

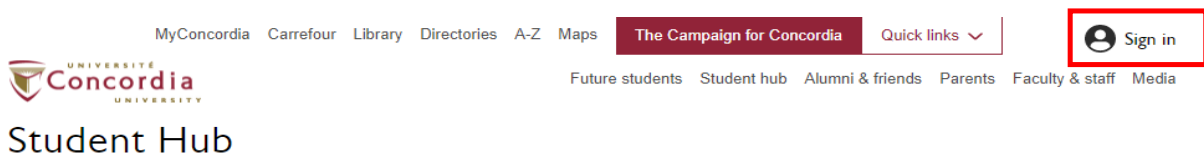


How to validate a record

When a student requests to add a position to their personal record, you will receive an e-mail to the address that is associated with your account indicating there is a validation request. You can then follow the steps below to validate their request.

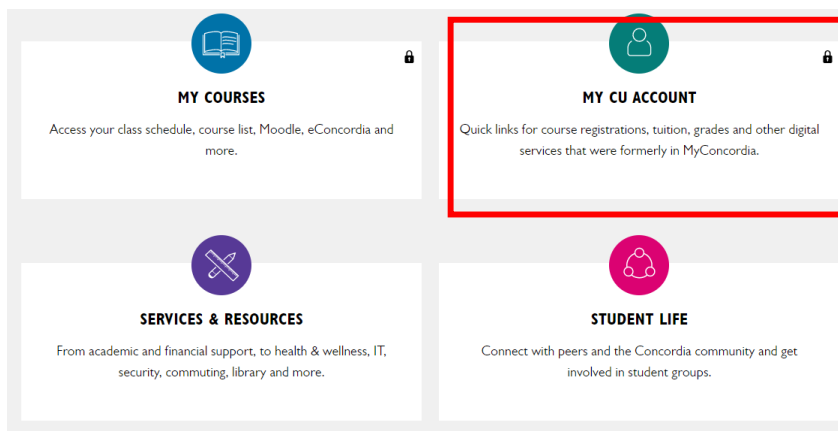
Step #1

Sign in to the Student Hub by entering your netname and password. (concordia.ca/students)



Step #2

To access the Co-Curricular record, click MY CU ACCOUNT.



Step #3

Left menu bar, select 'Experiential learning & professional development'. Then click 'Manage Co-Curricular Record'.

My experiential learning & professional development

- Academic
- Financial
- Application for admission
- Library account
- Experiential learning & professional development**
- Personal information & accounts
- Mandatory training
- COVID-19 forms & training
- Printing & scanning

Create/update experiential learning roadmap

Use this tool to integrate experiential learning activities into your student journey.

Additional resources
[Learn more about experiential learning](#)

Activate Udemey

Activate your account so you can access Udemey courses.

Additional resources
[Learn more about Udemey](#)

Access Udemey

Develop professional skills at your own pace with more than 5,000 courses to choose from.

Additional resources
[Learn more about Udemey](#)

Register for SSC events & workshops

Register for events and workshops hosted by the Student Success Centre (SSC).

Additional resources
[Learn more about the Student Success Centre](#)

Access Co-op COMPASS

Manage all your Co-op activities, including job applications, workshops and documentation.

Additional resources
[Learn more about your Co-op COMPASS](#)

Manage Co-Curricular Record

Add activities and positions to your CCR.

Additional resources
[Learn more about your Co-Curricular Record](#)

Step #4

Welcome to the Co-Curricular Record Home Page.

UNIVERSITY OF
Concordia
UNIVERSITY

CCR APPROVED

Home | Dashboard
Co-Curricular Record
Position Request Form
Logout

Welcome Blossom Clause

Dashboard
Overview My Account

Welcome to your CCR!

All positions will need to be entered for the 2019-2020 academic year.

Select *Position Request Form* and please **read the guidelines** for submitting a new position to CCR Database as new procedures have been set.

NOTE: When completing the Activity section, this will only need to be completed once. At the time only one position can be entered. Until the CCR admin approves the request, only then will you be able to add multiple positions.

Note: Any important information, such as deadlines and maintenance will appear on the home page.

Step #5

Select Co-Curricular Record from the Dashboard. You will have multiple roles, ensure to select the "Validator Role". Here you will be able to view the pending, approved, declined positions you are currently set as the validator for.

The screenshot shows the 'Co-Curricular Module: Validator Home' dashboard. On the left is a navigation menu with 'Home | Dashboard', 'Co-Curricular Record', 'Position Request Form', and 'Logout'. The main content area has a header 'Co-Curricular Module: Validator Home' and a table with two columns: 'Validation Details for Active Time Periods' and 'ALL Time Period Validations'. The table shows 0 Pending, 39 Approved, and 0 Declined. Below this is a tabbed interface with 'Pending 0', 'Approved 39', and 'Declined 0' tabs, and a 'Validator for the Following Activities' tab. Under the active tab, there is a table with two columns: 'Time Period' and 'Activity - Position'. The table lists two activities for the 2018-2019 period: 'CAPS Career Fair - Volunteer' and 'CAPS Career Fair - Volunteer Coordinator'.

Validation Details for Active Time Periods	ALL Time Period Validations
Pending: 0	0
Approved: 39	39
Declined: 0	0

Time Period	Activity - Position
2018 - 2019	CAPS Career Fair - Volunteer
2018 - 2019	CAPS Career Fair - Volunteer Coordinator

Step #6

In the "My Validations" Home section, any validations requiring approval will appear under the "Pending Validations" tab. Make sure the student requesting to be validated was active within your group or organization. If they were, click the "Approve Selected" button heading and the activity will be added to their CCR. Select decline under the same heading if they were not. For a more detailed description of the activity you can click on the position title.

The screenshot shows the 'Co-Curricular Module: Validator Home' dashboard with the 'Validator Role' selected. The navigation menu includes 'Home | Dashboard', 'Co-Curricular Record', 'Activity Directory', 'Activity Request Form', and 'Logout'. The main content area has a header 'Co-curricular Module: Validator Home' and a table with two columns: 'Validation Details for Active Time Periods' and 'ALL Time Period Validations'. The table shows 6 Pending, 0 Approved, and 0 Declined. Below this is a tabbed interface with 'Pending 6', 'Approved 0', and 'Declined 0' tabs, and a 'Validator for the Following Activities' tab. Under the active tab, there are buttons for 'Approve Selected', 'Decline Selected', and 'Decline With Email'. Below the buttons is a summary: 'TOTAL RESULTS: 6 DISPLAYING: 1 - 6'. At the bottom is a table with columns: 'Period', 'Activity', 'Position', 'Record Owner First Name', 'Record Owner Last Name', 'Record Owner Username', and 'Added On (1)'. The table lists two activities for the 2018-2019 period: 'Space Concordia Robotics Division Lead' and 'Space Concordia Robotics Team Member'.

You have multiple roles. Select below to switch to a different role:
Validator Role Student Role

Validation Details for Active Time Periods	ALL Time Period Validations
Pending: 6	6
Approved: 0	0
Declined: 0	0

Pending 6 Approved 0 Declined 0 Validator for the Following Activities

Approve Selected Decline Selected Decline With Email

TOTAL RESULTS: 6 DISPLAYING: 1 - 6

Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On (1)
2018 - 2019	Space Concordia	Robotics Division Lead			27199201	Jan 21, 2019
2018 - 2019	Space Concordia	Robotics Team Member			27300085	Jan 1, 2019