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.

Step 2: Once on the mySuccess site, click on the Co-Curricular Record tab.
Step 3: Click on the **My Co-Curricular Record: To Add, Validate, or View** option.

![Image of mySuccess interface](image)

**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**.

![Image of Pending Validations](image)

**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.