The Faculty Co-Curricular Record Manual

**Step 1**: Log on to the Co-Curricular Record through the CUHire homepage at [www.mycareer.carleton.ca](http://www.mycareer.carleton.ca) using your Carleton credentials.

**Step 2**: Once on the **mySuccess** site, click on the **Co-Curricular Record** tab.
Step 3: Click on the **Submit a New Position to the CCR Directory** option.

Step 4: Read through the instructions for **How to Submit a Position for Approval or Recognition**.
**Step 5:** To submit a position click on the *Submit a Position for Approval or Recognition* link at the bottom of the page.

**Step 6:** Fill out each information section of the *Co-Curricular Request Position Module*, including *Applicant Information*, *Validator Information*, *Activity Details*, *New Position Details*, and *Anticipated Achievements*.

**Step 7:** Finish your submission by clicking the *Send Request* button at the bottom of the page.