

## The Student Co-Curricular Record Manual Logging on to the CCR

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



# Carleton Central

[SITE MAP](#) | [HELP](#) | [EXIT](#)

## User Login

Your User ID is a 9-digit number - 100XXXXXX

**For your first login only**, your PIN is your date of birth (YYMMDD format).  
You will then be asked to select a new 6-digit PIN **number**. *Do not use letters or special characters.*

To change your PIN, login and click "Change your Carleton Central PIN" under the "Personal Information" menu.

User ID:

PIN:

**Step 2:** Scroll down to **mySuccess** located on the Main Menu.

### Main Menu

#### Personal Information

- Change your Carleton Central PIN
- Change security question
- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
- MyCarletonOne: Account information and Carleton Email address
- Travel Registry
- Manage Email Communications
- Preferred First Name

#### Campus Alerts

- Emergency Notification System (ENS):** Register your cellphone and subscribe to receive alerts from Campus Safety in the event of an emergency on campus.
- Service Disruption Notification:** Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).

#### Student Records

- Graduate Admissions:** Graduate Admissions and Graduate In-Program Revisions.
- Admissions:** Review admission application, View Holds and Conditions of Offer, Internal Application for Admission
- myGrades:** Display grades
- myProgress (APE: Academic Performance Evaluation)**
- myExam Schedule**
- myTransferCredit (credit from previous studies)**

#### Registration

- Registration:** Getting Started, Build Your Timetable/Registration, Student Timetable, Display Holds, Registration Override Requests
- Others:** Add/Drop Classes, French Placement Test, Purchase Books
- Learning Communities (Science):** Join a learning community
- Student Accounts:** Calculate amount to pay, View student account, Optout Undergrad Insurance, Print tax receipts (T2202A, RL-6, UPass Receipt)

#### Awards and Financial Assistance

- Student Award Information:** Click here to display all awards and/or funding (Student loans, bursaries, scholarships, graduate funding) and their status.
- Submit Social Insurance Number (SIN):** Your Social Insurance Number (SIN) is required for Carleton University to prepare a tax information slip (T1A) to report scholarships, bursaries, awards, prizes and tuition waiver amounts.
- Undergraduate Online Application Forms:** Undergraduate bursaries/awards, other financial aid applications (e.g. OSAP Summer Extension Form, Work Study etc). Check application status.

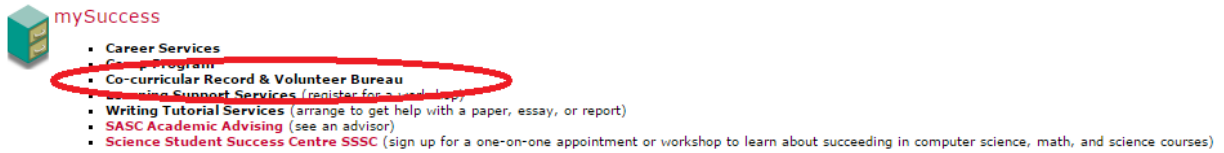
#### Student Support Services

- BOARD OF GOVERNORS ONLINE VOTING (Voting Closed)**
- myCareer/mySuccess Portal (Student Jobs, Events, CCR & Volunteer Bureau)**
- myPMC (Paul Menton Centre for Students with Disabilities)**
- mySprout (Sprout Careers and Events)**
- Graduate TA Management System
- TA Training
- myAudit (view academic audit)
- E-Thesis (Submit your thesis electronically)

#### mySuccess

- Career Services**
- Co-op Program**
- Co-curricular Record & Volunteer Bureau**
- Learning Support Services (register for a workshop)**
- Writing Tutorial Services (arrange to get help with a paper, essay, or report)**
- Science Student Success Centre (SSSC) (sign up for an advisor)**
- Science Student Success Centre SSSC (sign up for a one-on-one appointment or workshop to learn about succeeding in computer science, math, and science courses)**

