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/

User Login

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

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: [Blank]
PIN: [Blank]

Login Forgot PIN?
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: 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.

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.