



Step-by-step guide to add external activities to your CCR

- 1** Go to careerconnects.msvu.ca and click on "**Login Now**".
- 2** Click on the "**Student**" button and enter your myMount login username and password.
- 3** Once you are logged on click "**Co-Curricular Record**" on the side widget bar.
- 4** Review guidelines then click "**Record**" and then click "**Add position to my CCR**".
- 5** Select a time period and the right category (for example "Volunteer" or "Professional Development") when you completed the activity, then select the icon "**Add to record**". If you cannot find the activity, please email ccr@msvu.ca about your volunteer position.
- 6** Fill in the required position details and select continue.
- 7** Under "**Competencies**" on the right-hand side select "**Add**" then click on "Learning Outcome" where it will give you a list of competencies to choose from. Select up to five and add your progress level. This is a required field. It is also **required** to "**Add reflection**" after selecting competencies.
- 8** Scroll to the bottom of the page and select "**Email External Validation Request**".

Once your external activity is approved by the External Validator and Career Services you will see the activity on your CCR