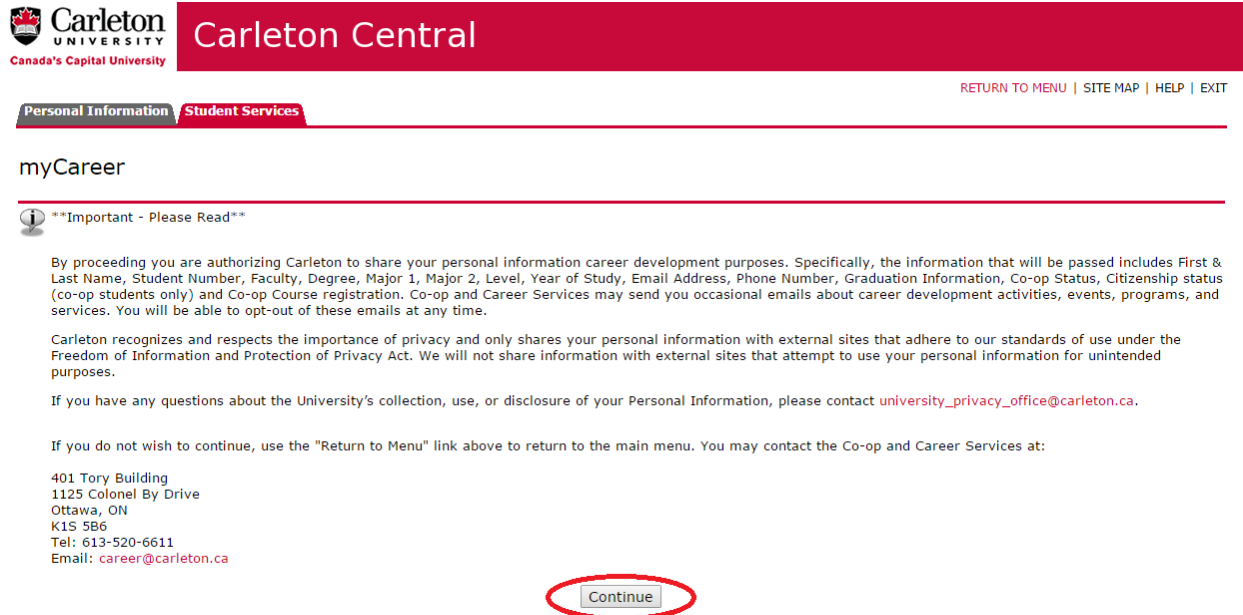
**Step 3: Click on *Co-Curricular Record & Volunteer Bureau*.**




mySuccess

- Career Services
- Co-op Program
- **Co-curricular Record & Volunteer Bureau**
- Learning Support Services (register for a tutorial drop)
- Writing Tutorial Services (arrange to get help with a paper, essay, or report)
- SASC Academic Advising (see an advisor)
- Science Student Success Centre SSSC (sign up for a one-on-one appointment or workshop to learn about succeeding in computer science, math, and science courses)

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



 **Carleton Central**  
Canada's Capital University

RETURN TO MENU | SITE MAP | HELP | EXIT

**Personal Information** | **Student Services**

myCareer

**\*\*Important - Please Read\*\***

By proceeding you are authorizing Carleton to share your personal information career development purposes. Specifically, the information that will be passed includes First & Last Name, Student Number, Faculty, Degree, Major 1, Major 2, Level, Year of Study, Email Address, Phone Number, Graduation Information, Co-op Status, Citizenship status (co-op students only) and Co-op Course registration. Co-op and Career Services may send you occasional emails about career development activities, events, programs, and services. You will be able to opt-out of these emails at any time.

Carleton recognizes and respects the importance of privacy and only shares your personal information with external sites that adhere to our standards of use under the Freedom of Information and Protection of Privacy Act. We will not share information with external sites that attempt to use your personal information for unintended purposes.

