

How to Add a Position to Your CCR

Orbis Portal - My Account - Co-C

career360.smu.ca/myAccount/CCRdash/ccrlanding.htm

LOG BACK IN AS C STARKEY

HOME

You are currently logged in as **Your Name**

Dashboard

Events & Workshops

Career (Job Postings & Appointments)

Co-op

Service Learning

Student Employment Initiative Program

CO-CURRICULAR RECORD

CCR DASHBOARD

Activity Directory

Request Form

← BACK TO OVERVIEW SWITCH ROLE

Your Name
Co-Curricular Activities
Created: Jul 16, 2019 and Updated Jan 15, 2021

Total Hours: 147

Student **ADD A POSITION TO MY RECORD**

Below are your listed positions that can be applied to your CCR once validated.

Please note, if you wish to include a position on your printed/PDF record, check the red "X" in the "Show on Record" column.

International Student
Career & Employability Certificate (INC)

SUMMARY

Select the blue "Add Position to My Record" button

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Student Employment Initiative Program

Co-Curricular Record

Student Resources

Programs & Awards

Quick Position Search

← Back to My Co-Curricular Record

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name

Navigate through the selection boxes to narrow down your results.

Period	Category	Organization	Activity
2019-2020	Awards		
2020-2021	Leadership		
	Professional and Personal Deve		
	Sports		
	Student Societies		
	Volunteer		

Search by typing in the activity/position name
Or search by navigating through the selection boxes

How to Add a Position to Your CCR

The screenshot shows the Orbis Portal CCRdash interface. On the left is a navigation menu with options like Dashboard, Events & Workshops, Career, Co-op, Service Learning, Student Employment Initiative Program, Co-Curricular Record, and Student Resources Programs & Awards. The main area has search filters for Period (2019-2020, 2020-2021), Category (Awards, Leadership, Professional and Personal Development, Sports, Student Societies, Volunteer), Organization (Atlantic Schools of Business, Atlantic Water Network, Canadian Roots Exchange, CIPS Nova Scotia, Ross Farm Museum, Saint Mary's University, Science Atlantic, ToastMasters International), and Activity (International Student Career & Leadership, Residence Life - Residence Committees, The Counselling Center). Below the filters, a table lists 22 positions found. The table has columns for Period, Activity, Position, Position Status, and Student Visibility. The first row shows a position titled 'Chair: Big 3 Committee' for the period 2020-2021, with status 'Approved' and 'Active'. To the right of this row are buttons for 'View Position', 'Add to record', and 'Add to shortlist'. A yellow arrow points to the 'View Position' button.

Period	Activity	Position	Position Status	Student Visibility	Actions
2020-2021	Residence Life - Residence Committees	Chair: Big 3 Committee	Approved	Active	View Position, Add to record, Add to shortlist
2020-2021	Residence Life - Residence Committees	Co-Chair: Big 3 Committee	Approved	Active	View Position, Add to record, Add to shortlist
2020-	Residence Life - Residence	Member: Big 3 Committee	Approved	Active	View Position, Add to record, Add to shortlist

Select "View Position" or "Add to Record"

The screenshot shows the details of a position titled 'Position - Big 3 Committee Rep of the Year - Residence Life'. The page has a breadcrumb trail: '< Back to Add Position to My Record' and '< Back to My Co-Curricular Record'. The position info includes: Time Period: 2020-2021, Category: Awards, Organization: Saint Mary's University. Position Details include: Position Title: Big 3 Committee Rep of the Year, Avg. Weekly Time Commitment, Include in Experience Catalogue? Yes, and Position Description: A member of the committee who has shown exemplary commitment and motivation to their work. A great team player who can always be counted on to achieve results needed. Position Requirements & Additional Information. Anticipated Competencies include: Accountability, Adaptability, Budgeting, Build Capacity, Collaboration, Complex Problem Solving, Coordinating, Cross-Cultural Collaboration, Decision Making, Design Thinking, and +25 more. A yellow arrow points to the 'Add Position To My Co-Curricular Record' button.

If select View Position, you can add the position by selecting the blue button

How to Add a Position to Your CCR

The screenshot shows the Orbis Portal interface for a user's CCR dashboard. The user is logged in as 'Your Name'. The dashboard displays the following information:

- Role: Validator Role / Student Role
- Position: Chair: Big 3 Committee
- Activity: Residence Life - Residence Committees
- Record Position Status: Pending
- Category: Professional and Personal Development
- Organization: Saint Mary's University
- Time Period: 2020-2021

Buttons for 'Update Record Position' and 'Add Reflection' are visible. A yellow arrow points to the 'Add Reflection' button. The 'COMPETENCIES' section is partially visible at the bottom.

Complete the 3-question reflection (*Note: this must be completed to show on official CCR)

The screenshot shows the 'COMPETENCIES' section of the CCR dashboard. The user is prompted to enter competencies learned, with suggested competencies in bold. The 'Design Thinking' competency is selected, and a dropdown menu is open, showing the following options:

- select--
- select--
- Achieved
- Not Achieved
- select--

A yellow arrow points to the 'COMPETENCIES' section header, and another yellow arrow points to the dropdown menu.

Enter Competencies you learned (*Note: this must be completed to show on official CCR)

How to Add a Position to Your CCR

The screenshot shows the Orbis Portal CCR dashboard. The user is logged in as 'Your Name'. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Events & Workshops', 'Career (Job Postings & Appointments)', 'Co-op', 'Service Learning', 'Student Employment Initiative Program', 'CO-CURRICULAR RECORD', and 'CCR DASHBOARD'. The main content area shows 'Managing Conflict' and 'Strategic Thinking' sections with dropdown menus. Below these is a 'TIME ENTRY' section displaying '0 hours logged' and an 'Edit' button. A yellow arrow points to the 'Edit' button.

Add hours (*Note: You must have a minimum of 10 participation hours for it to appear on your official CCR, except for "Awards and Certificates")

The screenshot shows the 'Record Position Details' page for a 'Board Member' role. The details include: Position: Board Member; Activity: Saint Mary's University Student's Association (SMUSA); Record Position Status: Approved (validated by Mimi O'Handley on Apr 1, 2020); Category: Leadership; Organization: Saint Mary's University; Time Period: 2019-2020. The 'Show this position on student record PDF' field has a red X icon and a yellow arrow pointing to it with the word 'Click'.

Once validated, check the red X ❌ in the "Show this position on student record PDF" column. A green check ✅ means the position is visible on the PDF record.