Student Adding a Position to the CCR Directory

**Step 1:** Log on to Carleton Central through [www.mycareer.carleton.ca](http://www.mycareer.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: Click on the **Submit a New Position to the CCR Directory** option.

Step 7: Read through the instructions for **How to Submit a Position for Approval or Recognition**.
Step 8: To submit a position click on the **Submit a Position for Approval or Recognition** link at the bottom of the page.

Step 9: Fill out each information section of the **Co-Curricular Request Position Module**, including **Applicant Information**, **Validator Information**, **Activity Details**, **New Position Details**, and **Anticipated Achievements**

Step 10: Finish your submission by clicking the **Send Request** button at the bottom of the page.