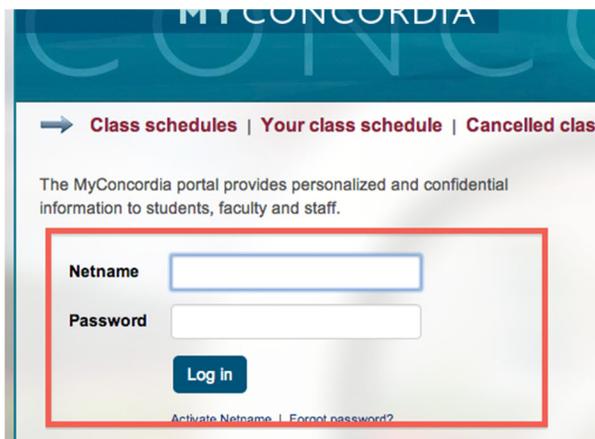# How to validate a record

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.
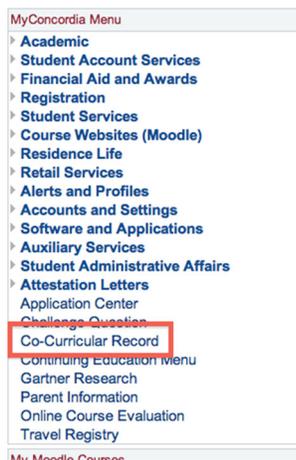
Step #1

Log in to the MyConcordia Portal.

Step #2

Click on the "co-curricular record" tab on the left hand menu.

Step #3

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.

Step #4

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.