

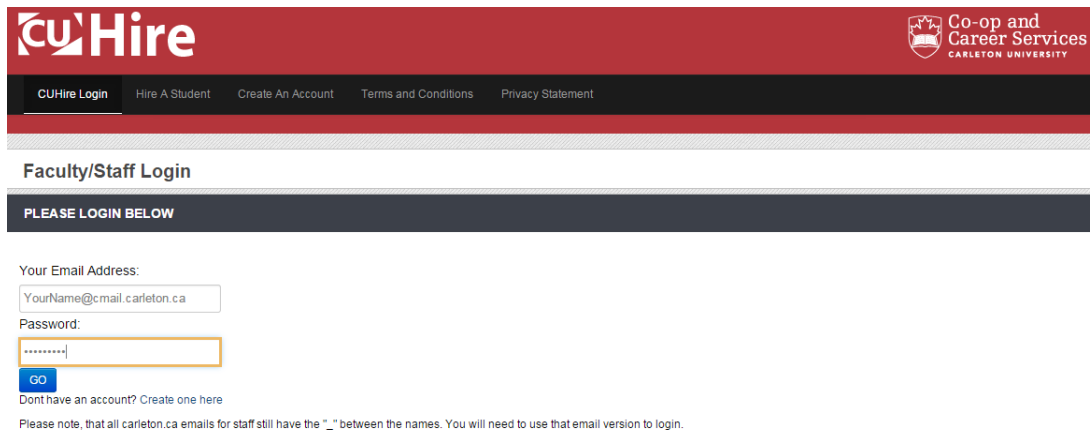
Co-Curricular Record Faculty/Staff Validator Manual

The Validator Role

- A Validator is responsible for approving/declining a student's activity requests.
- Each student group must have a Validator to approve/decline submitted requests. Validations should be completed on an ongoing basis with a final deadline of April 30th, each year.

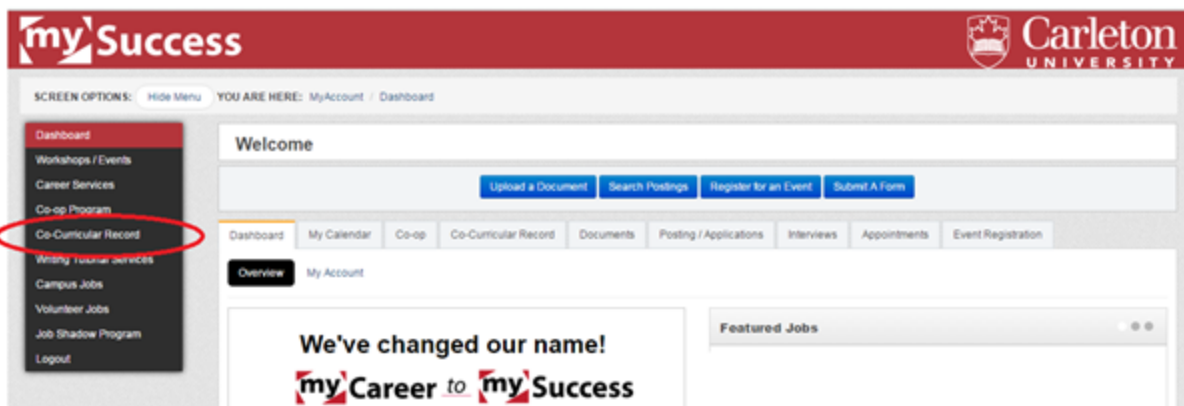
You may also request that an approved/declined validation be reversed if any errors in the validation process occur. To request a validation reversal please email ccr@carleton.ca

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



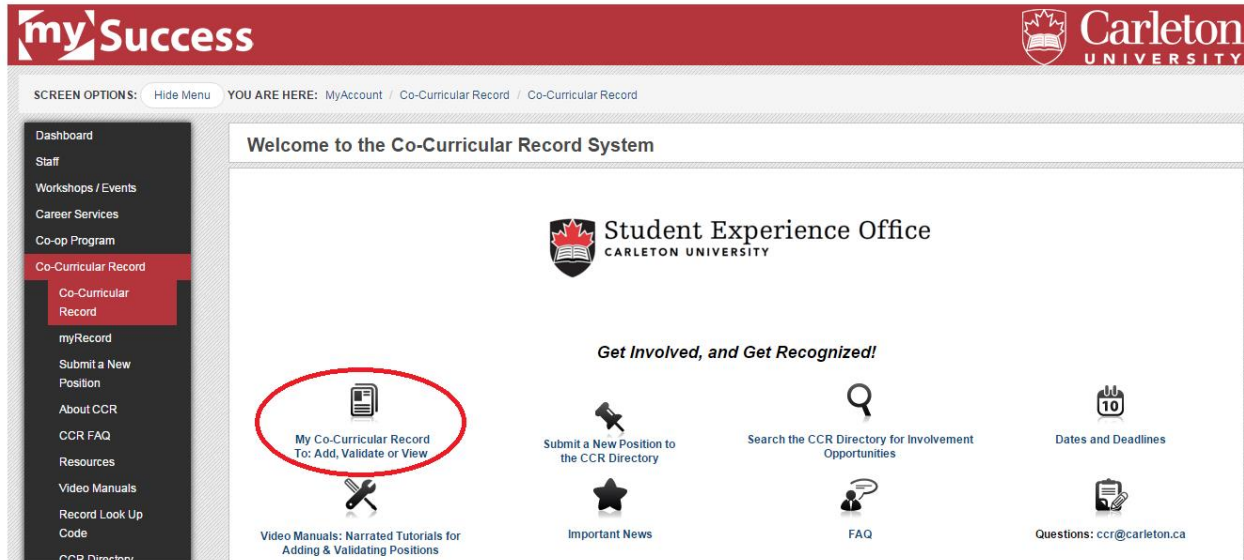
The screenshot shows the CUHire website's Faculty/Staff Login page. At the top, there is a navigation bar with links for 'CUHire Login', 'Hire A Student', 'Create An Account', 'Terms and Conditions', and 'Privacy Statement'. Below this is a dark grey header with the text 'Faculty/Staff Login' and 'PLEASE LOGIN BELOW'. The main content area contains a login form with the following elements: 'Your Email Address:' followed by a text input field containing 'YourName@cmail.carleton.ca'; 'Password:' followed by a password input field with a masked view icon; a blue 'GO' button; and a link 'Dont have an account? Create one here'. A small note at the bottom 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.



