

Your CCR: A How-To Guide for Validators

(Updated January 2022)

Thank you for your interest in the CCR! Please follow these instructions to validate students' position requests and learn more about Activity Directors! Use the interactive table of contents to navigate to the section relevant to you.

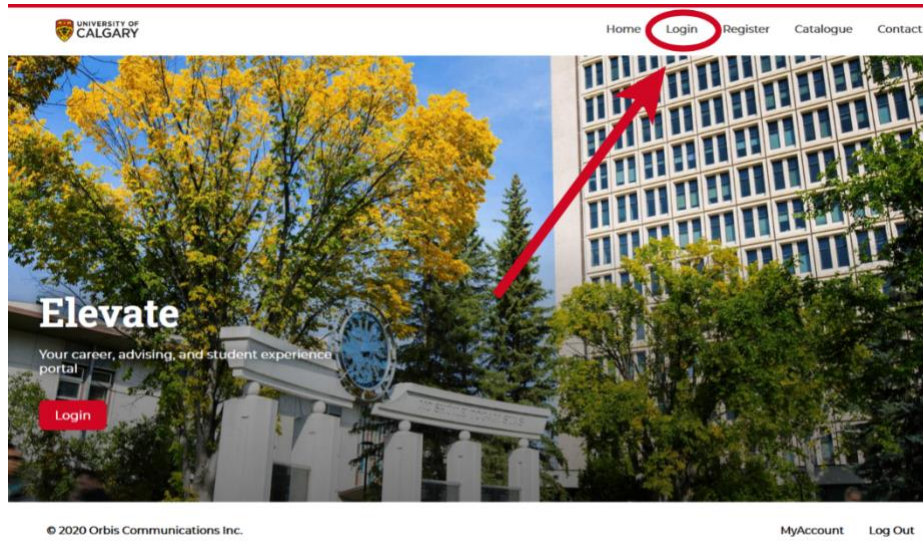
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Validator Instructions

To Access the Co-Curricular Record:

1. Go to elevate.ucalgary.ca and click the 'LOGIN' button at the top right side of the page



On the Login page, select the 'Staff' option – this will take you to the UCalgary Staff login page where you can log in using your username and password. If you do not have a Staff account, email involve@ucalgary.ca to request a validator account.

Login to Elevate

Login to Elevate



Students



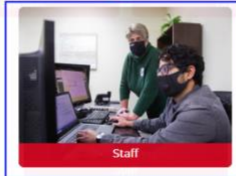
Employers



Guests



Alumni



Staff

UCalgary Staff Login

Accounts are provisioned to staff who manage advising or experiential learning activities. If you'd like to learn more about experiential learning [please visit the UCalgary experiential learning website](#). If you'd like to learn more about the features and functions in Elevate, please contact elevate@ucalgary.ca.

Username

Password

Login

2. Click on the drop-down arrow next to 'Leadership and Student Engagement' tab in the gray bar on the left side of your screen; from this drop-down menu select 'Co-Curricular Record'. This will bring you to a screen that says 'Co-Curricular Record: Validator Home'

Start typing to search...

OVERVIEW MY CALENDAR SEARCHES INTERACTIONS CONTACTS JOBS APPOINTMENTS

Validator Account

DASHBOARD

- Staff
- Advising
- Job Board - Campus Wide
- Experience Catalogue
- Connect with Career Services
- Leadership & Student Engagement**
- Student Success Centre
- Werklund School of Education

Notification Centre
No new notifications to view

RECENT

YOU HAVE NOT VIEWED ANYTHING/ANYONE RECENTLY.

MY VIEW

Welcome Validator Account

Overview My Account My Calendar Searches Interactions Contacts Jobs Appointments Events Program

Alerts

0	Alert Messages	View
0	Alert Notes - no acknowledgement req'd	View
0	Alert Notes - acknowledgement req'd	View
0	Alert Forms	View

Messages

0	New Messages - all	View
0	New Messages - acknowledgement req'd	View
0	Created By Me - Pending Acknowledgement	View

Notes

0	New Notes - no acknowledgement req'd	View
0	New Notes - acknowledgement req'd	View

Start typing to search...

