



## Experience Record (ER)

Requesting recognition for experiences to be added on your ER

Last updated on: March 15, 2024

Login to UMConnect. To login:

1. On the [UMConnect](#) home page, select **Login**.



2. Select **UM Students**. This will take you to the UManitoba Single Sign-on log-in page. Login using your @myumanitoba.ca email address and password.

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## Login

Please select your user group from the list below.

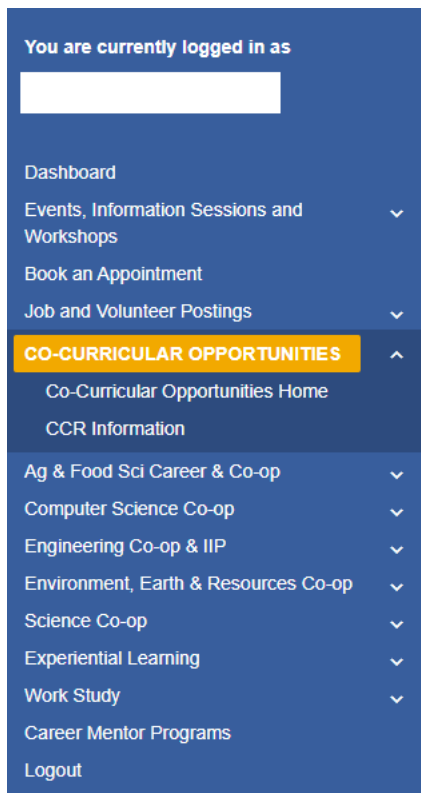
- Alumni
- **UM Students**
- ICM Students
- Industry & Community Partners
- Staff & Faculty

If you require assistance or would like to provide feedback regarding this document, please contact us at [experiencerecord@umanitoba.ca](mailto:experiencerecord@umanitoba.ca).



To add an ER-recognized activity and position on your record, follow these steps:

1. Search for the activity and position that you would like added to your record. You can do this in two ways:
  - a. Click on **Co-Curricular Opportunities** on the left blue panel to enter your **Co-Curricular Opportunities** homepage.



- i. On your **Co-Curricular Opportunities** homepage, click **Add an Experience to My Record**.



- ii. In the search box, add a keyword, such as part of the activity name. A list will appear below the search bar of all potential activities and positions. Click the one you are looking for.

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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

b. You can also find the activity in the Experience Catalogue.



## Experience Catalogue ⓘ



Available Experience Types ▾

View my saved opportunities ▾

Search for keyword in title...

i. Use the search bar to the right to search for an activity. Once you find the activity click on the title to open and view the positions.

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**Student Accessibility Services Volunteer Notetaking Program**

Fort Garry Campus

**Description**

Volunteer notetakers are an invaluable service for SAS students. These volunteers scan notes taken in class, and share them anonymously with SAS students. These notes are then made accessible to students who for various reasons are unable to take their own notes. This shows a great commitment for helping others. There is no training required.

The best way for students to learn more is  
*Not set*

**Positions**

**Volunteer Notetaker**

A volunteer notetaker takes notes in various classes and provides them to SAS. These notes are then made accessible to students who for various reasons are unable to take their own notes. Volunteer notetakers are an invaluable service for SAS students which demonstrates their commitment to helping others.

**Type of Experience**

Student Involvement

**Student Accessibility Services Volunteer Notetaking Program**

Fort Garry Campus

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- ii. Click on one of the position titles to open it in UMConnect for further details. This will prompt you to login using your @myumanitoba.ca email address and password if you are not already signed in.
- iii. Once in UMConnect, follow the steps of the first option to request for recognition.

Once you selected the activity and position, click **Add Position to My Experience Record**.

**Position - New Student Participant - University of Manitoba Orientation**

Position Info	
Time Period :	2023-2024
Campus :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Student Life

◀ Back to Add Position to My Record    ◀ Back to My Experience Record

Add Position To My Experience Record

Add to shortlist

1. The position will show up on your record as **Pending**.

**Volunteer Notetaker**

*Student Accessibility Services Volunteer Notetaking Program*

✎ Pending

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Note: If the box is check marked it will be displayed on your published Experience Record, if it is not, it will be excluded. It is automatically checked on you have submitted a request for validation. However, if you uncheck the box before it is approved you will not be able to checkmark it again until after approval.

Note: If you click on the clock icon on the bottom right you will be able to edit your hours while your request is pending. Once it is approved you will no longer be able to edit the hours.

2. During the validation period (typically at the end of every semester), validators can review requests, approving and declining where appropriate.

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