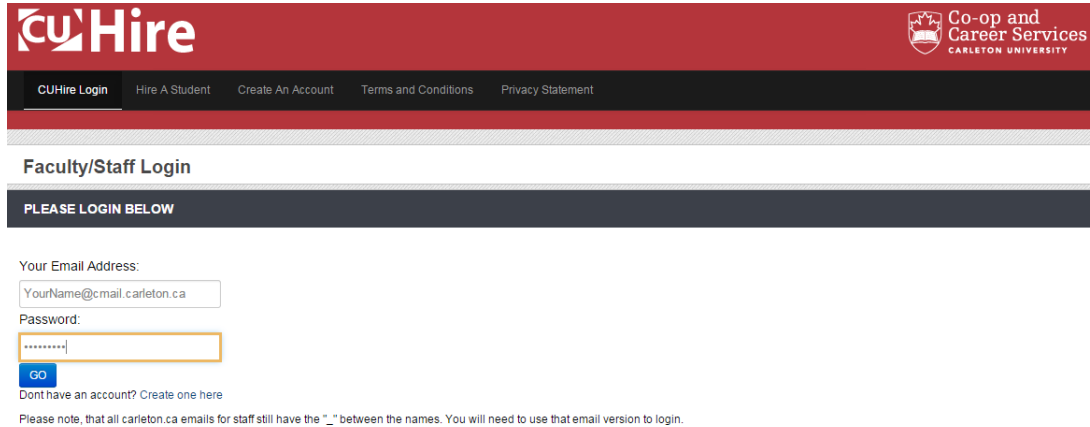


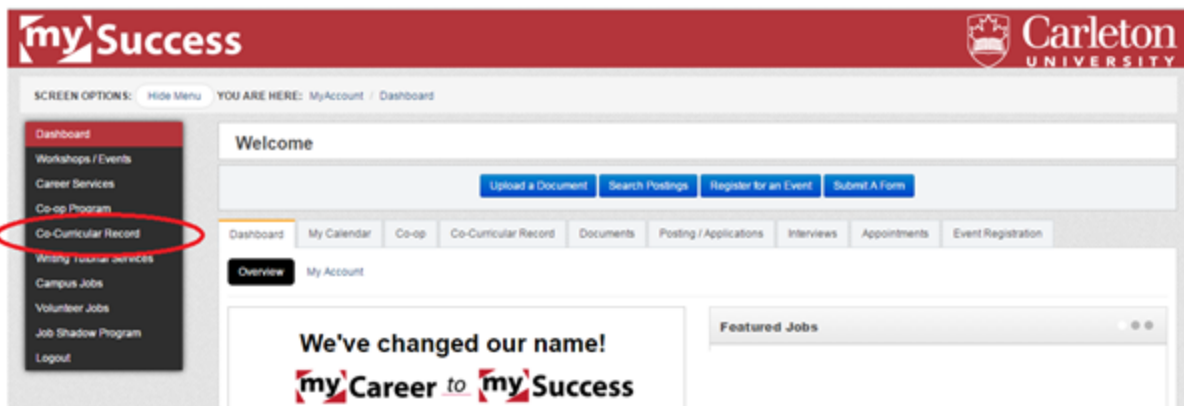
The Faculty Co-Curricular Record Manual

Step 1: Log on to the Co-Curricular Record through the CUHire homepage at www.mycareer.carleton.ca using your Carleton credentials.