OVERVIEW MY CALENDAR SEARCHES INTERACTIONS CONTACTS JOBS APPOINTMENTS

Validator Account

DASHBOARD

- Staff
- Advising
- Job Board - Campus Wide
- Experience Catalogue
- Connect with Career Services
- Leadership & Student Engagement
- Overview
- Co-Curricular Record**
- Leadership and Student Engagement Events and Workshops
- Involvement Advising Appointments
- Programs
- Co-Curricular Catalogue
- Student Success Centre
- Werklund School of Education

Notification Centre
No new notifications to view

RECENT

MY VIEW

Welcome Validator Account

Overview My Account My Calendar Searches Interactions Contacts Jobs Appointments Events Program

Alerts

0	Alert Messages	View
0	Alert Notes - no acknowledgement req'd	View
0	Alert Notes - acknowledgement req'd	View
0	Alert Forms	View

Messages

0	New Messages - all	View
0	New Messages - acknowledgement req'd	View
0	Created By Me - Pending Acknowledgement	View

Notes

0	New Notes - no acknowledgement req'd	View
0	New Notes - acknowledgement req'd	View

Start typing to search...

OVERVIEW MY CALENDAR SEARCHES INTERACTIONS CONTACTS JOBS APPOINTMENTS EVENTS PROGRAMS ADVANCED EVENTS

Validator Account

Dashboard
Staff
Advising
Job Board - Campus Wide
Experience Catalogue
Connect with Career Services
LEADERSHIP & STUDENT ENGAGEMENT
Overview
CO-CURRICULAR RECORD
Request a New Position or Activity
Leadership and Student Engagement Events and Workshops
Involvement Advising Appointments Programs
Co-Curricular Catalogue
Student Success Centre
Werklund School of Education

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the [Leadership and Student Engagement CCR FAQ page](#).

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	3	3
Approved:	0	0
Declined:	0	0

Pending 3 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 3 DISPLAYING: 1 - 3 Filter Clear Sort Actions

<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On (M)	Hours	External Position	External
<input type="checkbox"/>	2021-2022	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Rex	O' Saurus	rethedino	Dec 15, 2021	20	No	
<input type="checkbox"/>	2020-2021	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Example	Student	IA Student Example	Apr 12, 2021	60	No	
<input type="checkbox"/>	2020-2021	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Rex	O'Saurus	rethedinosaur	Apr 12, 2021	0	No	

- From here, you will be able to VIEW participants who have applied to have positions you validate to appear on their CCR, and APPROVE or DECLINE student applications to have positions appear on their CCR

To Approve, Decline, or Remove Positions from a Students' Record:

Approve Student Position Requests

Option I

- To APPROVE a students' position request, select the student by clicking on the checkbox in the row with their their name (on the left side of the screen)
- Then select the blue 'Actions' button
- Select 'Approve' or 'Approve with Email' from the drop-down options: 'Approve with Email' is recommended, as this provides an email notification to the student that the position has been validated
- You can select multiple students at once using the checkboxes

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the [Leadership and Student Engagement CCR FAQ page](#).

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	3	3
Approved:	0	0
Declined:	0	0

Pending 3 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 3 DISPLAYING: 1 - 3

« « 1 » »

1 result(s) currently selected

<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On			
<input checked="" type="checkbox"/>	2021-2022	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Rex	O' Saurus	rethedino	Dec 15, 2021			
<input type="checkbox"/>	2020-2021	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Example	Student	IA Student Example	Apr 12, 2021	60	No	
<input type="checkbox"/>	2020-2021	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Rex	O'Saurus	rethedinosaur	Apr 12, 2021	0	No	

Filter Clear Sort Actions

Approve Selected
Approve With Email
Decline Selected
Decline With Email
Email Selected Students

Option II

- To APPROVE a students' position request, click on the tab that says 'Validator for the Following Activities'
- Then select the CCR activity you would like to approve position requests for; double check the CCR time period to ensure you have selected the correct year!

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the [Leadership and Student Engagement CCR FAQ page](#).

