

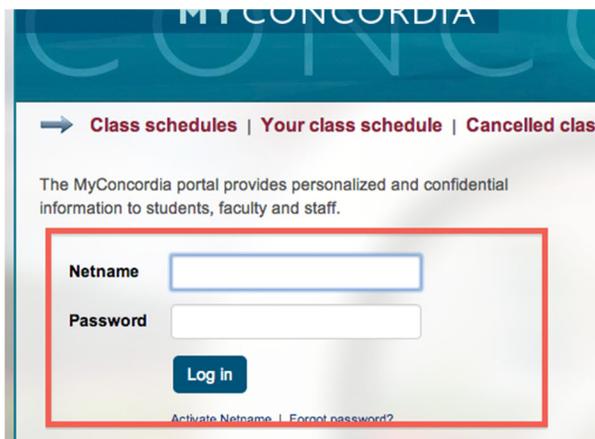


## How to validate a record

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.

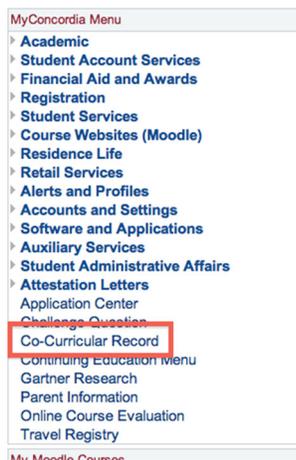
### Step #1

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.

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 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	<a href="#">CAPS Career Fair - Volunteer</a>
2018 - 2019	<a href="#">CAPS Career Fair - Volunteer Coordinator</a>

### 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.

The screenshot shows the 'Co-Curricular Module: Validator Home' dashboard with the Concordia University logo. The navigation menu includes 'Home | Dashboard', 'Co-Curricular Record', 'Activity Directory', 'Activity Request Form', and 'Logout'. A role selection prompt asks to switch between 'Validator Role' and 'Student Role'. The main content area shows 'Co-curricular Module: Validator Home' with a table of validation statistics: 6 Pending, 0 Approved, and 0 Declined. Below this is a summary bar with 'Pending 6', 'Approved 0', and 'Declined 0', followed by 'Validator for the Following Activities' and buttons for 'Approve Selected', 'Decline Selected', and 'Decline With Email'. A summary shows 'TOTAL RESULTS: 6' and 'DISPLAYING: 1 - 6'. A table lists pending validations with columns for Period, Activity, Position, Record Owner First Name, Record Owner Last Name, Record Owner Username, and Added On (1).

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

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