



Requesting Positions to be added on your CCR

Last updated on: March 16th, 2023

To add a CCR-recognized activity and position on your record, follow these steps:

1. [Search for the activity and position](#) that you would like added to your record. You can do this in two ways:
 - a. On your 'Student Involvement' homepage, click 'ADD A POSITION TO MY RECORD'.

The screenshot shows the 'Co-Curricular Activities' page. At the top left, there is a 'Back to Overview' button. Below it is a profile icon and the text 'Co-Curricular Activities Created: Sep 9, 2020 and Updated Jun 6, 2022'. On the right, there is a 'Total Hours:132' badge. Below the profile information, there is a 'Student' button and a red-bordered button labeled 'Add a position to My Record'. Below this is a section titled 'Your Co-Curricular Record' with explanatory text. At the bottom, there is a section titled 'Add a position to your Record' with further instructions and a circular menu icon on the right.

- b. In the search box, add a keyword, such as part of the activity name. A list will appear below the search bar of all potential activities and positions. Click the one you are looking for.

The screenshot shows the 'Quick Position Search' interface. At the top right, there is a 'Back to My Co-Curricular Record' button. Below it is a search box with the placeholder text 'Activity or Position Name', which is highlighted with a red box. Below the search box, there is a section with a question mark icon and the text 'Navigate through the selection boxes to narrow down your results.' At the bottom, there are five dropdown menus labeled 'Period', 'Campus', 'Organization', 'Department', and 'Activity'. The 'Period' dropdown is currently set to '2022-2023'.



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- c. You can also find the activity in the Experience Catalogue. Once you find the Activity Tile by searching, click it and scroll until you see “View this Activity”. This will lead you to the Activity Overview, which will have the list of position on the right side of the screen. From there, select the appropriate position.
2. Once you selected the activity and position, click “Add Position To My Co-Curricular Record.”

Position - New Student Participant - University of Manitoba Orientation

[← Back to Add Position to My Record](#) [← Back to My Co-Curricular Record](#)

Position Info	
Time Period :	2022-2023
Campus :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Student Life

Position Details	
*Position Title	New Student Participant


Add Position To My Co-Curricular Record

Add to shortlist

3. This will show up on your record as pending.
4. Some activities, typically volunteering positions, will have a clock symbol when the request is pending.
 - a. For these activities, you will need to record how many hours you were involved (by clicking the clock symbol).
 - b. Once your request is approved, you will not be able to edit the hours you have inputted.
5. During the validation period (typically at the end of every semester), validators can review requests, approving and declining where appropriate.

Volunteer Notetaker

Student Accessibility Services Volunteer Notetaking Program

 Pending

A volunteer notetaker takes notes in various classes and provides them to SAS. These notes are then made accessible to students who for various reasons are unable to take their own notes. Volunteer notetakers are an invaluable service for SAS students which demonstrates their commitment to helping others.