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	3	3
Approved:	0	0
Declined:	0	0

Pending 3 Approved 0 Declined 0 Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position	Pending	Approved	Declined
2020-2021	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	2	0	0
2021-2022	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	1	0	0

- This will take you to the Position Overview page, where you can view the position details and the number of participants

Position Overview: Dino Wrangler - School Spirit Cultivation Program (Sample Activity)

Overview **Participants 1**

Position Info	
Time Period :	2021-2022
Category :	*School Spirit (Sample Department)
Organization :	University of Calgary
Department :	*Sample Department
Activity :	School Spirit Cultivation Program (Sample Activity)
Position :	Dino Wrangler

Position Details	
*Position Name/Title	Dino Wrangler
*Start and End Date	Sep 01, 2020 01:31 PM to Apr 30, 2021 01:31 PM
*Total time commitment	30 hours per Semester
*Position Description agreement	<p>I have read the formatting and content requirements for CCR activity descriptions, and agree to follow these guidelines when submitting my position description</p> <p>I acknowledge that my new activity request may be rejected if my position description does not follow these formatting and content guidelines</p>
*Position Description	Dino Wranglers are responsible for coordinating school mascot activities and supervising school spirit initiatives, in addition to ensuring that school mascots do not eat anyone if they get too hungry. <i>Sample position only.</i>
*Would you like to use hour tracking	...

- Click on the 'Participants' tab to view the position participants and their position statuses
- To view a participant's position details, including the number of hours they have logged for a position, click the red 'View Record' button

Participant List for: School Spirit Cultivation Program (Sample Activity) - Dino Wrangler APPROVED VISIBLE < Overview < Back to Activity

Overview **Participants 1**

Position Status	Student	Record-Position Status	Record-Position Created	Validated By	Date Validated	Actions
Active	Rex O' Saurus	Pending	12/15/2021 01:34 PM	N/A	N/A	View Record

Record Position Details: Rex O' Saurus

[← Back to Activity](#)

[← Back to Position](#)

Position:	Dino Wrangler
Activity:	School Spirit Cultivation Program (Sample Activity)
Record Position Status:	Pending
Category:	*School Spirit (Sample Department)
Time Period:	2021-2022
Date Added:	Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality -
Appreciates roles of
spirituality and multiple ways
of knowing in personal and
group values

--select--



Record Position Details: Rex O' Saurus

[← Back to Activity](#)

[← Back to Position](#)

Position:	Dino Wrangler
Activity:	School Spirit Cultivation Program (Sample Activity)
Record Position Status:	Pending
Category:	*School Spirit (Sample Department)
Time Period:	2021-2022
Date Added:	Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>

Update Record Position

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group values

--select--



Record Position Details: Rex O' Saurus ← Back to Activity ← Back to Position

Position: Dino Wrangler

Activity: School Spirit Cultivation Program (Sample Activity)

Record Position Status: Pending

Category: *School Spirit (Sample Department)

Time Period: 2021-2022

Date Added: Added on December 15, 2021 by Clare Hickie

Personal Reflection Comments:

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality -

Appreciates roles of spirituality and multiple ways of knowing in personal and group values

--select--

Actions

UPDATE RECORD POSITION

REMOVE POSITION FROM STUDENT RECORD

APPROVE VALIDATION

DECLINE VALIDATION

- On the 'Record Position Details' page you can review the student's selected Learning Outcomes/Competencies, logged hours, and even edit the competencies and tracked hours if you notice any inaccuracies
- When you are ready to approve or decline the position request, hit the red circular vertical ellipses button '...' in the bottom right corner of your screen and select 'APPROVE VALIDATION'

Record Position Details: Rex O' Saurus ← Back to Activity ← Back to Position

Position: Dino Wrangler

Activity: School Spirit Cultivation Program (Sample Activity)

Record Position Status: Pending

Category: *School Spirit (Sample Department)

Time Period: 2021-2022

Date Added: Added on December 15, 2021 by Clare Hickie

Personal Reflection Comments:

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality -

Appreciates roles of spirituality and multiple ways of knowing in personal and group values

--select--

Actions

UPDATE RECORD POSITION

REMOVE POSITION FROM STUDENT RECORD

APPROVE VALIDATION

DECLINE VALIDATION

- A pop-up box will appear with the option to approve the student’s position request, and an option to send them an approval email
- It is highly recommended to send an approval email to notify the student – you can customize and edit this message if you like!

