

Co-Curricular Record Student 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 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
- Other: 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 (T4A) 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)**
- mySport (Sport 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)**
- 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 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 workshop)**
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- SASC Academic Advising (see an advisor)**
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Step 4: Read the Privacy Statement and click **Continue**.

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.

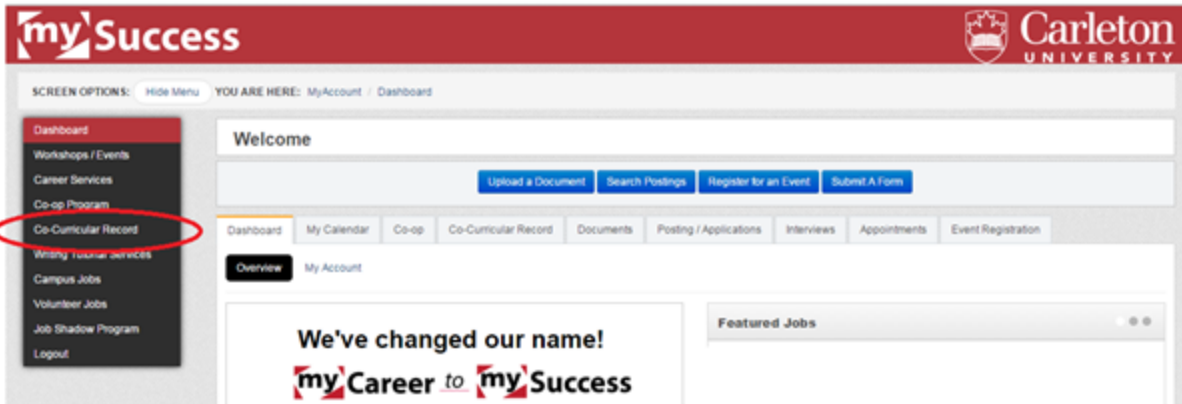
If you have any questions about the University's collection, use, or disclosure of your Personal Information, please contact university_privacy_office@carleton.ca.

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:

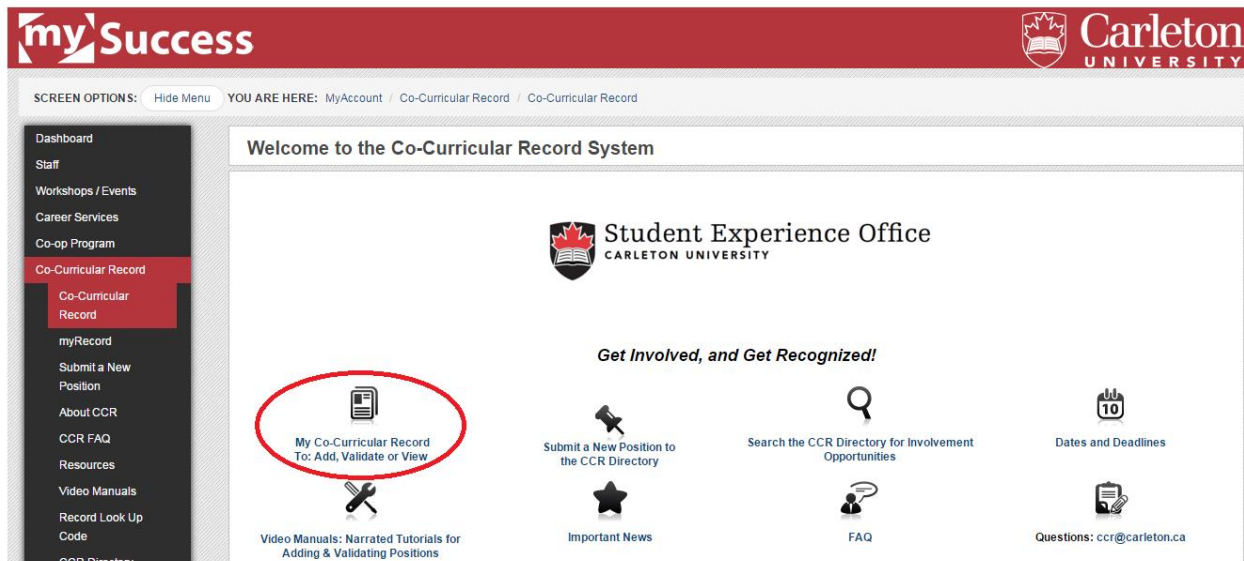
401 Tory Building
1125 Colonel By Drive
Ottawa, ON
K1S 5B6
Tel: 613-520-6611
Email: career@carleton.ca

