MyCCR How To:

Clone a position

From your dashboard, click “Co-Curricular Record”

You are directed to the Validator Home Page. Select the “Validator for the following activities” tab and a listing of all positions you are a validator opens. Select the position you want to add multiple students to.

Once you are at the position overview, click on the participants tab.
Select the “Add Position to Multiple Student Records” button.

Enter the PIDS of the students to add to the activity in the pop up box that appears. Ensure the drop down selector is set to “Approved”. Select the button to send an email to the students added. Finally click the “Add Positions to Record(s)” button.

You will be returned to the “Participants” tab of the position and all the students you added will now be listed. There will also be a confirmation message in green. If you receive any red messaging indicating a student was not added, investigate further as to why the student was not added.