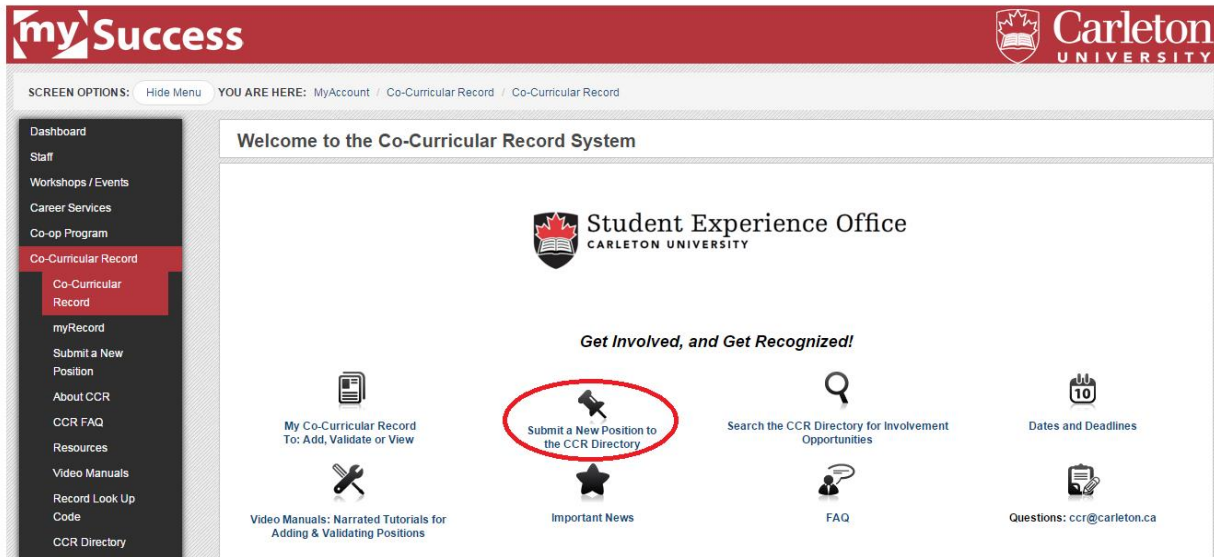
The image shows the CUHire login page. At the top, there is a red header with the 'cuHire' logo on the left and 'Co-op and Career Services CARLETON UNIVERSITY' on the right. Below the header is a navigation bar with links: 'CUHire Login', 'Hire A Student', 'Create An Account', 'Terms and Conditions', and 'Privacy Statement'. The main content area is titled 'Faculty/Staff Login' and contains a dark grey box with the text 'PLEASE LOGIN BELOW'. Below this, there is a form with the following fields: 'Your Email Address:' with a text input field containing 'YourName@cmail.carleton.ca', and 'Password:' with a password input field. A blue 'GO' button is positioned below the password field. Below the button, there is a link: 'Dont have an account? Create one here'. At the bottom, a note states: 'Please note, that all carleton.ca emails for staff still have the "_" between the names. You will need to use that email version to login.'

Step 2: Once on the *mySuccess* site, click on the *Co-Curricular Record* tab.



The image shows a screenshot of the 'mySuccess' dashboard. The top header is red with the 'mySuccess' logo on the left and the 'Carleton UNIVERSITY' logo on the right. Below the header, there is a navigation bar with 'SCREEN OPTIONS: Hide Menu' and 'YOU ARE HERE: MyAccount / Dashboard'. A left sidebar menu lists various options: 'Dashboard', 'Workshops / Events', 'Career Services', 'Co-op Program', 'Co-Curricular Record' (highlighted with a red circle), 'Writing / Tutoring services', 'Campus Jobs', 'Volunteer Jobs', 'Job Shadow Program', and 'Logout'. The main content area features a 'Welcome' message, a row of buttons: 'Upload a Document', 'Search Postings', 'Register for an Event', and 'Submit A Form', and a horizontal menu with tabs: 'Dashboard', 'My Calendar', 'Co-op', 'Co-Curricular Record', 'Documents', 'Posting / Applications', 'Interviews', 'Appointments', and 'Event Registration'. Below the tabs, there is an 'Overview My Account' section with a large announcement: 'We've changed our name! my Career to my Success'. On the right side, there is a 'Featured Jobs' section.

