

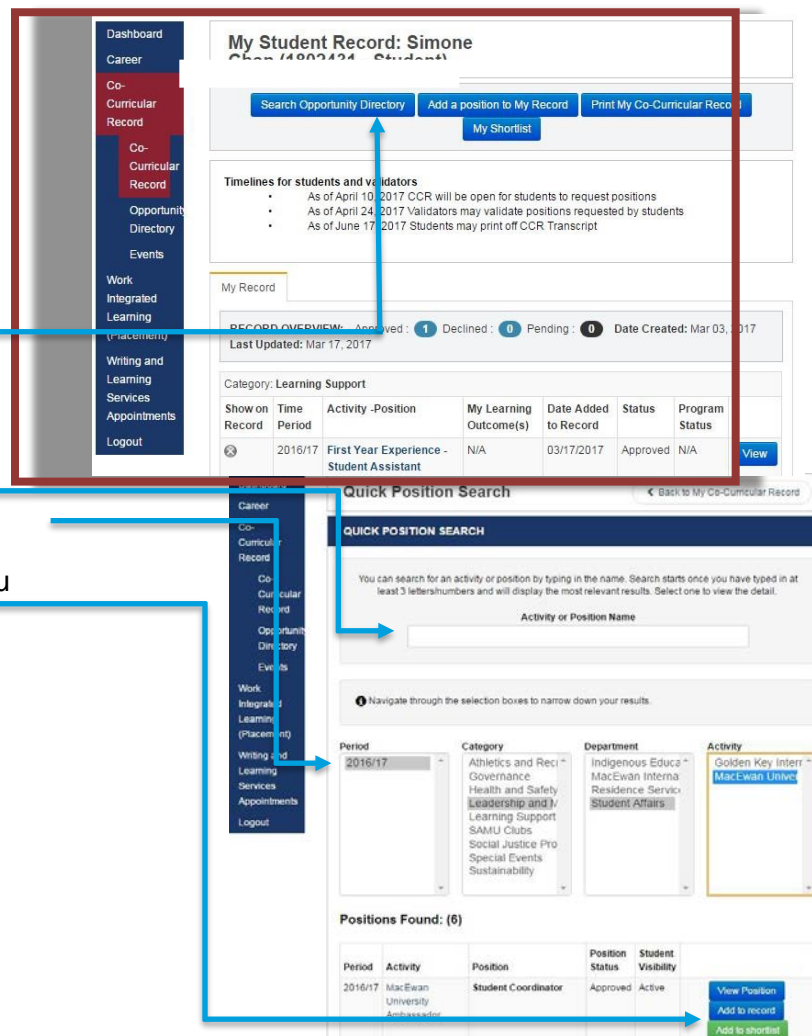
Co-Curricular Record (CCR): Student Tip Sheet

Welcome to MacEwan University's co-curricular record. Follow the steps below to learn how to request a position for your record:

1. To access the CCR, you must go to
MacEwanLife.MacEwan.ca
2. Log in under "Student" and use your MacEwan account information
3. Click on "Co-Curricular Record" on the left-hand side menu
4. Next, click "Add a Position to My Record"
5. A new page called "Quick Position Search" will appear.
You can either:
 - a. Search for a specific activity or position
(i.e. if you are an ambassador, you can search 'Ambassador')
 - b. Search by picking the period, category, department, and activity
6. Once you pick an activity or search a position, you will see positions listed. You can click "Add to record" or "Add to shortlist"
 - a. If you participate in multiple positions, you can place them in your shortlist until you decide to "Add to record." The shortlist is similar to an online shopping cart.
7. Your request will be sent to a validator to confirm you have completed the requirements for the position.

You can print off your CCR once all the position requests have been validated.

To do so, follow steps 1-3 and then click "Print my Co-Curricular Record." Final date to request validation is July 31.



RECORD OVERVIEW: Approved: 1 Declined: 0 Pending: 0 Date Created: Mar 03, 2017
Last Updated: Mar 17, 2017

Show on Record	Time Period	Activity -Position	My Learning Outcome(s)	Date Added to Record	Status	Program Status
⊗	2016/17	First Year Experience - Student Assistant	N/A	03/17/2017	Approved	N/A

QUICK POSITION SEARCH

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name:

ⓘ Navigate through the selection boxes to narrow down your results.

Period	Category	Department	Activity
2016/17	Athletics and Recreation Governance Health and Safety Leadership and / Learning Support SAMU Clubs Social Justice Pro Special Events Sustainability	Indigenous Education MacEwan Internal Residence Services Student Affairs	Golden Key Internship MacEwan University

Positions Found: (6)

Period	Activity	Position	Position Status	Student Visibility
2016/17	MacEwan University Ambassador	Student Coordinator	Approved	Active