

Student Adding a Position to the CCR Directory

Step 1: Log on to Carleton Central through www.mycareer.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:

Login

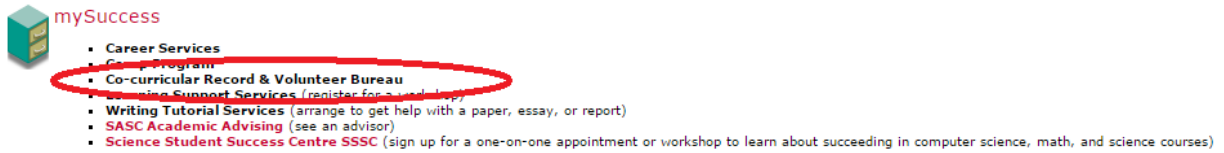
Forgot PIN?

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, RI-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)
 - myPAC (Paul Henton Centre for Students with Disabilities)
 - mySprott (Sprott 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 (register for help with a paper, essay, or report)
 - Science Success Centre (register for help with a paper, essay, or report)
 - 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)

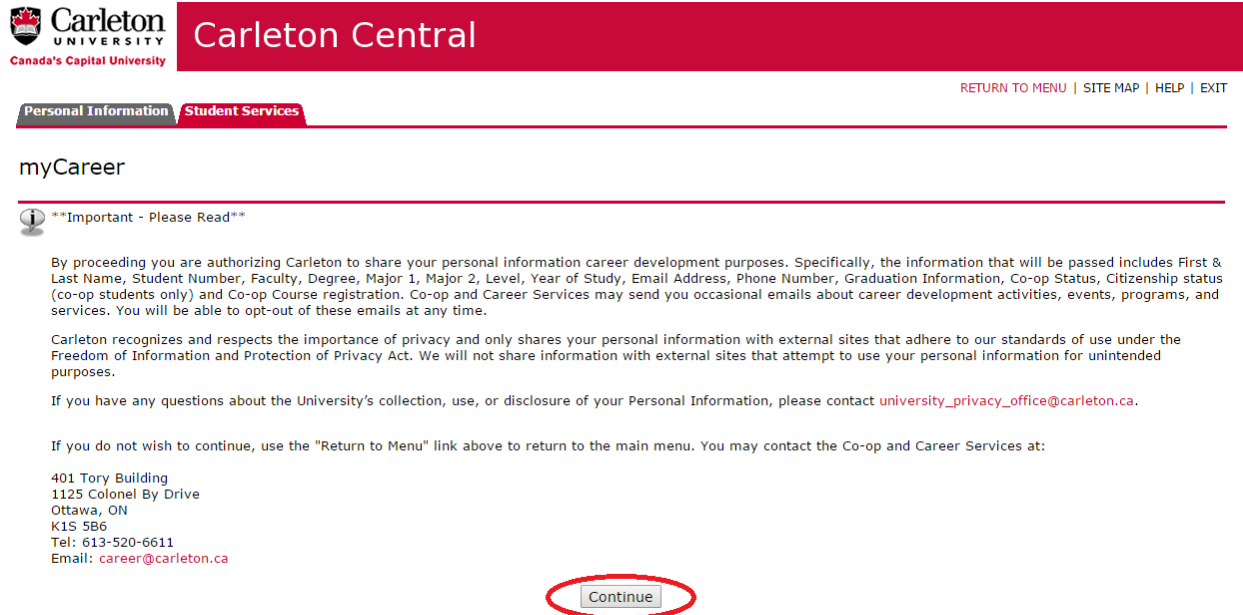
Step 3: Click on *Co-Curricular Record & Volunteer Bureau*.



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 UNIVERSITY
Canada's Capital University

Carleton Central

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.

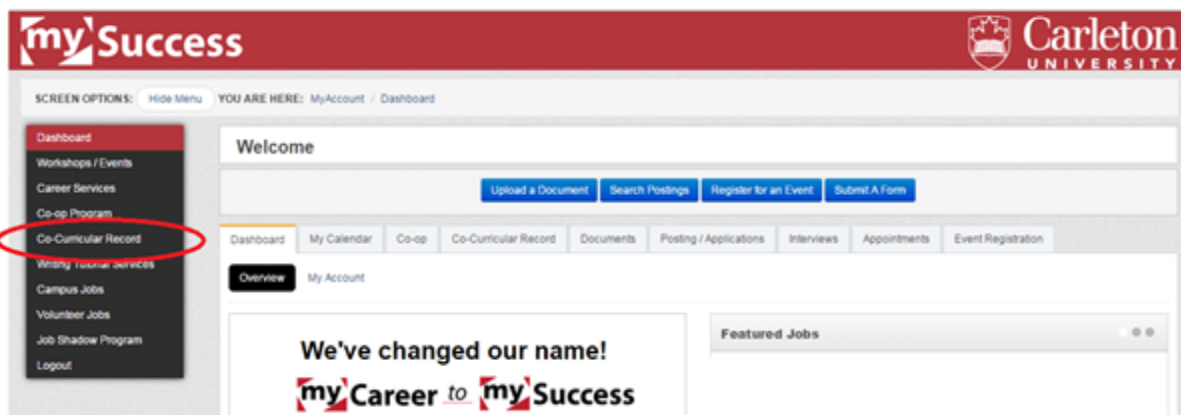
If you have any questions about the University's collection, use, or disclosure of your Personal Information, please contact university_privacy_office@carleton.ca.

