Validate a student’s activities

Validating a student's involvement in an activity is accomplished in 4 steps:

1. Select "Co-Curricular Record. This will open your Validator home page. From here you are presented with list of:

   - Pending requests
   - Approved Requests
   - Denied requests

2. Click on the student's name to open their request.

3. Verify and either approve or decline.

4. Send an approval or denial email to the student.