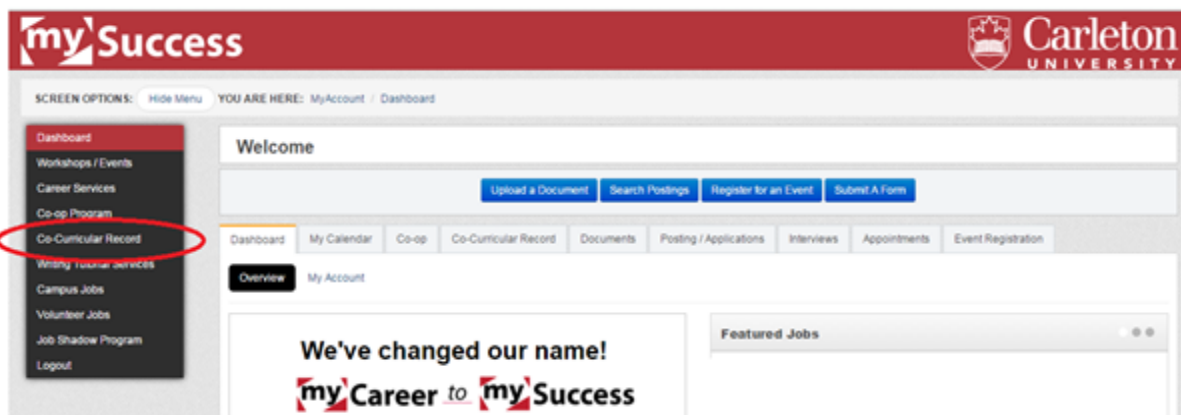
If you have any questions about the University's collection, use, or disclosure of your Personal Information, please contact [university\\_privacy\\_office@carleton.ca](mailto:university_privacy_office@carleton.ca).

If you do not wish to continue, use the "Return to Menu" link above to return to the main menu. You may contact the Co-op and Career Services at:

401 Tory Building  
1125 Colonel By Drive  
Ottawa, ON  
K1S 5B6  
Tel: 613-520-6611  
Email: [career@carleton.ca](mailto:career@carleton.ca)

**Continue**

**Step 5: Once on the *mySuccess* site, click on the *Co-Curricular Record* tab.**



**mySuccess** Carleton UNIVERSITY

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Dashboard

Dashboard  
Workshops / Events  
Career Services  
Co-op Program  
**Co-Curricular Record**  
Writing Tutorial Services  
Campus Jobs  
Volunteer Jobs  
Job Shadow Program  
Logout

Welcome

Upload a Document Search Postings Register for an Event Submit A Form

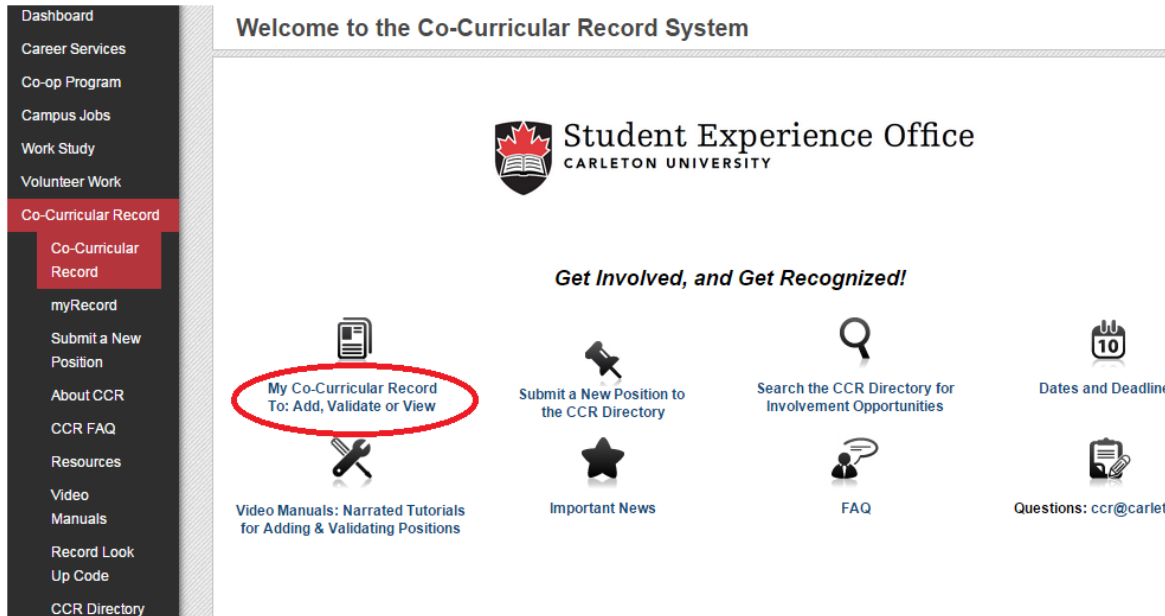
Dashboard My Calendar Co-op Co-Curricular Record Documents Posting / Applications Interviews Appointments Event Registration

