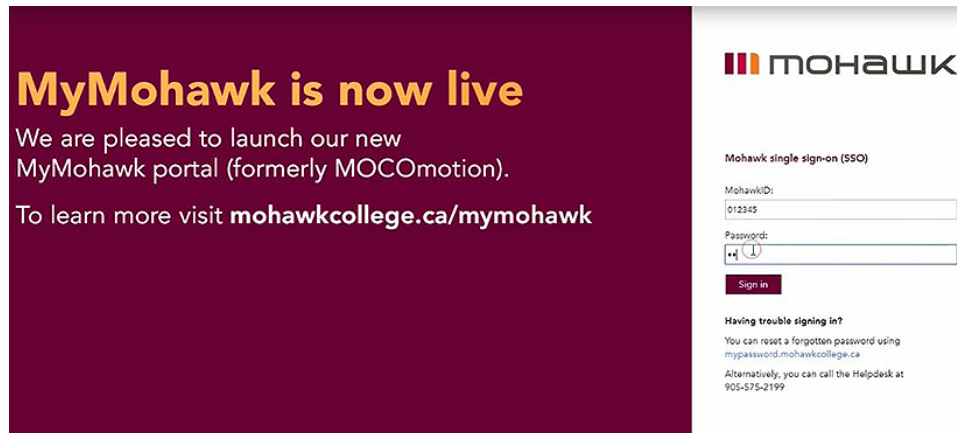


How to Create a Position on the Co-Curricular Record Database



MyMohawk is now live

We are pleased to launch our new MyMohawk portal (formerly MOCOmotion).

To learn more visit mohawckcollege.ca/mymohawk

mohawk

Mohawk single sign-on (SSO)

MohawkID:

Password:

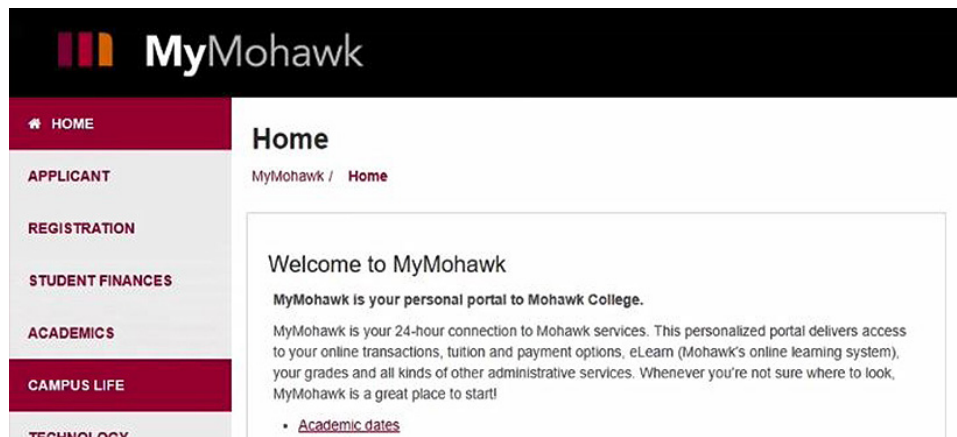
[Sign in](#)

Having trouble signing in?

You can reset a forgotten password using mypassword.mohawckcollege.ca

Alternatively, you can call the Helpdesk at 905-575-2199

1 Login to MyMohawk.



MyMohawk

[HOME](#)

[APPLICANT](#)

[REGISTRATION](#)

[STUDENT FINANCES](#)

[ACADEMICS](#)

[CAMPUS LIFE](#)

[TECHNOLOGY](#)

Home

MyMohawk / [Home](#)

Welcome to MyMohawk

MyMohawk is your personal portal to Mohawk College.

MyMohawk is your 24-hour connection to Mohawk services. This personalized portal delivers access to your online transactions, tuition and payment options, eLearn (Mohawk's online learning system), your grades and all kinds of other administrative services. Whenever you're not sure where to look, MyMohawk is a great place to start!

- [Academic dates](#)

2 Click on the Campus Life Tab.

Get involved

- [Clubs and organizations](#)
- [Co-Curricular Record](#)
- [Mohawk Athletics](#)
- [Mohawk Students' Association \(MSA\)](#)
- [Become a Tutor](#)
- [Volunteering](#)

3 Scroll down to the "Get Involved" section and click on "Co-Curricular Record".

The screenshot shows the CareerReady portal interface. At the top, it says "CCR Staff Validate Pending (Final)". The main header is "CareerReady". Below the header, there's a navigation bar with "SCREEN OPTIONS: Hide Menu" and "YOU ARE HERE: MyAccount / Co-Curricular Record / Co-Curricular Record". On the left, there's a side menu with options: Dashboard, Staff, Quick Links, Career, Co-op, Co-Curricular Record (highlighted in red), Co-Curricular Record (sub-item), Opportunity Directory, Program Tracking, and Request Activity & Position. The main content area shows "You have multiple roles to a different role:" with buttons for "Admin Role", "Staff Role", and "Validator Role". Below this, it says "Co-Curricular Module: Staff Home" and "Request Activity & Position". A welcome message follows: "Welcome Staff/Faculty to Mohawk's NEW Co-Curricular Record (CCR) program. The CCR will allow students to showcase their abilities and..."

