Experience Record (ER)

Requesting recognition for experiences to be added on your ER
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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.

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

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.
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](image)

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

   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.