To return to the previous page, select ‘Back to Activity’ or ‘Back to Position’.

Decline Student Position Requests

Option I

- To DECLINE a students' application, select a student application by clicking on the box next to their application (on the left side of the screen)
- Then click the red 'Actions' button and select 'Decline' or 'Decline with Email' from the drop-down options
 - The 'Decline with Email' option is strongly recommended, as it provides an editable notification to the student letting them know their position has been declined

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the [Leadership and Student Engagement CCR FAQ page](#).

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	5	5
Approved:	0	0
Declined:	0	0

Pending 5 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 5 DISPLAYING: 1 - 5

Filter Clear Sort Actions

2 result(s) currently selected

<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner User Name			
<input checked="" type="checkbox"/>	2021-2022	School Spirit Cultivation Program (Sample Activity)	Dinosaur Safety Ambassador	Rex	O'Saurus	rexthedinosaur			
<input checked="" type="checkbox"/>	2021-2022	School Spirit Cultivation Program (Sample Activity)	Dinosaur Safety Ambassador	Rex	O' Saurus	rexthedino	Dec 16, 2021	0 / 9	No
<input type="checkbox"/>	2021-2022	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Rex	O' Saurus	rexthedino	Dec 15, 2021	20	No
<input type="checkbox"/>	2020-2021	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Example	Student	IA Student Example	Apr 12, 2021	60	No
<input type="checkbox"/>	2020-2021	School Spirit Cultivation Program (Sample Activity)	Dino Wrangler	Rex	O'Saurus	rexthedinosaur	Apr 12, 2021	0	No

Option II

- To DECLINE a students' position request, click on the tab that says 'Validator for the Following Activities'
- Then select the CCR activity you would like to approve position requests for; double check the CCR time period to ensure you have selected the correct year!

Co-Curricular Record: Validator Home

The 2021-2022 Co-Curricular Record Term is now open for adding positions!

In light of the impact of Covid 19 on many extracurricular positions, students who have accrued fewer than 20 hours for a CCR position may still submit a position request for roles they have participated in. You **must** log your hours and have participated in 5 hours or more for the role. For more information visit the Leadership and Student Engagement CCR FAQ page.

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	3	3
Approved:	0	0
Declined:	0	0

Pending **3** Approved **0** Declined **0** Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position	Pending	Approved	Declined
2020-2021	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	2	0	0
2021-2022	School Spirit Cultivation Program (Sample Activity) - Dino Wrangler	1	0	0

→ This will take you to the Position Overview page, where you can view the position details and the number of participants

Position Overview: Dino Wrangler - School Spirit Cultivation Program (Sample Activity)

Overview

Participants **1**

Position Info

Time Period :	2021-2022
Category :	*School Spirit (Sample Department)
Organization :	University of Calgary
Department :	*Sample Department
Activity :	School Spirit Cultivation Program (Sample Activity)
Position :	Dino Wrangler

Position Details

*Position Name/Title	Dino Wrangler
*Start and End Date	Sep 01, 2020 01:31 PM to Apr 30, 2021 01:31 PM
*Total time commitment	30 hours per Semester
*Position Description agreement	I have read the formatting and content requirements for CCR activity descriptions, and agree to follow these guidelines when submitting my position description I acknowledge that my new activity request may be rejected if my position description does not follow these formatting and content guidelines
*Position Description	Dino Wranglers are responsible for coordinating school mascot activities and supervising school spirit initiatives, in addition to ensuring that school mascots do not eat anyone if they get too hungry. <i>Sample position only.</i>
*Would you like to use hour tracking	...

