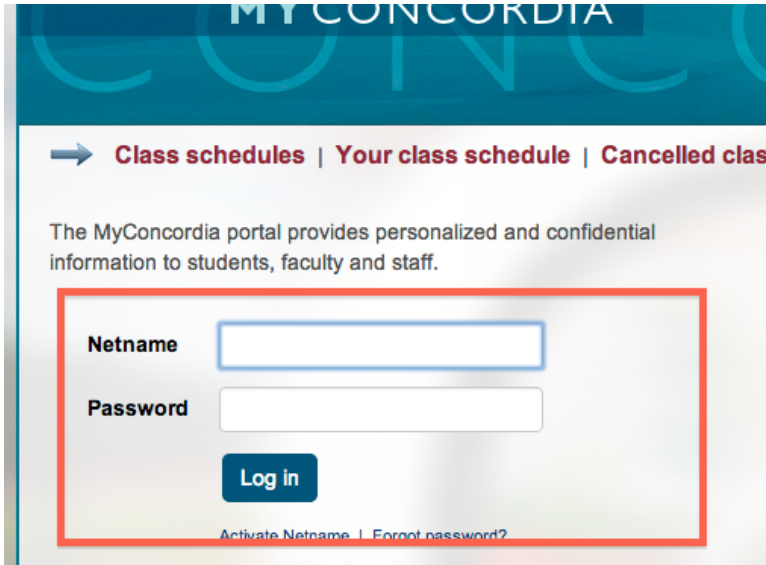


## How to Add a Record to your CCR

**Step #1:** Go to the MyConcordia Portal ([www.myconcordia.ca](http://www.myconcordia.ca)) and enter your netname and password.



MY CONCORDIA

→ **Class schedules** | **Your class schedule** | **Cancelled class**

The MyConcordia portal provides personalized and confidential information to students, faculty and staff.

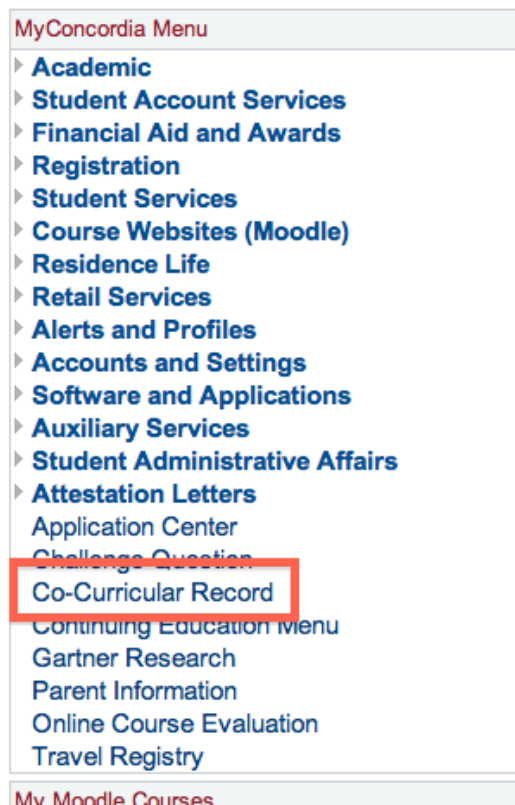
**Netname**

**Password**

**Log in**

[Activate Netname](#) | [Forgot password?](#)

