How to Add a Record to your CCR

Step #1: Go to the MyConcordia Portal (<u>www.myconcordia.ca</u>) and enter your netname and password.

C	MICONCORDIA
→ Class s	chedules Your class schedule Cancelled clas
The MyConcord	lia portal provides personalized and confidential
information to st	ludents, faculty and staff.
Netname	
Password	
	Log in

Step #2: To access the co-curricular record, click on the "co-curricular record" tab in the left-hand menu.

MyConcordia	Menu		
Academic	;		
Student A	ccount Serv	vices	
Financial	Aid and Aw	ards	
Registrati	on		
Student S	ervices		
Course W	ebsites (Mo	odle)	
Residence	e Life		
Retail Ser	vices		
Alerts and	l Profiles		
Accounts	and Setting	S	
Software	and Applica	tions	
Auxiliary	Services		
Student A	dministrativ	e Affairs	
Attestatio	n Letters		
Application	1 Center		
Challenge	Question		
Co-Curricu	ular Record		
Continuing	Education in	renu	
Gartner Re	esearch		
Parent Info	ormation		
Online Cou	urse Evaluati	on	
Travel Reg	gistry		
A Moodle C	ourses		

Step #3: You are in the Co-Curricular Record Dashboard. To add an activity to your co-curricular record click on the "View My Record."

Home Co-Curricular Record Events / Workshops Logout	
Dashboard My Account Information News Updates	
VALIDATIONS: My Validations	If you cannot find your activity in the database, you can request to add it by selecting the Add an Activity to the CCR Database button.
QUICK ACTIONS: View My Record	CO-CURRICULAR EVENT INFORMATION EVENT REGISTRATIONS: You are not registered for any events.
Upcoming Events	UPCOMING EVENTS (THE NEXT 10 DAYS)
Add an Activity to the CCR Database	There are no events.
© 2014 Concordia University	MvAccount Log Out

Step #4: To find your activity you can search for it using the "Activity – Quick Lookup" drop-down menu by typing in the name of your activity in the space provided. Once you find the activity you can click on it.

ADD AN ACTIVITY TO YOUR RECORD				
Activity - Quick Look-up Type in the name of your activity. You will be provided with a list of matches.		Can't find your activity in [Advanced Search]		
Please select one from the drop down.		Still cannot find your act Your activity may not have		
2012 - 2013: Volunteering - Banner Maker 2012 - 2013: Executive Team - External Communications Coordinator 2012 - 2013: Volunteering - Greeter 2012 - 2013: Volunteering - Heavy Lifting Aide	0	Co-Curricular Record. Cor information.		
2012 - 2013: Volunteering - Heavy Enting Alde 2012 - 2013: Volunteering - In-Store Assistant 2012 - 2013: Executive Team - Office Manager 2012 - 2013: CCSU Executive - President				
2012 - 2013: Journalists for Human Rights - President	Ŧ			

Step#5: Once this is selected you will be linked to the "pending activity" screen where you will see a summary of the Activity and a list of Anticipated Achievements. Select the achievements that you have used/learned and click the "Add to Record" button.

Add to Recor	d Cancel
DETAIL PENDIN	IG ACTIVITY FOR PAUL GOUBKO (9542264)
Time Period :	2012 - 2013
Category :	Student Life
Description :	The Concordia Community Solidarity Co-op Bookstore offers a viable alternative to the corporate structure, putting students' best interests above and beyond our own bottom line. It is a not-for-profit alternative to corporate bookstores, offering both new and used books, in addition to a wide variety of artisan consignments, and the largest selection of sex and gender studies titles anywhere in Montreal. The Heavy lifting aide's role is to help lift and carry boxes of books when they arrive at the bookstore. She works a maximum of one hour, three times over the summer.
Anticipated A	chievements: Select all the achievements you anticipate students will have by pa
Manage i Innovative Adapt to o Open to r Collaboration	nultiple assignments and tasks, set priorities e and resourceful: identify and suggest alternative ways to achieve goals changing conditions and work assignments new ideas/ways of doing things
React port Overcom	sitively to feedback and direction from peers e differing views and achieve positive outcomes

Once your learning achievements have been selected, the validator for your activity will confirm your participation, and the activity will appear on your record. Please note that if you are adding a training provided by Environmental Health and Safety you will also need to send a copy of the completion certificate to co-curricular@concordia.ca