1) **Promote your opportunity.**

When promoting your CCR-approved opportunity on websites, social media, posters, or listserv, please add either the CCR approved logo, or mention that the activity is “Co-Curricular Record (CCR) approved”. You can access the various logos at [myccr.ucsd.edu](http://myccr.ucsd.edu) when you login. Read “Four ways to promote the CCR” for more ideas and resources.

2) **Collect student IDs and track validation requirements.**

You will need students’ PIDs when validating students. Make sure you collect this information at some point during the program and that you store the information in a secure location with no other unique identifiers. In your submission form, you also noted “What do students have to do in order to have this position validated on their record?” Ensure you are taking record of student engagement, so you can go back and verify which students did and did not meet the validation requirements.

3) **Validate students at the end of the opportunity.**

There are four validation deadlines in the year, roughly 1 month at the end of each quarter. You should validate students in the quarter that the opportunity ends:

- Opportunities completed in Fall Quarter: **January 15**
- Opportunities completed in Winter Quarter: **April 15**
- Opportunities completed in Spring Quarter: **July 15**
- Opportunities completed in Summer: **October 15**

Deadlines are set to help communicate to students when they can expect to see the opportunity added to their record. Therefore, the expectation is that you will only need to login to the CCR 1-4 times per year, depending on when your opportunity ends.

*However, you are welcome to validate students at any time before the validation deadline.*

If you would like to validate students in previous academic years, you are welcome to do so at any point. If you do not see the opportunity on your dashboard, contact [elt@ucsd.edu](mailto:elt@ucsd.edu).

See the following page for steps to validate.
VALIDATION STEPS

1. Login to your CCR account at [https://myccr.ucsd.edu/secure/fsv/sso.htm](https://myccr.ucsd.edu/secure/fsv/sso.htm), and select “Co-Curricular Record” on your dashboard.

2. Select "Validator for the Following Activities".

   ![Co-Curricular Module: Validator Home](image)

   Note: You may see requests in the “Pending” tab. This is students who have added to their record and are waiting for approval. However, if you upload the list in the next steps, it will approve those requested validations.

3. Select the activity and time period you are looking to validate. If you thought you were the validator for an activity, but do not see it, email elt@ucsd.edu.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Activity - Position</th>
<th>Pending</th>
<th>Approved</th>
<th>Declined</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 - 2014</td>
<td>Alternative Breaks - Co-coordinator</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2013 - 2014</td>
<td>Alternative Breaks - Executive Board Member</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

4. Select the tab "Participants", then select "Add Position to Multiple Student Records" even if it is for one student. **Do not** select “Add Position to Single Record”.

   ![Position Overview: Alternative Breaks - Executive Board Member](image)

QUESTIONS? CONTACT ELT@UCSD.EDU
5. Drop in the PIDs one on top of another. Make sure it says approved, check off “Send an email,” then select “Add Position to Record(s)”.

Note: If you submit and some of the IDs do not go through, this means that the student has not logged into the system and/or an account hasn’t been created. Please email those IDs to elt@ucsd.edu, so the Coordinator can force create the account. Please specify the activity and position that the student should be validated for.

![Add Co-curricular Position to MULTIPLE Student Records](image)

Note: When you select “Send an email to newly added participants” they will receive the following message:

Congratulations! You have been recognized on the Co-Curricular Record for involvement in an opportunity. When you login to your CCR account at View at [http://myccr.ucsd.edu](http://myccr.ucsd.edu), you will be able to view and print an unofficial record or request an official record with your transcript.

Select the Co-Curricular Record tab. There you can select which approved positions you want to highlight on your record. Look at the competencies to help you identify and reflect on what you developed through your experience.

Once you print your record, you can use this in a number of ways. You can attach the CCR to your resume for employers or bring it to an interview, attach it to your application for graduate and professional programs, and submit it for grant/bursary/award applications. You can also use your CCR to help you prepare for your interviews, to help you write your cover letter, resume, personal statement, and applications.

If you have any questions, feel free to email elt@ucsd.edu.

**When to decline.**

After you validate students, you may notice in your “Pending” cue some requests that were not caught when you uploaded your list. Verify that those students did not participate in the opportunity or meet the validation requirements. Check off the box next to the student request, then select “Decline Selected”.

![When to decline](image)

**QUESTIONS? CONTACT ELT@UCSD.EDU**