[Continue](#)

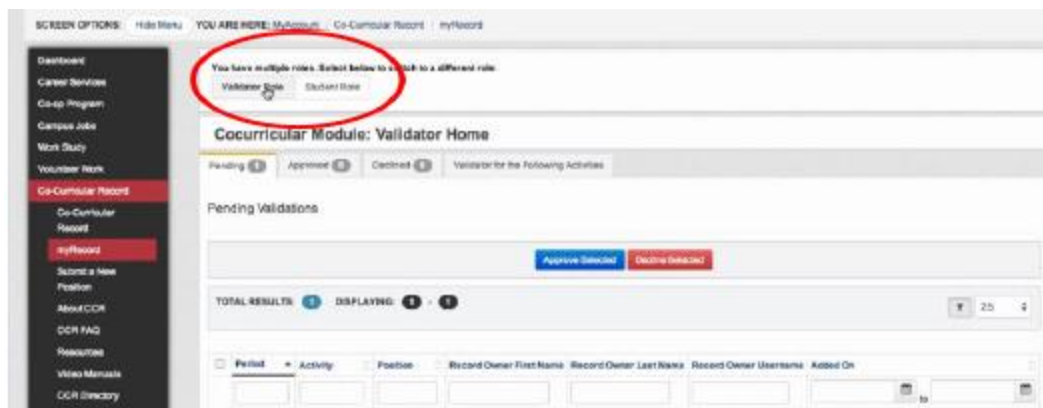
Step 5: Once on the *mySuccess* site, click on the *Co-Curricular Record* tab.



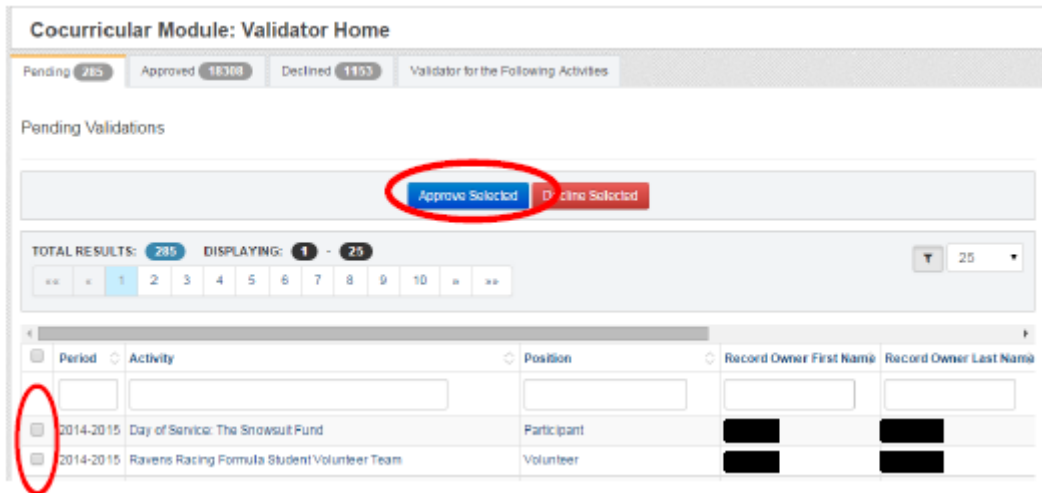
Step 6: Click on the *My Co-Curricular Record: To Add, Validate, or View* option.



Step 7: Select the *Validator Role* to view pending validations.



Step 8: 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**.



Cocurricular Module: Validator Home

Pending **285** | Approved **58369** | Declined **1153** | Validator for the Following Activities

Pending Validations

Approve Selected | **Decline Selected**

TOTAL RESULTS: **285** | DISPLAYING: **1** - **25** | Page 1 of 11 | 25

| <input type="checkbox"/> | 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 9: 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.