Overview My Account

**We've changed our name!**  
**my Career to my Success**

Featured Jobs

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



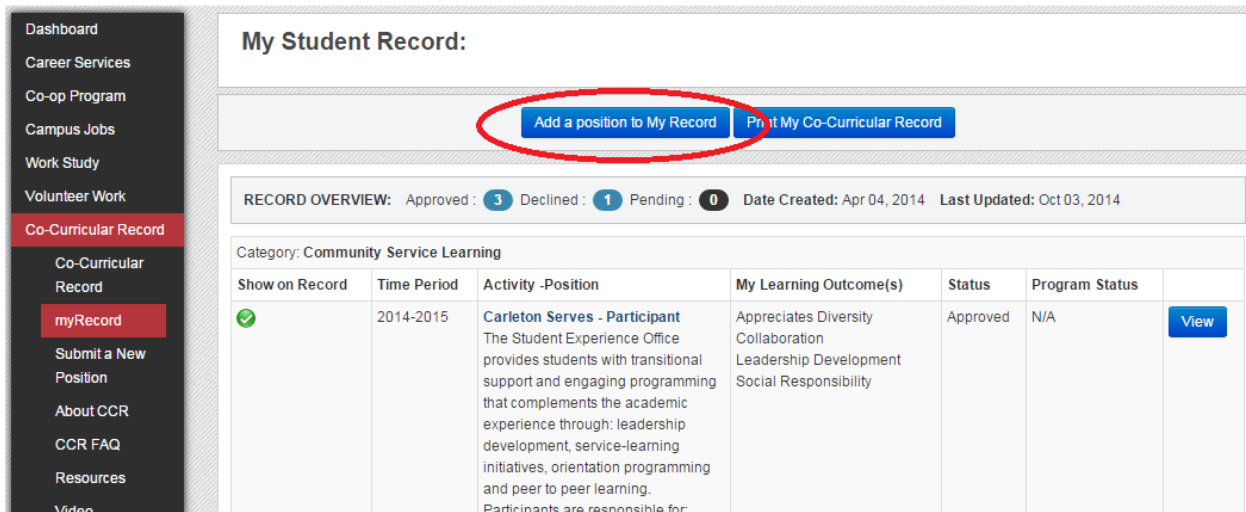
Welcome to the Co-Curricular Record System

**Student Experience Office**  
CARLETON UNIVERSITY

*Get Involved, and Get Recognized!*

- My Co-Curricular Record To: Add, Validate or View** (Circled in red)
- Submit a New Position to the CCR Directory
- Search the CCR Directory for Involvement Opportunities
- Dates and Deadline
- Video Manuals: Narrated Tutorials for Adding & Validating Positions
- Important News
- FAQ
- Questions: ccr@carlet