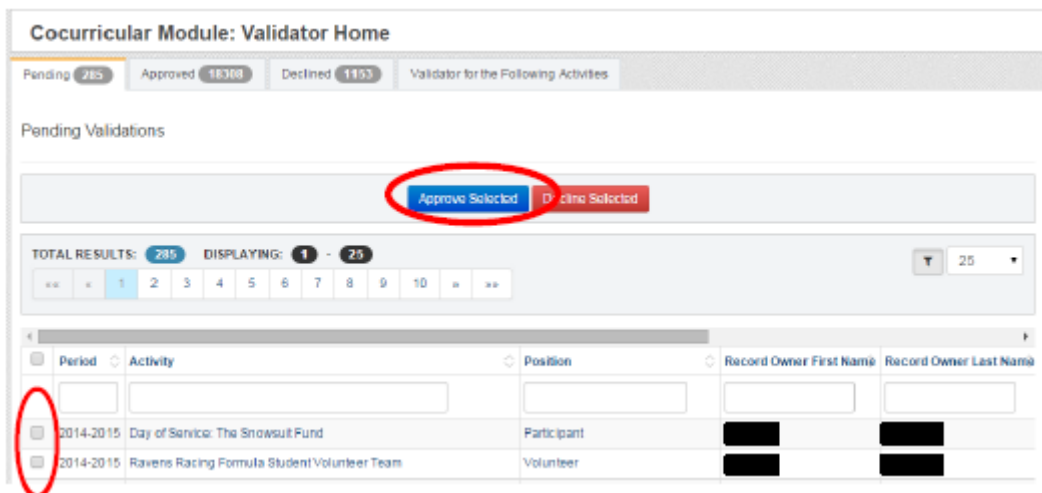
The screenshot shows the mySuccess website dashboard. At the top, there is a navigation bar with the 'mySuccess' logo and the Carleton University logo. Below this is a 'SCREEN OPTIONS: Hide Menu' and 'YOU ARE HERE: MyAccount / Dashboard'. The main content area features a 'Welcome' message and a row of buttons: 'Upload a Document', 'Search Postings', 'Register for an Event', and 'Submit A Form'. Below the buttons is a horizontal menu with tabs: 'Dashboard', 'My Calendar', 'Co-op', 'Co-Curricular Record', 'Documents', 'Posting / Applications', 'Interviews', 'Appointments', and 'Event Registration'. The 'Co-Curricular Record' tab is highlighted with a red circle. Below the menu is an 'Overview My Account' section with a large banner that reads 'We've changed our name!' and 'my Career to my Success'. To the right, there is a 'Featured Jobs' section.

Step 3: Click on the *My Co-Curricular Record: To Add, Validate, or View* option.



The screenshot shows the 'mySuccess' dashboard for the Co-Curricular Record System. The left sidebar contains a navigation menu with 'Co-Curricular Record' highlighted. The main content area features a 'Welcome to the Co-Curricular Record System' message and a 'Get Involved, and Get Recognized!' section. A red circle highlights the button labeled 'My Co-Curricular Record To: Add, Validate or View'.

Step 4: Enter the Pending Area- approve or decline all pending validation requests. Check the name of the student whose request is waiting validation. Is this student an active participant of your activity? If yes- check off their names and click **Approve Selected**.



The screenshot shows the 'Cocurricular Module: Validator Home' page. It displays a summary of validation counts: Pending (285), Approved (18369), and Declined (1153). Below this, there are buttons for 'Approve Selected' and 'Decline Selected', with 'Approve Selected' circled in red. A table of pending validations is shown below, with the first checkbox circled in red.

| Period | Activity | Position | Record Owner First Name | Record Owner Last Name |
|--------------------------|--|-------------|-------------------------|------------------------|
| <input type="checkbox"/> | 2014-2015 Day of Service: The Snowsuit Fund | Participant | [REDACTED] | [REDACTED] |
| <input type="checkbox"/> | 2014-2015 Ravens Racing Formula Student Volunteer Team | Volunteer | [REDACTED] | [REDACTED] |

Step 5: When all requests have been approved or declined, you will be redirected to a page that says there are no **Pending Validations**.

The Validation Process is now complete – please do not hesitate to contact the Student Experience Office at ccr@carleton.ca for further information or inquiries.