



## How to validate a record

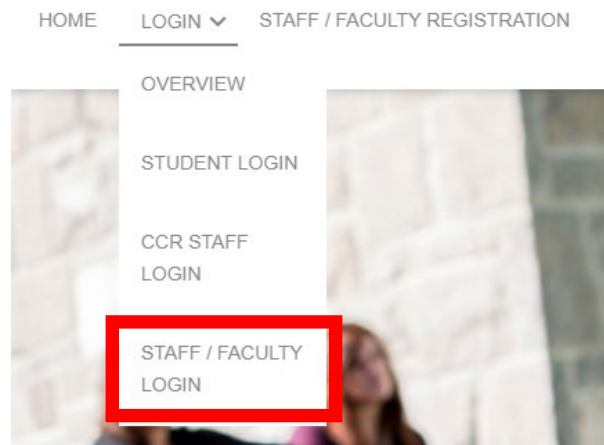
There are TWO options in order to proceed with validations.

### OPTION ONE

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

Go to the CCR database ([www.synergy.concordia.ca](http://www.synergy.concordia.ca)) and enter your netname and password.



## Step #2

Select "Co-Curricular Record" from the Dashboard. Here you will be able to view the pending, approved, and declined positions you are currently set as the validator for.

The screenshot shows the 'Co-Curricular Module: Validator Home' page. On the left is a navigation menu with 'Home | Dashboard', 'Co-Curricular Record' (highlighted), '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 summary bar with 'Pending 0', 'Approved 39', and 'Declined 0', followed by a 'Validator for the Following Activities' section. A table lists 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

Pending 0 Approved 39 Declined 0 Validator for the Following Activities

Validator for the Following Activities

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

## Step #3

In the Validator Home section, any validations requiring approval will appear under the "Pending" tab. Ensure 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' page with the 'Pending' tab selected. The navigation menu includes 'Home | Dashboard', 'Co-Curricular Record' (highlighted), '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 summary bar with 'Pending 6', 'Approved 0', and 'Declined 0', followed by 'Approve Selected', 'Decline Selected', and 'Decline With Email' buttons. A 'TOTAL RESULTS: 6 DISPLAYING: 1 - 6' indicator is present. A table lists pending validations 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

Co-curricular Module: Validator Home

	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

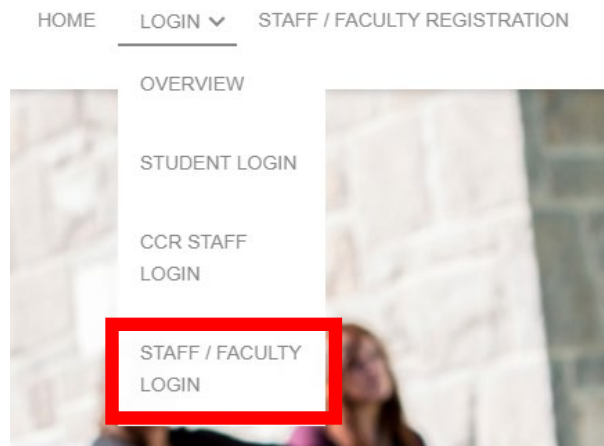
<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On (t)
<input type="checkbox"/>	2018 - 2019	Space Concordia	Robotics Division Lead			<a href="#">View Profile</a>	Jan 21, 2019
<input type="checkbox"/>	2018 - 2019	Space Concordia	Robotics Team Member			<a href="#">View Profile</a>	Jan 1, 2019

## OPTION TWO

Validators can also manually add positions to a student(s) record, rather than students requesting.

### Step #1

Go to the CCR database ([www.synergy.concordia.ca](http://www.synergy.concordia.ca)) and enter your netname and password.



### Step #2

Select Co-Curricular Record from the Dashboard. Here you will be able to view the positions you are currently set as the validator for. Select the position you would like to add participants to.

The screenshot shows the 'Co-Curricular Module: Validator Home' dashboard. On the left is a dark red sidebar with navigation links: Home | Dashboard, Co-Curricular Record (highlighted), Position Request Form, and Logout. The main content area has a title 'Co-Curricular Module: Validator Home' and a table showing validation statistics. Below the table are buttons for 'Pending 0', 'Approved 39', and 'Declined 0', followed by a link 'Validator for the Following Activities'. Under this link is a table of activities. The 'CAPS Career Fair - Volunteer' activity is highlighted with a red box.

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

Pending 0 Approved 39 Declined 0 Validator for the Following Activities

Validator for the Following Activities

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

## Step #3

A full description of the activity and list of participants will be displayed. Click the Activity.

**Position Overview: Volunteer - CAPS Career Fair**

Overview | Participants **41** | Anticipated Learning Outcomes

**Position Info**

Time Period :	2018 - 2019
Category :	Career Related
Organization :	Student Success Centre
Department :	Career and Planning Services
Activity :	<b>CAPS Career Fair</b>
Position :	Volunteer

**Position Details**

*Position Title	Volunteer
Avg. Weekly Time Commitment	Variable hours per
*Include in Volunteer Directory	Yes
*Description	The Career and Planning Service (CAPS) office organizes career activities in support of student career development needs. CAPS organizes an annual career fairs in the Fall and Winter. The role of the volunteer is to help with event logistics and employer support. It can involve helping with the physical set up and take down of the event, provide assistance to employers with their set up and needs, collaborating with CAPS personnel, security and other student volunteers to help manage the event line ups and traffic flow, event registration, shipping and receiving at the loading dock, preparing name tags and gifts before the event, attend a volunteer training session. The time commitment varies from 3hrs to a full day (9hrs) depending on student availability.
*Include Contact Information	Yes
*Start/End Date	Sep 21, 2018 12:00 AM to May 01, 2019 12:00 AM

## Step #4

Click the drop down and select 'add participants'.

**Activity Overview: CAPS Career Fair**

Actions you can take... ▾

- Add New Position
- Add participant(s)**

Hours **3** | Participants **42**

**Activity Info**

Time Period:	2018 - 2019
Category:	Career Related
Organization:	Student Success Centre
Department:	Career and Planning Services

## Step #5

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Add the student ID number(s) of the participant(s). Ensure status is set to Approved. Select the box to send a notification email to the student(s), letting them know the position has been added to their record. Select the position from the drop down and then click "Add Position to Record(s)."

### Add Co-curricular Position to Student Record

**i** Search for a user that will receive this Co-curricular Position on their **Student Record**.

User Look-up

Search for a user by first or last name, email address, username, or user ID.

OR

**i** Enter a **User ID** (one per line) for each Student that should have this Position on their Student Record

**i** Select the initial **Status** of the Record Position that will be created for each student.

Approved

Send an email to the newly added participants

Position:  This field is required.

**Note:** You can only select one position at a time to be added to a student(s) record.