**Step 7:** Click on the ***Add a Position to My Record*** button.



**My Student Record:**

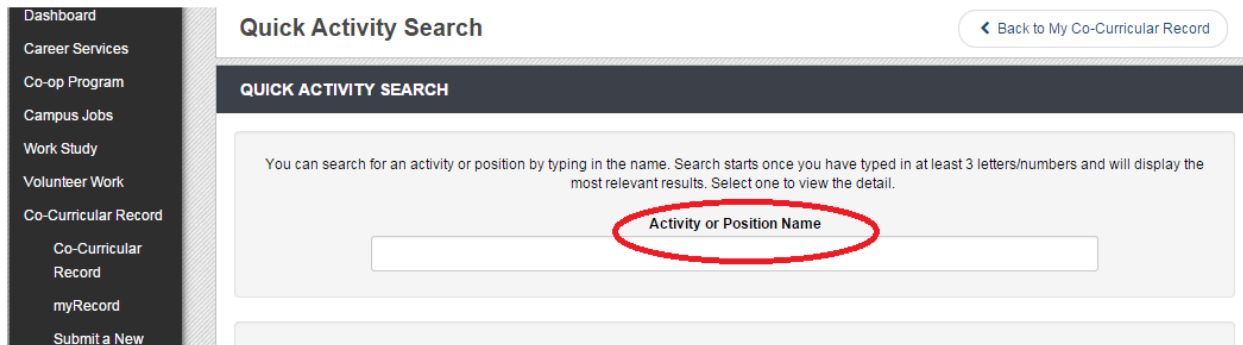
**Add a position to My Record** (Circled in red) | Print My Co-Curricular Record

RECORD OVERVIEW: Approved : **3** Declined : **1** Pending : **0** Date Created: Apr 04, 2014 Last Updated: Oct 03, 2014

Category: Community Service Learning

Show on Record	Time Period	Activity -Position	My Learning Outcome(s)	Status	Program Status	
✓	2014-2015	<b>Carleton Serves - Participant</b> The Student Experience Office provides students with transitional support and engaging programming that complements the academic experience through: leadership development, service-learning initiatives, orientation programming and peer to peer learning. Participants are responsible for:	Appreciates Diversity Collaboration Leadership Development Social Responsibility	Approved	N/A	<a href="#">View</a>

**Step 8:** Type in the volunteer position under the **Activity-Quick Look Up box.**



Dashboard  
Career Services  
Co-op Program  
Campus Jobs  
Work Study  
Volunteer Work  
Co-Curricular Record  
Co-Curricular Record  
myRecord  
Submit a New

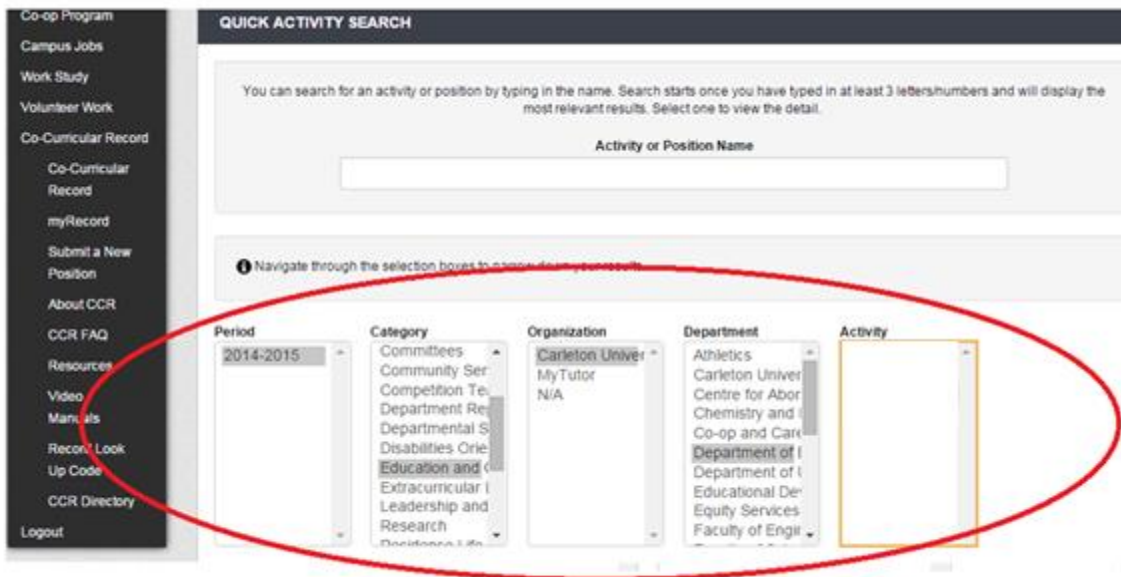
**Quick Activity Search** [← Back to My Co-Curricular Record](#)

