Experience Record (ER)

Validating student for experiences to be recognized on their ER

Last updated on: March 15, 2024

To validate student experiences without requesting, follow these steps:

1. Navigate to your **Co-Curricular Opportunities: Validator Home page** by clicking **Co-Curricular Opportunities** on the left blue panel.

2. The **Co-Curricular Opportunities: Validator Home page** has the following:

   a. At the top, it has the dates of the **Validation Period** for each semester.

   b. Four tabs that will show information regarding validations.

   Note: Outside of the validation period, these tabs will not show any information – **No Records Found**. During the validation period, you will be able to see **Pending**, **Approved**, and **Declined** requests.

During the Validation Period:

3. Students can request to have an experience added to their Experience Record throughout the year. During the validation period, these requests will appear on the **Pending** tab.

If you require assistance or would like to provide feedback regarding this document, please contact us at experiencerecord@umanitoba.ca.

Note: To edit student hours, from the **Co-Curricular Opportunities: Validator Home page**, go to **Validator for the Following Activities** and click on an **Activity - Position** to view it.

Time Period	Activity - Position
2022-2023	University of Manitoba Orientation - Fall Orientation Volunteer
2022-2023	University of Manitoba Orientation - New Student Participant
2022-2023	University of Manitoba Orientation - Online Welcome Leader
2022-2023	University of Manitoba Orientation - Orientation Team Leader
2022-2023	University of Manitoba Orientation - Summer & Fall Orientation Volunteer
2022-2023	University of Manitoba Orientation - Winter Orientation Volunteer
2023-2024	University of Manitoba Orientation - Fall Orientation Volunteer
2023-2024	University of Manitoba Orientation - New Student Participant
2023-2024	University of Manitoba Orientation - Orientation Team Leader
2023-2024	University of Manitoba Orientation - Summer & Fall Orientation Volunteer
2023-2024	University of Manitoba Orientation - Winter Orientation Volunteer

This will bring you to the **Position Overview**. From here go to **Participants** then click on **View Record** beside the name of the student you wish to edit hours for. Under **Time Tracking** click on the **Log Time** button. Edit the hours within the pop-up window and click **Update**.

4. You can then proceed with approving / declining requests. To do so:

   a. Checkmark the box beside the student request you want to approve or decline.

   b. Click **Actions** to open a drop down. **Approve With Email** or **Decline With Email**. This will notify the student of the status of their request.

5. To the right of the **Pending** tab are the **Approved** and **Denied** tabs where you can view previous requests. You can also view the list of positions and activities you are a validator for under the **Validator for the Following Activities** tab.

Adding Participants without a Request

If you require assistance or would like to provide feedback regarding this document, please contact us at experiencerecord@umanitoba.ca.

If you know of students who have not requested a certain position to be added on their record, you can manually add the position to their record. To do this:

1. Navigate to your **Co-Curricular Opportunities: Validator Home page** by clicking **Co-Curricular Opportunities** on the left blue panel.
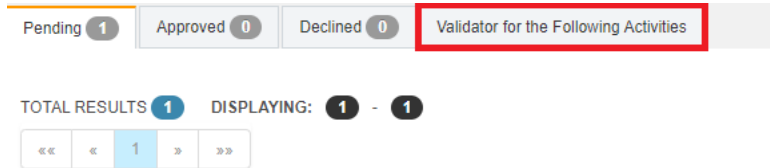
2. From **Co-Curricular Opportunities: Validator Home page** navigate to the **Validator for the Following Activities** tab and select the position you would like to add students to.
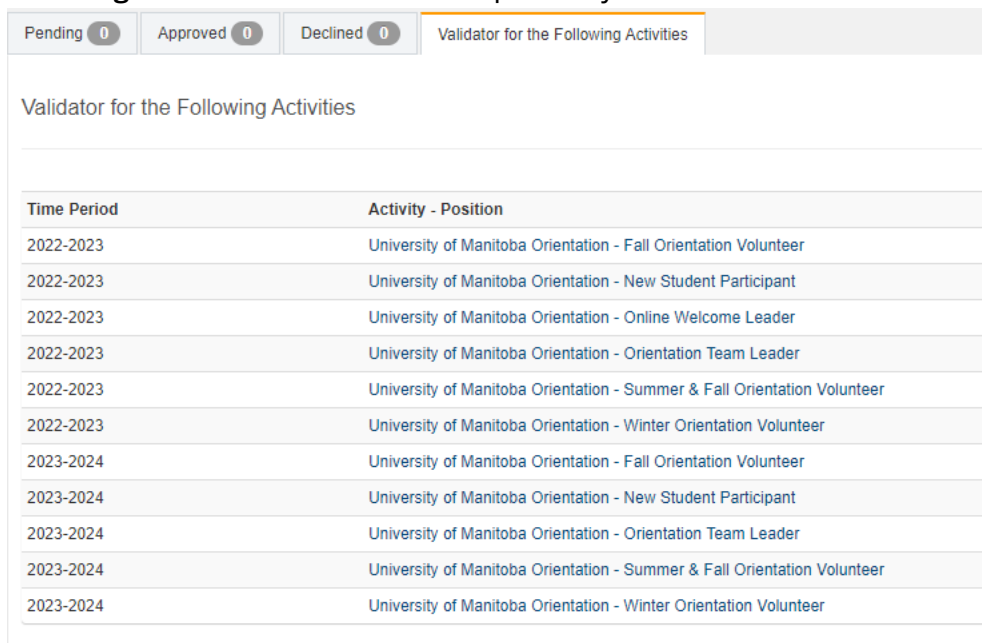
3. In the **Position Overview** page, navigate to the **Participants** tab. This tab lists every student who has received recognition.
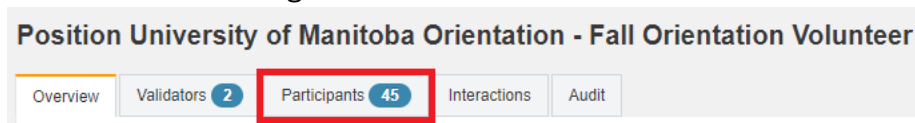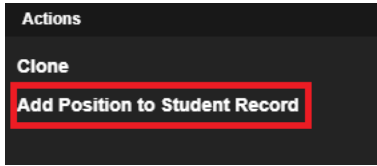

4. Click the circle with vertical ellipses on the bottom right of the page. This will open an **Actions** pane on the right side of the page.

5. Click **Add Position to Student Record**. This will open a pop-up window.

6. Search for the student in the **User Look-up** field. Click the correct student from the list that appears from your query to add their User ID (typically this is their @myumanitoba.ca email address) on the **User to add** field.
Note: Be careful of selecting the correct student in the case of similar or same names.

7. Alternatively, if you have a list of students to add to this specific position, you can copy and paste their @myumanitoba.ca emails directly onto the **User to add** field. You can upload **150 student emails**, @myumanitoba.ca, at one time using this method.

8. Set the **Validation Status** to **Approved**.
Note: Validators will still be able to edit and log hours for students after approving an Experience Record notation.

![UM Career, Community, and Experiential Learning Centre logo]

9. Once you have the **Validation Status** to **Approved**, check that the **Email the newly added participants** field is check marked. Then click **Add**.

Validation Status

Approved ▼

Email the newly added participants
✓

Add   Close