Step 3: Click on the **Submit a New Position to the CCR Directory** option.



mySuccess Carleton UNIVERSITY

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Co-Curricular Record / Co-Curricular Record

Dashboard
Staff
Workshops / Events
Career Services
Co-op Program
Co-Curricular Record
Co-Curricular Record
myRecord
Submit a New Position
About CCR
CCR FAQ
Resources
Video Manuals
Record Look Up Code
CCR Directory

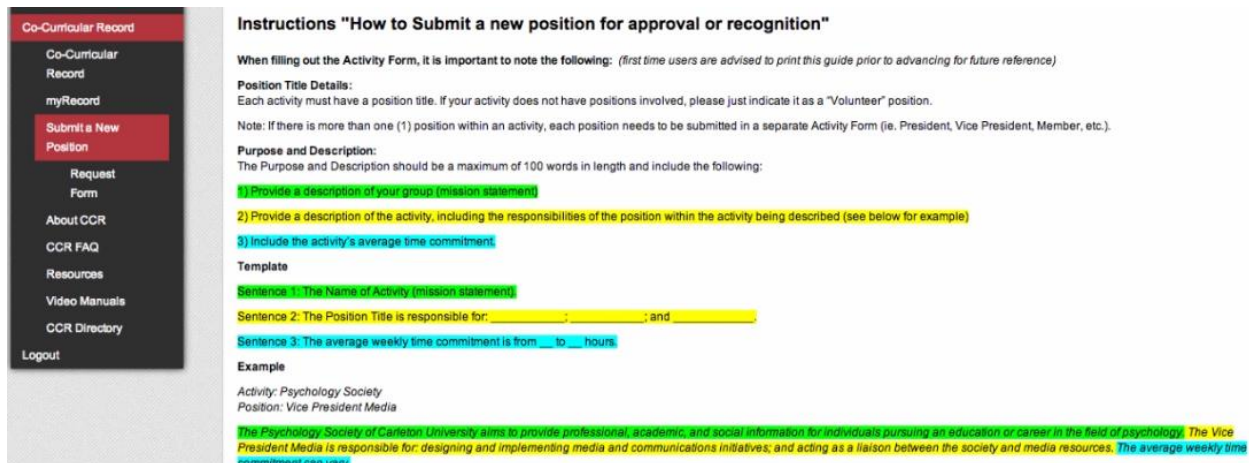
Welcome to the Co-Curricular Record System

Student Experience Office
CARLETON UNIVERSITY

Get Involved, and Get Recognized!

- My Co-Curricular Record To: Add, Validate or View
- Submit a New Position to the CCR Directory**
- Search the CCR Directory for Involvement Opportunities
- Dates and Deadlines
- Video Manuals: Narrated Tutorials for Adding & Validating Positions
- Important News
- FAQ
- Questions: ccr@carleton.ca

Step 4: Read through the instructions for **How to Submit a Position for Approval or Recognition**.



Co-Curricular Record

Co-Curricular Record
myRecord
Submit a New Position
Request Form
About CCR
CCR FAQ
Resources
Video Manuals
CCR Directory
Logout

Instructions "How to Submit a new position for approval or recognition"

When filling out the Activity Form, it is important to note the following: *(first time users are advised to print this guide prior to advancing for future reference)*

Position Title Details:
Each activity must have a position title. If your activity does not have positions involved, please just indicate it as a "Volunteer" position.

Note: If there is more than one (1) position within an activity, each position needs to be submitted in a separate Activity Form (i.e. President, Vice President, Member, etc.).

Purpose and Description:
The Purpose and Description should be a maximum of 100 words in length and include the following:

- 1) Provide a description of your group (mission statement)
- 2) Provide a description of the activity, including the responsibilities of the position within the activity being described (see below for example)
- 3) Include the activity's average time commitment

Template

Sentence 1: The Name of Activity (mission statement)

Sentence 2: The Position Title is responsible for: _____; _____; and _____

Sentence 3: The average weekly time commitment is from _____ to _____ hours

Example

Activity: Psychology Society
Position: Vice President Media

The Psychology Society of Carleton University aims to provide professional, academic, and social information for individuals pursuing an education or career in the field of psychology. The Vice President Media is responsible for: designing and implementing media and communications initiatives; and acting as a liaison between the society and media resources. The average weekly time commitment can vary.