**QUICK ACTIVITY SEARCH**

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name

**OR:** Navigate through the selection boxes to find the activity, and then select the position that you wish to add.



Co-op Program  
Campus Jobs  
Work Study  
Volunteer Work  
Co-Curricular Record  
Co-Curricular Record  
myRecord  
Submit a New  
Position  
About CCR  
CCR FAQ  
Resources  
Video  
Manuals  
Record Look  
Up Code  
CCR Directory  
Logout

**QUICK ACTIVITY SEARCH**

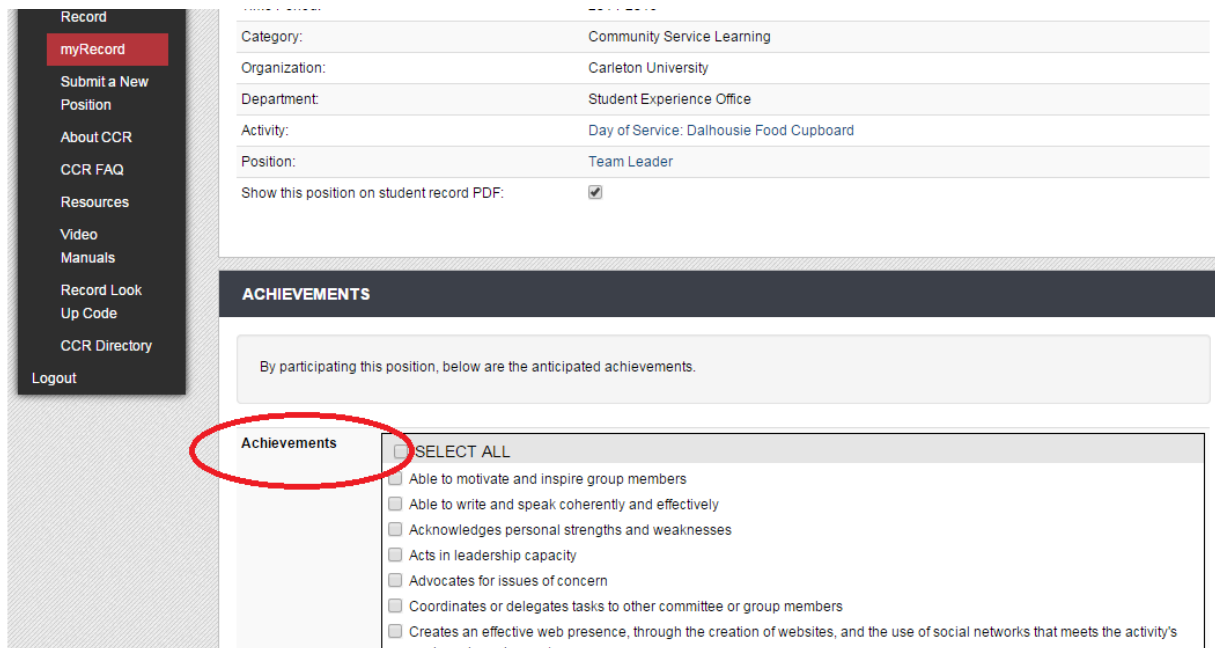
You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name