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.



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

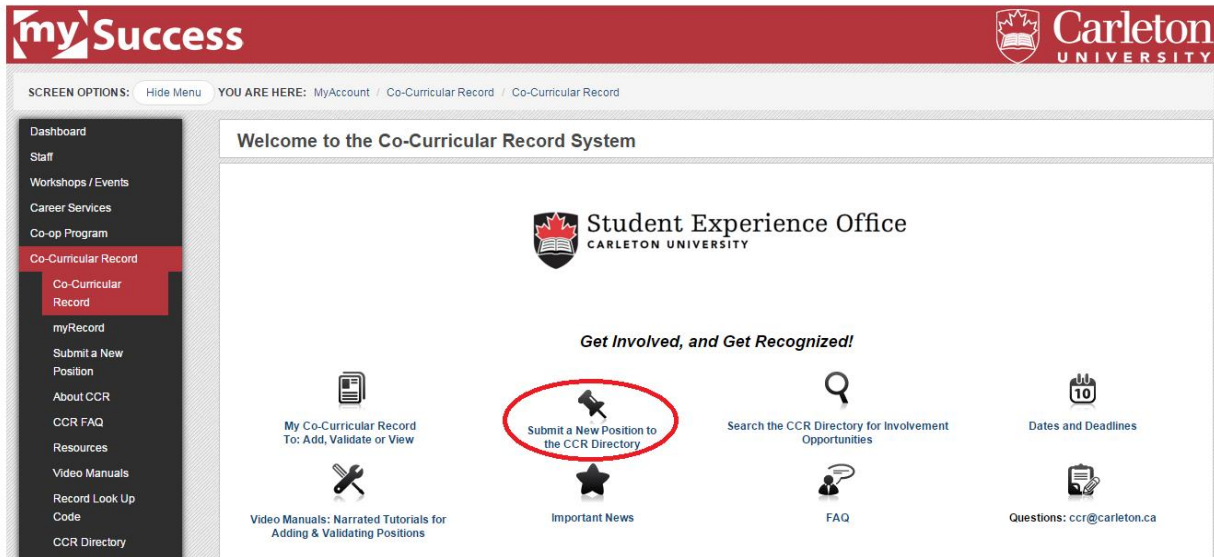
Dashboard My Calendar Co-op Co-Curricular Record Documents Posting / Applications Interviews Appointments Event Registration

Overview My Account

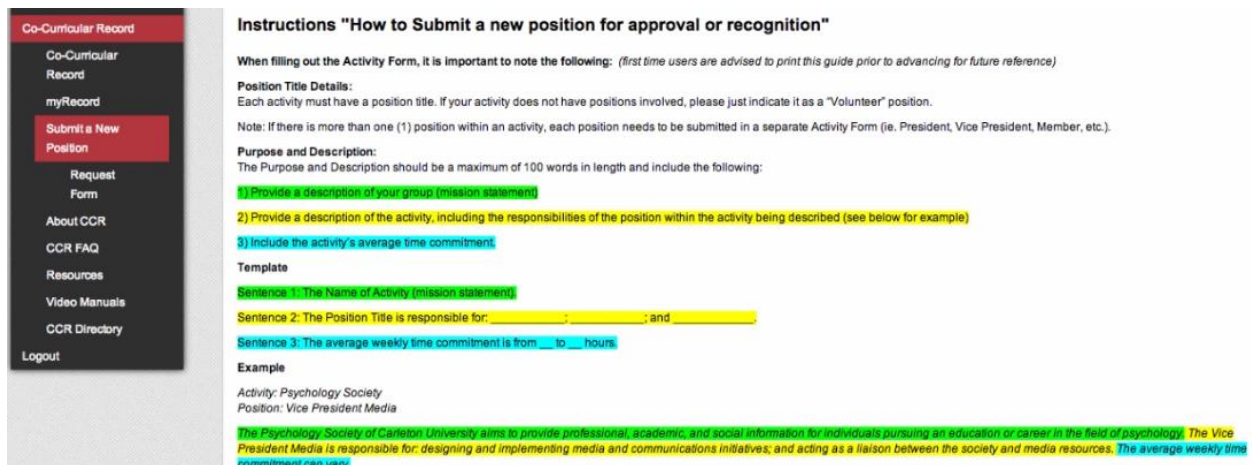
We've changed our name!
my Career to my Success

Featured Jobs

Step 6: 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**.