4 Click "Co-Curricular Record" in the side menu of the Career Ready portal.

This screenshot is similar to the previous one but shows the "Staff Role" tab selected. The side menu on the left is the same, with "Co-Curricular Record" highlighted. The main content area now shows "You have multiple roles. Select below to switch to a different role:" with buttons for "Staff Role" (selected) and "Validator Role". Below this, it says "Co-Curricular Module: Staff Home" and "Request Activity & Position". The welcome message is the same: "Welcome Staff/Faculty to Mohawk's NEW Co-Curricular Record (CCR) program. The CCR will allow..."

5 Ensure the "Staff Role" tab is selected at the top of the page.

You have multiple roles. Select below to switch to a different role:

[Admin Role](#) [Staff Role](#) [Validator Role](#)

Co-Curricular Module: Staff Home

[Request Activity & Position](#)

Welcome Staff/Faculty to Mohawk's NEW Co-Curricular Record (CCR) program. The CCR will allow students to showcase their abilities and skills they have gained through their co-c

[Home](#) [My Activities / Positions](#)

Overview

0 Pending positions waiting for approval

0 Active Positions

0 Inactive Positions

6 Click on the blue "Request Activity" button.

i The validator is the owner of the activity, and is responsible for validating student participation to completion. The validator must be a recognized university staff or faculty member of the Committee.
As a Co-curricular Staff user, you can choose to be the validator yourself, or specify a third party to be the validator.

☒ **VALIDATOR OPTION A:** I will be the validator for this Activity/Position.

☐ **VALIDATOR OPTION B:** The following person will be the validator for this Activity/Position.

First Name
Last Name
Position
Email

7 Select one of the Validator options. If you select Option B, be sure to fill in the required fields.

Category *
 Campus to Community
 Clubs/Recreation/Varsity/Student Groups
 Community Involvement
 Leadership/Mentors/Peer Tutors
 Mohawk Students' Association
Student Employment
 Volunteer @ Mohawk
 Workshops and Seminars

Clear Selection
 New Category:
 Student Employment

Activity *
Campus Student Employment Program
 David Braley Athletic & Recreation Centre
 Destination College

Clear Selection
 New Activity:
 Campus Student Employment Program

CHOSEN ACTIVITY:

Category * Student Employment
 Activity * Campus Student Employment Program (new)

Check activity for existing positions

8 Scroll down to select the "Period", "Category" and "Activity".
 Next choose the "Check Activity for Existing Positions" button.
 This allows you to ensure your position isn't already listed on the
 Co-Curricular Record.

Name First Last
 Email first.last@mohawkcollege.ca
 Phone 905-575-1212
 Website www.mohawkcollege.ca

Include in Opportunity Directory ☒ Yes ☐ No
 Include Contact Information ☒ Yes ☐ No

ANTICIPATED ACHIEVEMENTS

Select all the achievements you anticipate students will have by participating in this position

Collaborator - Interpersonal Relationships ☐ SELECT ALL

9 If your position isn't already listed, scroll down and fill in the
 mandatory fields. A minimum of 5 hours is required for time
 tracking. The position description must be 75 words or less,
 written in past tense, and paragraph format. Next, enter your
 contact information and select "Yes" for both options.

i Select all the achievements you anticipate students will have by participating in this position

Collaborator - Interpersonal Relationships

☐ SELECT ALL

- ☐ Approached people, problems and situations with honesty, integrity, respect, personal ethics and was flexible in contributions.
- ☐ Sought and accepted feedback from others on strengths, weaknesses and areas for growth
- ☐ Sought out ways to apply relationship building and networking skills to meet and create meaningful, mutually beneficial relationships with and/or different people.

Collaborator - Leadership

☐ SELECT ALL

- ☐ Took on a leadership role and worked with others to clarify team's purpose and objectives, encourage ideas and contribute towards collaborative decision making
- ☐ Helped sort through potential outcomes to improve and identify the best course of action to accomplish a goal
- ☐ Adjusted leadership style appropriate to the situation and sensitivity of human differences, with the ability to understand differing points of view/beliefs.

10 Select 5 - 10 achievement statements that you feel are potential learning outcomes for students and hit "Save". Your position will now sit pending until it is approved.