Experience Record (ER)
Validating student for experiences to be recognized on their ER
Last updated on: March 15, 2024

To validate student experiences without requesting, follow these steps:

1. Navigate to your Co-Curricular Opportunities: Validator Home page by clicking Co-Curricular Opportunities on the left blue panel.

2. The Co-Curricular Opportunities: Validator Home page has the following:
   a. At the top, it has the dates of the Validation Period for each semester.
   b. Four tabs that will show information regarding validations.

   Note: Outside of the validation period, these tabs will not show any information – No Records Found. During the validation period, you will be able to see Pending, Approved, and Declined requests.

During the Validation Period:

3. Students can request to have an experience added to their Experience Record throughout the year. During the validation period, these requests will appear on the Pending tab.

If you require assistance or would like to provide feedback regarding this document, please contact us at experiencerecord@umanitoba.ca.
Note: To edit student hours, from the Co-Curricular Opportunities: Validator Home page, go to Validator for the Following Activities and click on an Activity - Position to view it.

This will bring you to the Position Overview. From here go to Participants then click on View Record beside the name of the student you wish to edit hours for. Under Time Tracking click on the Log Time button. Edit the hours within the pop-up window and click Update.

4. You can then proceed with approving / declining requests. To do so:
   a. Checkmark the box beside the student request you want to approve or decline.
   b. Click Actions to open a drop down. Approve With Email or Decline With Email. This will notify the student of the status of their request.

5. To the right of the Pending tab are the Approved and Denied tabs where you can view previous requests. You can also view the list of positions and activities you are a validator for under the Validator for the Following Activities tab.

Adding Participants without a Request

If you require assistance or would like to provide feedback regarding this document, please contact us at experencerecord@umanitoba.ca.
If you know of students who have not requested a certain position to be added on their record, you can manually add the position to their record. To do this:

1. Navigate to your Co-Curricular Opportunities: Validator Home page by clicking Co-Curricular Opportunities on the left blue panel.

2. From Co-Curricular Opportunities: Validator Home page navigate to the Validator for the Following Activities tab and select the position you would like to add students to.

3. In the Position Overview page, navigate to the Participants tab. This tab lists every student who has received recognition.

4. Click the circle with vertical ellipses on the bottom right of the page. This will open an Actions pane on the right side of the page.

If you require assistance or would like to provide feedback regarding this document, please contact us at experiancerecord@umanitoba.ca.
5. Click **Add Position to Student Record**. This will open a pop-up window.

6. Search for the student in the **User Look-up** field. Click the correct student from the list that appears from your query to add their User ID (typically this is their @myumanitoba.ca email address) on the **User to add** field. Note: Be careful of selecting the correct student in the case of similar or same names.

7. Alternatively, if you have a list of students to add to this specific position, you can copy and paste their @myumanitoba.ca emails directly onto the **User to add** field. You can upload **150 student emails**; @myumanitoba.ca, at one time using this method.

8. Set the **Validation Status** to **Approved**. Note: Validators will still be able to edit and log hours for students after approving an Experience Record notation.
9. Once you have the Validation Status to Approved, check that the Email the newly added participants field is check marked. Then click Add.