



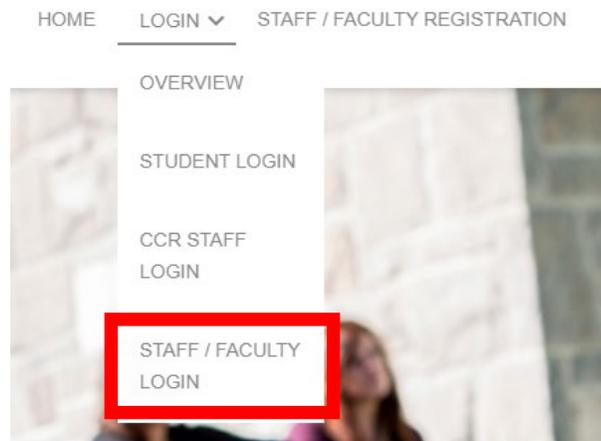
## How to validate a record

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

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

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## 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' interface. On the left is a navigation menu with 'Co-Curricular Record' selected. The main content area displays a table of validation statistics for active time periods and all time period validations. Below this is a summary bar with counts for Pending (0), Approved (39), and Declined (0), along with a 'Validator for the Following Activities' button. A table lists activities for the 2018-2019 period.

|           | 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' interface with a role switcher at the top. The validation statistics table shows 6 pending items. The 'Pending' tab is active, and buttons for 'Approve Selected', 'Decline Selected', and 'Decline With Email' are visible. A summary bar indicates 6 total results and 1 displayed. A table lists the pending validation items.

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  |