**ⓘ** Navigate through the selection boxes to narrow down your results.

Period	Category	Organization	Department	Activity
2014-2015	Committees Community Ser Competition Te Department Re Departmental S Disabilities Ori <b>Education and</b> Extracurricular I Leadership and Research Residential Life	Carleton Univer MyTutor N/A	Athletics Carleton Univer Centre for Abor Chemistry and Co-op and Care <b>Department of I</b> Department of I Educational De Equity Services Faculty of Engi	

**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.



Record  
myRecord  
Submit a New Position  
About CCR  
CCR FAQ  
Resources  
Video  
Manuals  
Record Look Up Code  
CCR Directory  
Logout

Category:	Community Service Learning
Organization:	Carleton University
Department:	Student Experience Office
Activity:	Day of Service: Dalhousie Food Cupboard
Position:	Team Leader
Show this position on student record PDF:	<input checked="" type="checkbox"/>

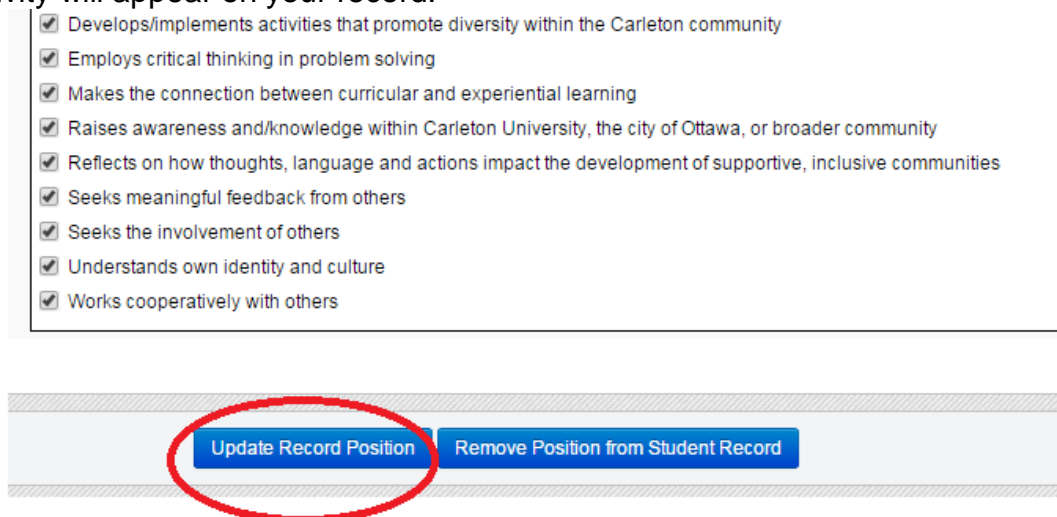
### ACHIEVEMENTS

By participating this position, below are the anticipated achievements.

**Achievements**

- SELECT ALL
- Able to motivate and inspire group members
- Able to write and speak coherently and effectively
- Acknowledges personal strengths and weaknesses
- Acts in leadership capacity
- Advocates for issues of concern
- Coordinates or delegates tasks to other committee or group members
- Creates an effective web presence, through the creation of websites, and the use of social networks that meets the activity's goals and requirements

**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.



- Develops/implements activities that promote diversity within the Carleton community
- Employs critical thinking in problem solving
- Makes the connection between curricular and experiential learning
- Raises awareness and/knowledge within Carleton University, the city of Ottawa, or broader community
- Reflects on how thoughts, language and actions impact the development of supportive, inclusive communities
- Seeks meaningful feedback from others
- Seeks the involvement of others
- Understands own identity and culture
- Works cooperatively with others

**Update Record Position** **Remove Position from Student 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](mailto:ccr@carleton.ca)