



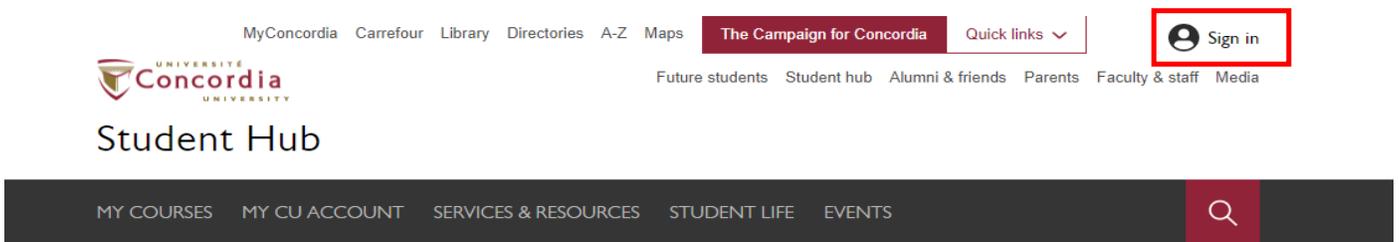
## Adding a position to your CCR

Students are responsible for adding positions to their own record. Positions should always be added after they have been completed and only positions for the current academic year will be available.

To add a position to your CCR, please follow these steps:

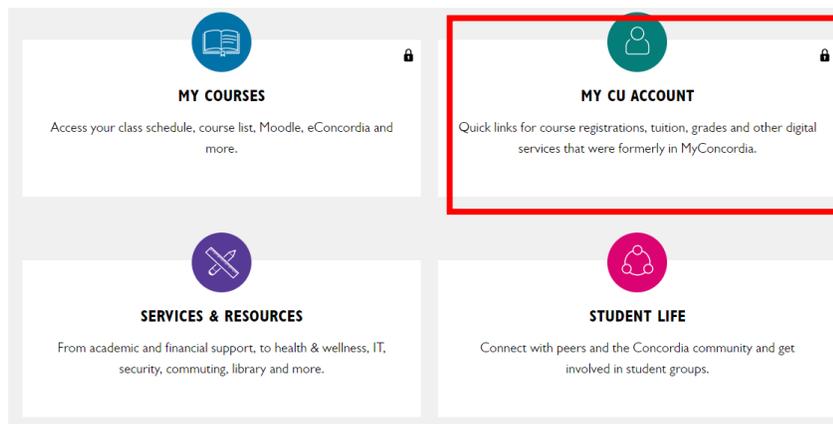
### Step #1

Sign in to the Student Hub by entering your netname and password. ([concordia.ca/students](https://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

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

To add a position to your Co-Curricular record, on the Dashboard click 'CO-CURRICULAR RECORD' then click the three dots.

**Blossom Ciause**  
Co-Curricular Activities  
Created: May 21, 2013 and Updated Apr 22, 2021

Student | Add a position to My Record

Position	Program	Status	Date
Co-op Student Out of Province Resource Contact	Co-op Program	Approved	Sep 5, 2019
Vice President of Social Media and Promotions	Journalists for Human Rights	Approved	May 21, 2013
Mechanical Team Lead	Space Concordia	Declined	Jan 30, 2019
Waste Busters Volunteer	CSU Orientation Sustainability	Declined	Jul 24, 2018
Academic Delegate - International Marketing	Happening Marketing Competition	Approved	Apr 25, 2014
Chief Conference Organizer	Executive Team	Approved	Oct 30, 2015

**SUMMARY**  
8 Approved  
3 Declined

## Step #6

Select 'Add a position to My Record'.

**Actions**

- Add a position to My Record
- Print My Co-Curricular Record
- My Shortlist

## Step #7

To find your activity you can search for it using the "Activity or Position Name," and by typing in the name of your activity or position in the space provided. Once you find the position, select it.

**Quick Position Search**

QUICK POSITION SEARCH

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results.

Activity or Position Name

president

- 2018 - 2019: Concrete Toboggan Competition - Captain of the Concrete Toboggan Team
- 2018 - 2019: CCSA - Concordia Ceramics Student Association - Co-President
- 2018 - 2019: Engineering and Commerce Case Competition (ECCC) - Executive Vice President
- 2018 - 2019: Organizing Committee - Organizing Committee President
- 2018 - 2019: Canadian Politics Society - President
- 2018 - 2019: CCSA - Concordia Ceramics Student Association - President
- 2018 - 2019: Concordia Syrian Student Association - President
- 2018 - 2019: CSME Executive Positions - President
- 2018 - 2019: Dodgeball league & tournament - President

Period

2018 - 2019

Activity

## Step #8

Read the position information and click "Add position to my Co-Curricular Record."

**Position - Co-President - John Molson Accounting Society**

← Back to Add Position to My Record   ← Back to My Co-Curricular Record

Position Info	
Time Period :	2019 - 2020
Category :	Clubs and Associations
Organization :	Commerce and Administration Students Association (CASA)

**Add Position To My Co-Curricular Record**

Add to shortlist

## Step #9

Select between one and five "Learning Outcomes" that best reflect the skills you have achieved and click save. Once this is completed the position will be added to your record and the validator will receive a notification of a pending request.

### LEARNING OUTCOMES

By participating this position, below are the anticipated learning outcomes.

Learning Outcomes	Filter: <input type="text"/>
	<input type="checkbox"/> SELECT ALL 4 selected
	<input checked="" type="checkbox"/> Being Adaptable & Flexible
	<input type="checkbox"/> Collaboration
	<input checked="" type="checkbox"/> Communications Skills
	<input type="checkbox"/> Leadership & Management
	<input checked="" type="checkbox"/> Leveraging Technical Assets
	<input type="checkbox"/> Multicultural Awareness & Appreciation of Diversity
	<input type="checkbox"/> Planning & Organizing
	<input checked="" type="checkbox"/> Problem Solving
	<input type="checkbox"/> Self-Awareness & Positive Attitude
	<input type="checkbox"/> Social Responsibility

**Save**

## Step #10

A reflection piece can also be completed (optional). This is meant to provide the opportunity to reflect upon the experience and skills developed.

### Record Position Details: Blossom Clause

**Update Record Position**

Position:	Vice President of Social Media and Promotions
Activity:	Journalists for Human Rights
Record Position Status:	Approved ( validated by Mr. Orbis Communications on May 21, 2013 )
Category:	Clubs & Associations
Organization:	Concordia Student Union
Time Period:	2012 - 2013
Show this position on student record PDF:	<input checked="" type="checkbox"/>
Personal Reflection Comments:	<input type="text"/>

**NOTE:** The position has now been added to your record and will appear as pending until its validation from the validator.