→ Click on the 'Participants' tab to view the position participants and their position statuses

→ To view a participant’s position details, including the number of hours they have logged for a position, click the red ‘View Record’ button

Participant List for: School Spirit Cultivation Program (Sample Activity) - Dino Wrangler APPROVED VISIBLE ← Overview ← Back to Activity

Overview **Participants 1**

Position Status	Student	Record-Position Status	Record-Position Created	Validated By	Date Validated	Actions
Active	Rex O' Saurus	Pending	12/15/2021 01:34 PM	N/A	N/A	View Record

Record Position Details: Rex O' Saurus ← Back to Activity ← Back to Position

Position: Dino Wrangler
Activity: School Spirit Cultivation Program (Sample Activity)
Record Position Status: Pending
Category: *School Spirit (Sample Department)
Time Period: 2021-2022
Date Added: Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality - Appreciates roles of spirituality and multiple ways of knowing in personal and group values



- On the ‘Record Position Details’ page you can review the student’s selected Learning Outcomes/Competencies, logged hours, and even edit the competencies and tracked hours if you notice any inaccuracies
- When you are ready to decline the position request, hit the red circular vertical ellipses button ‘...’ in the bottom right corner of your screen and select ‘DECLINE VALIDATION’

Record Position Details: Rex O' Saurus

[← Back to Activity](#) [← Back to Position](#)

Position:	Dino Wrangler
Activity:	School Spirit Cultivation Program (Sample Activity)
Record Position Status:	Pending
Category:	*School Spirit (Sample Department)
Time Period:	2021-2022
Date Added:	Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:	<div style="border: 1px solid #ccc; height: 50px;"></div>

[Update Record Position](#)

COMPETENCIES

Competencies

Considers Role of Spirituality - Appreciates roles of spirituality and multiple ways of knowing in personal and group values

--select--



Record Position Details: Rex O' Saurus [← Back to Activity](#) [← Back to Position](#)

Position:	Dino Wrangler
Activity:	School Spirit Cultivation Program (Sample Activity)
Record Position Status:	Pending
Category:	*School Spirit (Sample Department)
Time Period:	2021-2022
Date Added:	Added on December 15, 2021 by Clare Hickie
Personal Reflection Comments:	<div style="border: 1px solid #ccc; height: 50px;"></div>

[Update Record Position](#)

COMPETENCIES

Competencies

Considers Role of Spirituality - Appreciates roles of spirituality and multiple ways of knowing in personal and group values

--select--

Actions

UPDATE RECORD POSITION

REMOVE POSITION FROM STUDENT RECORD

APPROVE VALIDATION

[DECLINE VALIDATION](#)

→ A pop-up box will appear with the option to decline the student's position request, and an option to send them a notification email

elevate.ucalgary.ca using your UCID/IT account and view the Co-Curricular Record tab to learn more.' At the bottom are two buttons: 'DECLINE' (blue) and 'CLOSE' (red)."/>

→ It is highly recommended to send a notification email to the student – you can customize and edit this message if you like!

To return to the previous page, select 'Back to Activity' or 'Back to Position'.

Record Position Details: Rex O' Saurus
[← Back to Activity](#)
[← Back to Position](#)

Position: Dino Wrangler

Activity: School Spirit Cultivation Program (Sample Activity)

Record Position Status: Pending

Category: *School Spirit (Sample Department)

Time Period: 2021-2022

Date Added: Added on December 15, 2021 by Clare Hickie

Personal Reflection Comments:

Update Record Position

COMPETENCIES

Competencies

Considers Role of Spirituality - Appreciates roles of spirituality and multiple ways of knowing in personal and group values

--select-- v

Actions

UPDATE RECORD POSITION

REMOVE POSITION FROM STUDENT RECORD

APPROVE VALIDATION

DECLINE VALIDATION

If you believe a student has accidentally added a position to their record (e.g. this student is known to you as a volunteer with your program, but the selected the wrong position from the list under the Activity Description), we encourage you to contact the student before declining the position. When you decline a position, this appears permanently on their Co-Curricular Record. If you believe the position was added mistakenly, contact the student to ask them about their application – you can email the students via the ‘Actions’ button on your CCR Validator Dashboard.

If a student indicates they have accidentally added the position to their record, you can remove the position from their record. To do so, click on the students’ name next to their position application. This will bring you to the page ‘Record Position Details:’ followed by the students’ name. From there, click ‘Remove Position from Student Record’. This will remove the position from their record without requiring you to decline the position. If you have any questions or concerns, or would like a member of our team to do this on your behalf, please email us.

