Request adding a new Activity or Position

Click on “Request a Position”.

You are directed to the request position module. You will need to fill out as much information as you can about the activity or position as possible.

The **required** fields are:

- Your name, position, email and phone number.
- The time period the activity took place as well as the activity/position category, organization, department and name.
- You will also need the position title, description to be printed on CCR, full description, competencies of the activity/position.
- The last information required is the activity/position contact’s name and email and whether to include in the opportunity directory and if so, whether to include the contact information in the directory.