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.

	MYCONCORDIA
-> Class se	chedules Your class schedule Cancelled cla
The MyConcord	ia portal provides personalized and confidential
	udents, faculty and staff.
Netname	
rethanie	
Password	
	Log in
	Activate Netname Forgot password?

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

MyConcordia Menu Academic Student Account Services Financial Aid and Awards Registration Student Services Course Websites (Moodle) Residence Life Retail Services Alerts and Profiles Accounts and Settings Software and Applications Auxiliary Services Student Administrative Affairs Attestation Letters Application Center Challenge Question Co-Curricular Record Continuing Education Ivienu Gartner Research Parent Information Online Course Evaluation Travel Registry My Moodle Courses		
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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."

Concordia	
Home Co-Curricular Record Events / Workshops Logou	nt.
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:	CO-CURRICULAR EVENT INFORMATION
View My Record	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	MyAccount 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. Please select one from the drop down.	Can't find your activity i			
Concor 2012 - 2013: Volunteering - Banner Maker 2012 - 2013: Executive Team - External Communications Coordinator 2012 - 2013: Volunteering - Greeter 2012 - 2013: Volunteering - Heavy Lifting Aide 2012 - 2013: Volunteering - In-Store Assistant 2012 - 2013: Executive Team - Office Manager 2012 - 2013: CCSU Executive - President 2012 - 2013: Journalists for Human Rights - President	Still cannot find your ac Your activity may not hav Ask your activity's organi Co-Curricular Record. Co information.			

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 Record	rd Cancel
DETAIL PENDIN	IG ACTIVITY FOR PAUL GOUBKO (9542264)
Time Period :	2012 - 2013
Category :	Student Life
Description : Anticipated A	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.
Being Adapta	
 Innovative Adapt to e 	multiple 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
	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 **Chemical and Materials Engineering (CME) Department** and **Environmental Health and Safety (EH&S)** you will also need to send a copy of the completion certificate to cocurricular@ concordia.ca