Other Information

Updating Activities and Positions

To update existing activities and positions within the Co-Curricular Record you can submit a request through our online request forms. If you have multiple positions and/or activities you would like to request updates to please re-submit the same form with each new update request.

[CCR Position Update Request Form \(link\)](#)

[CCR Activity Update Request Form \(link\)](#)

Standardized Activity and Position Description Formatting

Updates have been made to the formatting for CCR activity and position descriptions to ensure they are standardized and accurate. All new CCR Activity and Position requests submitted through the Elevate portal are required to meet these formatting requirements for requests to be approved.

To help us standardize the Co-Curricular Record database, please review your CCR activities and positions, and submit a request to update your CCR activities and positions via the [CCR Position Update Request Form \(link\)](#) and the [CCR Activity Update Request Form \(link\)](#) to request to update the position and activity descriptions used for your activities and positions to meet these new formatting guidelines.

Managing Co-Curricular Record Activities and Positions

If you are a validator for an activity in the Co-Curricular Record, and/or you oversee an activity or position that is included in the CCR database, there are additional roles and resources you can access to support your use of the Co-Curricular Record.

I. Co-Curricular Record Validator and Activity Director D2L Course

Join the CCR Validator and Activity Director D2L course to gain access to additional resources, training opportunities, and to hear regular updates about the Co-Curricular Record. To join the course email involve@ucalgary.ca.

II. Sign up as an Activity Director

Do you manage a program or activity that is included in the CCR database? Want to have more control over your CCR activity and positions? Become an Activity Director for your CCR activity!

What are Activity Directors?

'Activity Directors' (AD) are CCR users who have been given a specific type of account permissions and assigned to a group that allows them to directly edit specific activities within the CCR database. Activity directors can be made members of 'Activity Director Groups', with multiple AD's added to specific Activity Director Groups. Activity directors may be made members of multiple Activity Director Groups, which enables them to manage and edit different programs and positions within the CCR database.

Who can be an Activity Director?

Activity Directors must fit the following criteria: they must be a UCalgary staff member, participate in CCR Activity Director training through the office of Leadership and Student Engagement, and must be connected to a CCR-eligible program in some way (this could include a role as a program manager, volunteer manager, staff member of the unit/department a program is offered through, etc.).

How can I set up Activity Directors for a CCR activity?

If you would like activity directors to be created for a CCR activity, please follow these steps:

1. Identify the UCalgary staff member(s) that should be added as activity directors and be able to directly edit and update your activity and its positions. Multiple people can be added as activity directors to an activity, so if there are multiple staff members that manage a program or activity it is recommended that they be added as activity directors.
2. Send an email to involve@ucalgary.ca and cc' the staff members who you believe should be added as activity directors to this email. In this email please identify:
 - Your name and position (i.e. student, staff member)
 - What activity you believe these staff members should be added to as activity directors
 - How you are related to the activity (i.e. participant, volunteer, manager, etc.)
3. We will connect with the staff members to ensure they are the appropriate contacts for the program/activity, and provide them with access to the necessary account permissions to be activity directors.
4. The activity directors will be provided with training via Leadership and Student Engagement on using the Co-Curricular Record.

Validator Important Information and FAQs

Q: Can students add activities from previous years to their Co-Curricular Record?

A: Students can request to have positions from previous years added to their records, and these instances will be assessed on a case-by-case basis. To submit a retroactive position request, students can fill out this [online form \(link here\)](#).

Q: How do I request a new position to be added to the Co-Curricular Record database?

A: To add a new position to the Co-Curricular Record database, please complete the online request form by logging into the Elevate Portal at elevate.ucalgary.ca. Once you have logged in click the drop-down button on the 'Leadership and Student Engagement' tab in the gray sidebar; from the drop-down items click the 'Co-Curricular Record' drop-down item. A new tab called 'Request a New Position or activity' in the gray sidebar and the form will appear underneath the Co-Curricular Record tab. This form should

only be used to request new positions that do not already exist in the CCR database. If a position has been in the CCR database in past years, it will be included in the current academic term.

