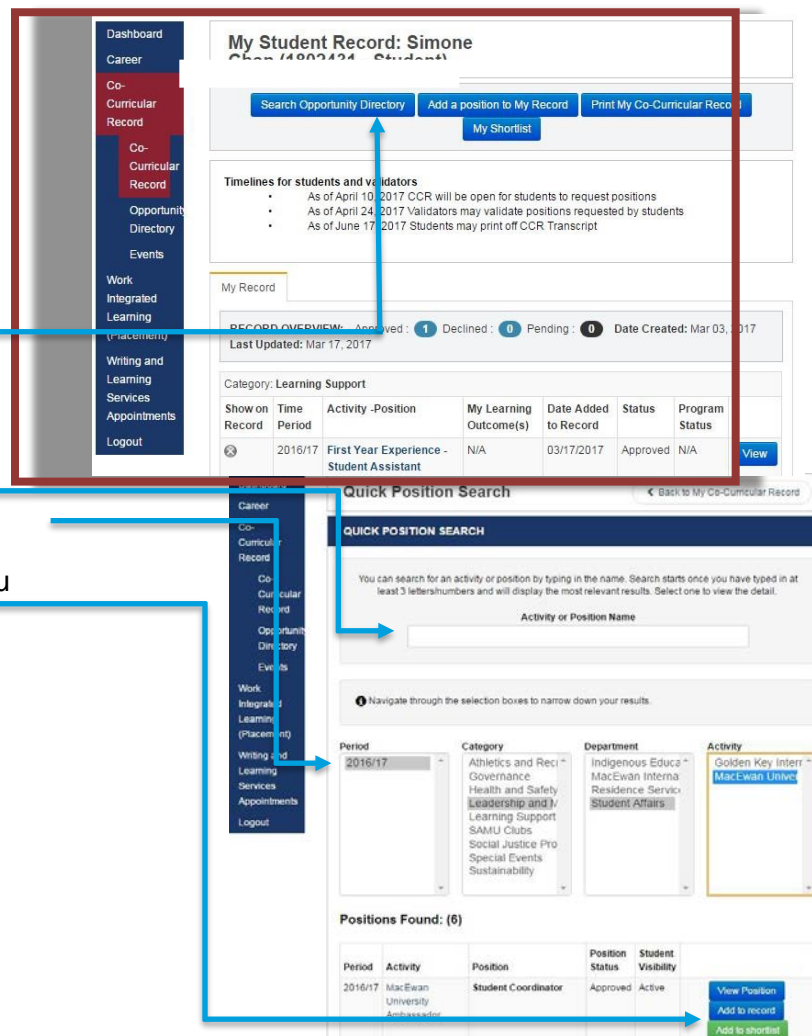# MacEwan UNIVERSITY

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.

   If you have any questions, please contact Marg Ralstin (ralstinm@macewan.ca) Justine Dogbe (dogbej@macewan.ca) or
   email us at ccr@macewan.ca