**Step #2:** To access the co-curricular record, click on the “co-curricular record” tab in the left-hand menu.

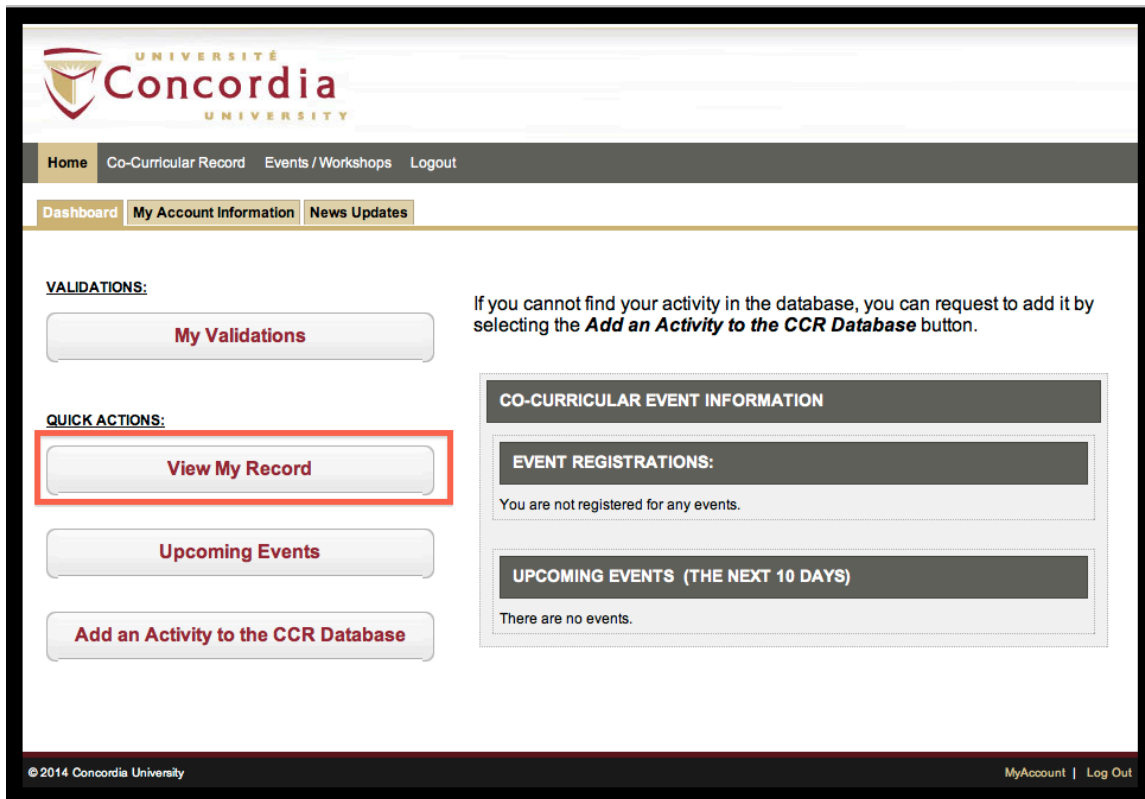


**MyConcordia Menu**

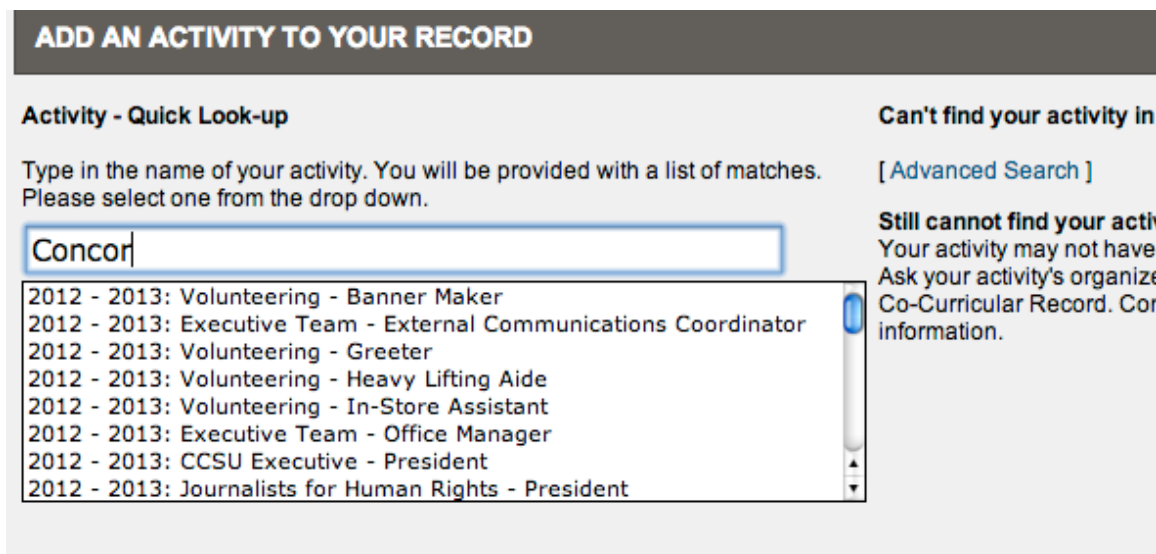
- ▶ **Academic**
- ▶ **Student Account Services**
- ▶ **Financial Aid and Awards**
- ▶ **Registration**
- ▶ **Student Services**
- ▶ **Course Websites (Moodle)**
- ▶ **Residence Life**
- ▶ **Retail Services**
- ▶ **Alerts and Profiles**
- ▶ **Accounts and Settings**
- ▶ **Software and Applications**
- ▶ **Auxiliary Services**
- ▶ **Student Administrative Affairs**
- ▶ **Attestation Letters**
- Application Center
- Challenge Question
- Co-Curricular Record**
- Continuing Education Menu
- Gartner Research
- Parent Information
- Online Course Evaluation
- Travel Registry

**My Moodle Courses**

**Step #3:** You are in the Co-Curricular Record Dashboard. To add an activity to your co-curricular record click on the “View My Record.”



**Step #4:** To find your activity you can search for it using the “Activity – Quick Look-up” drop-down menu by typing in the name of your activity in the space provided. Once you find the activity you can click on it.



**Step#5:** Once this is selected you will be linked to the “pending activity” screen where you will see a summary of the Activity and a list of Anticipated Achievements. Select the achievements that you have used/learned and click the “Add to Record” button.

**DETAIL**  
**PENDING ACTIVITY FOR PAUL GOUBKO (9542264)**

Time Period : 2012 - 2013  
Category : Student Life

Description : The Concordia Community Solidarity Co-op Bookstore offers a viable alternative to the corporate structure, putting students' best interests above and beyond our own bottom line. It is a not-for-profit alternative to corporate bookstores, offering both new and used books, in addition to a wide variety of artisan consignments, and the largest selection of sex and gender studies titles anywhere in Montreal. The Heavy lifting aide's role is to help lift and carry boxes of books when they arrive at the bookstore. She works a maximum of one hour, three times over the summer.

**Anticipated Achievements:** Select all the achievements you anticipate students will have by parti

**Being Adaptable & Flexible**

- Manage multiple assignments and tasks, set priorities
- Innovative and resourceful: identify and suggest alternative ways to achieve goals
- Adapt to changing conditions and work assignments
- Open to new ideas/ways of doing things

**Collaboration**

- React positively to feedback and direction from peers
- Overcome differing views and achieve positive outcomes

Once your learning achievements have been selected, the validator for your activity will confirm your participation, and the activity will appear on your record. Please note that if you are adding a training provided by Environmental Health and Safety you will also need to send a copy of the completion certificate to [curricular@concordia.ca](mailto:curricular@concordia.ca)