Q: I don't have a staff account on the Elevate portal – how can I get one?

A: Email involve@ucalgary.ca and use the subject line 'CCR Validator Elevate Account Request': our team will create an account with you and add the necessary account permissions.

Q: When is the deadline to request new positions to the Co-Curricular Record?

A: Requests for new positions to be added to the CCR need to be submitted through the online form by **May 31st, 2022**.

Q: When is the deadline for students to request to add positions to their personal CCR?

A: Students need to add positions to their CCR for the 2021-2022 CCR term is **July 31st, 2022**.

Q: When should I start validating students' requests to have positions appear on their record?

A: You should begin validating students' requests to have positions appear on their personal Co-Curricular Record after July 31st (the last date for students to request a position be added to their record). This ensures that students have finalized the hours logged for positions they have requested to add to their Co-Curricular Record.

Q: What is the final deadline for me to approve Co-Curricular Record position requests?

A: Validators must approve positions by September 5, 2022. After positions have been approved or declined they will appear on students' records.

Q: How does hour tracking work with the Co-Curricular Record?

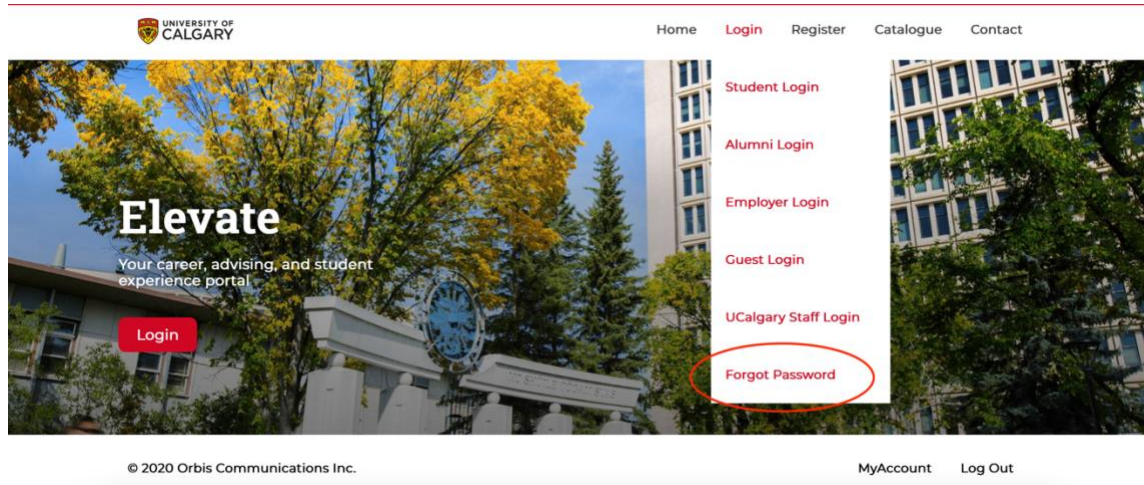
A: When students submit a request for a position be added to their record, they can include the number of hours they were engaged in the position. After this request has been submitted, students can also edit the number of hours they have been engaged in the position. However, after the students' position request has been validated, they should not attempt to edit their position hours, as this will result in the position needing to be validated again.

Q: I have other questions – where can I go for more information?

A: Email involve@ucalgary.ca with any questions or concerns.

Q: I forgot my password for my account – what should I do?

A: If you are having issues logging in, select ‘Forgot Password’ from the login options on the Elevate homepage.



Type in your login ID/username to receive an email with your password reset code. Please note that your login ID may be your ucalgary email address, but may also be a unique ID – ensure that if your login ID is not the same as your email, that you enter your login ID at this stage.

Forgot Password

Resetting your forgotten password is a two step process. Please follow the instructions below.

Step 1. Email reset password link.

Please enter your Login ID below and click on "Email Reset Password Link". A link will be emailed to the email address associated with your account

Your Login ID: *

[Email Reset Password Link](#)

The email that contains your password reset code is time limited – after ten minutes , your password reset code will expire and you will need to start again. This is for your account security!