Instructions "How to Submit a new position for approval or recognition"

When filling out the Activity Form, it is important to note the following: (first time users are advised to print this guide prior to advancing for future reference)

Position Title Details:
Each activity must have a position title. If your activity does not have positions involved, please just indicate it as a "Volunteer" position.

Note: If there is more than one (1) position within an activity, each position needs to be submitted in a separate Activity Form (ie. President, Vice President, Member, etc.).

Purpose and Description:
The Purpose and Description should be a maximum of 100 words in length and include the following:

- 1) Provide a description of your group (mission statement)
- 2) Provide a description of the activity, including the responsibilities of the position within the activity being described (see below for example)
- 3) Include the activity's average time commitment.

Template

Sentence 1: The Name of Activity (mission statement)

Sentence 2: The Position Title is responsible for _____, _____, and _____.

Sentence 3: The average weekly time commitment is from ____ to ____ hours.

Example

Activity: Psychology Society
Position: Vice President Media

The Psychology Society of Carleton University aims to provide professional, academic, and social information for individuals pursuing an education or career in the field of psychology. The Vice President Media is responsible for: designing and implementing media and communications initiatives; and acting as a liaison between the society and media resources. The average weekly time commitment can vary.

Step 8: To submit a position click on the ***Submit a Position for Approval or Recognition*** link at the bottom of the page.

Notes

- *If the position is only responsible for one or two items, exclude the colon and semi colons.
- *If the average weekly time commitment is unknown, write 'The average weekly time commitment can vary.'
- *Ensure that the Name of Activity and Position Title are capitalized.
- *Submit a link to the website under the section 'Position Contact Information' for each position.

Include this activity in Activity Directory - Yes or No?

Activity organizers have the option of including their activity in the Activity Directory that will be open to all students. The directory provides students the opportunity to search in advance for activities to participate on campus. It is not mandatory to include your activity in the directory; however should you indicate not to include your activity, students will still be able to locate your activity in their personal Co-Curricular Record account and add it to their records.

Learning Outcomes

When identifying the learning outcomes portion of the form please read all the anticipated learning achievement statements and check off the box next to each achievement statement that pertains to your activity. Students will be able to view the learning outcomes you have selected when they view your activity's details in both the Activity Directory and in their personal Co-Curricular Record account.

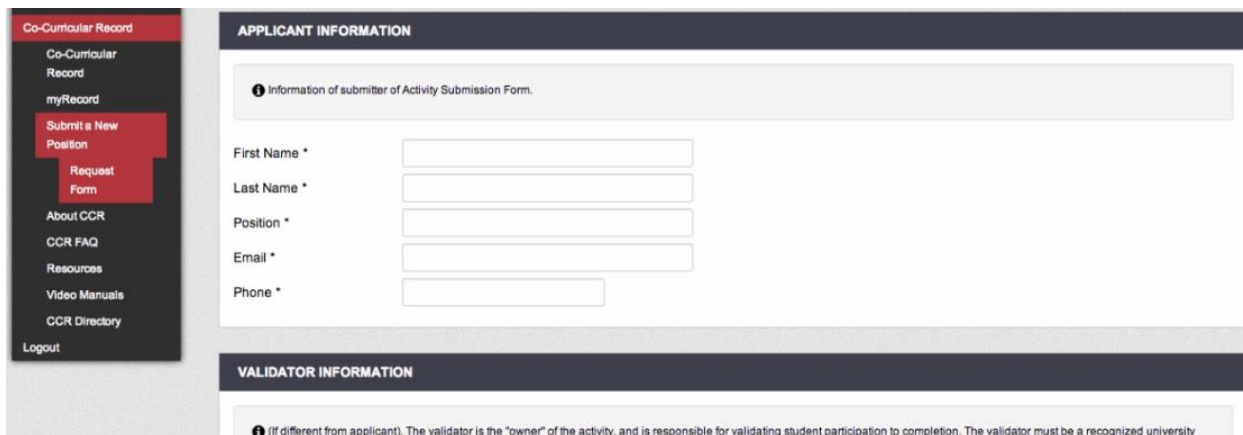
Validator Information

All activities submitted must identify the activity's Validator. A Validator is a person who is responsible or affiliated with a group or activity and who can make a determination if a student has completed the activity. The Validator role is a critical position within the Co-Curricular Record and can be filled by a faculty or staff member or a registered Carleton student. Please also indicate the Validator's student number (if possible).

If you are a student in a leadership position (club or society president or an activity organizer), you may submit a form with the details and learning outcomes of your position, however you cannot validate your own participation. You must have a staff or faculty member or a registered Carleton student or another student affiliated with your group act as your Validator.

[SUBMIT NEW POSITION FOR APPROVAL/RECOGNITION - CLICK HERE](#)

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.

