Step 1: Log on to Carleton Central https://central.carleton.ca/

Step 2: Scroll down to mySuccess located on the Main Menu.
Step 3: Click on **Co-Curricular Record & Volunteer Bureau**.

Step 4: Read the Privacy Statement and click **Continue**.

Step 5: Once on the **mySuccess** site, click on the **Co-Curricular Record** tab.
Step 6: To submit an involvement opportunity to your CCR, click on My Co-Curricular Record: To Add, Validate, or View.

Step 7: Click on the Add a Position to My Record button.
Step 8: Type in the volunteer position under the *Activity-Quick Look Up box.*

OR: Navigate through the selection boxes to find the activity, and then select the position that you wish to add.
Step 9: Your activity’s profile will appear. Choose from the set of Learning Achievement statements that best illustrate the learning you achieved during this experience.

Step 4: Once the learning achievement statements have been chosen, click the Update Record Position button. The program validator will confirm your participation, and your activity will appear on your record.

The logging-in and activity submission are now complete - please do not hesitate to contact us for further information or inquiries at the Student Experience Office or email us at ccr@carleton.ca