** under the sign in button (if you already activated your account just log in)
4. Enter your Bristol ID and email address (jsmith11, jsmith11@bristolcc.edu)
5. Click **Activate Account**
6. Complete the brief registration form

STEP 2: Enter community-based learning project information in College Central Network (please follow steps below):

- **To access the Community-Based Learning Agreement Form:** In your College Central Network account, select "Experiential Learning" on the left menu, then select "Submit a New Community-Based Learning Agreement".
- **Then submit Community-Based Learning Agreement:** Once all information is entered, select "Submit Experiential Learning Agreement" at bottom of screen (*once submitted, agreement will be reviewed to ensure information is entered accurately).
- **Approval:** After agreement submitted and reviewed, an electronic approval process is initiated, which requires a virtual signature from Erin Smith, the Civic Engagement Coordinator.

Helpful Tips/Info:

-Before completing the community-based learning agreement, please ensure you have the information that highlights the **DETAILS** of your project. Details of your project can be obtained from your course faculty instructor.

-To avoid approval delays, please read the detailed instructions found at the very top of agreement page in College Central Network.

-Before electronically signing the community-based learning agreement, read the "EXPERIENTIAL ED STUDENT & HOST SITE AGREEMENT" document. This document is a link at the very top of the agreement page in College Central Network.

****Please note:** If you're doing an **on-campus** community-based learning project, please list your course faculty instructor in the "Supervisor" field and list your project title in the "Company" name field of your community-based learning agreement**

BRISTOL

Experiential Education Center

Prefer to watch a short video with these instructions? Click on or copy/paste <https://bit.ly/39gYlkv> directly into your web browser.

Questions? Please contact Erin Smith at erin.smith@bristolcc.edu or Pam Brown at pamela.brown@bristolcc.edu

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