Step 5: To submit a position click on the **Submit a Position for Approval or Recognition** link at the bottom of the page.

Notes

- *If the position is only responsible for one or two items, exclude the colon and semi colons.
- *If the average weekly time commitment is unknown, write "The average weekly time commitment can vary."
- *Ensure that the Name of Activity and Position Title are capitalized.
- *Submit a link to the website under the section "Position Contact Information" for each position.

Include this activity in Activity Directory - Yes or No?

Activity organizers have the option of including their activity in the Activity Directory that will be open to all students. The directory provides students the opportunity to search in advance for activities to participate on campus. It is not mandatory to include your activity in the directory; however should you indicate not to include your activity, students will still be able to locate your activity in their personal Co-Curricular Record account and add it to their records.

Learning Outcomes

When identifying the learning outcomes portion of the form please read all the anticipated learning achievement statements and check off the box next to each achievement statement that pertains to your activity. Students will be able to view the learning outcomes you have selected when they view your activity's details in both the Activity Directory and in their personal Co-Curricular Record account.

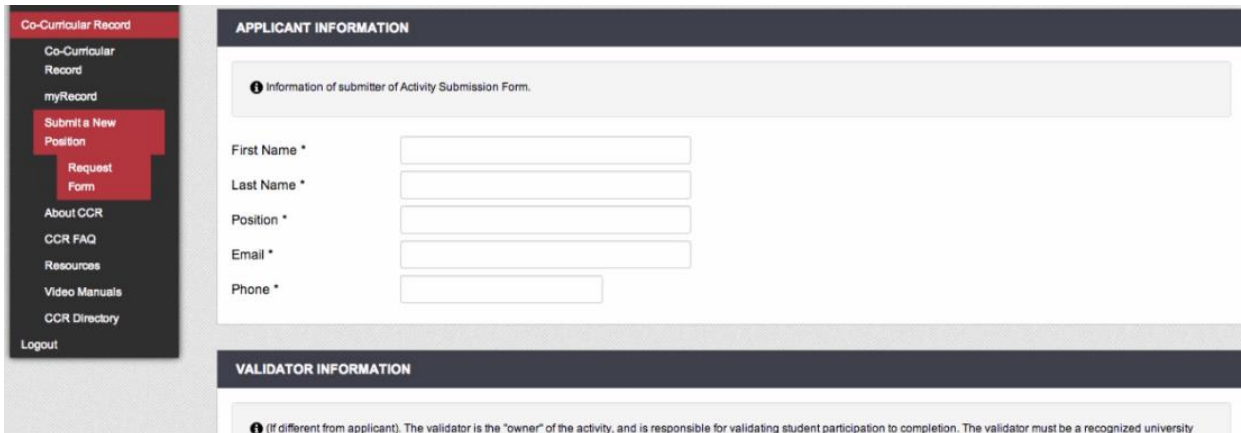
Validator Information

All activities submitted must identify the activity's Validator. A Validator is a person who is responsible or affiliated with a group or activity and who can make a determination if a student has completed the activity. The Validator role is a critical position within the Co-Curricular Record and can be filled by a faculty or staff member or a registered Carleton student. Please also indicate the Validator's student number (if possible).

If you are a student in a leadership position (club or society president or an activity organizer), you may submit a form with the details and learning outcomes of your position, however you cannot validate your own participation. You must have a staff or faculty member or a registered Carleton student as your Validator. Another student affiliated with your group act as your Validator.

[SUBMIT NEW POSITION FOR APPROVAL/RECOGNITION - CLICK HERE](#)

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.

