My Western Experience

Western's Co-Curricular Record

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Student User Guide

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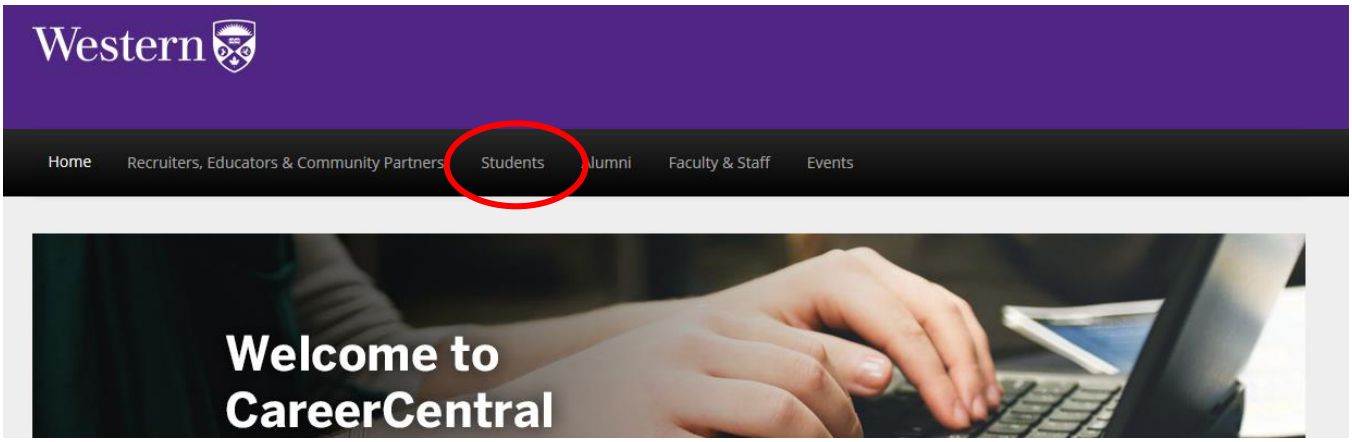
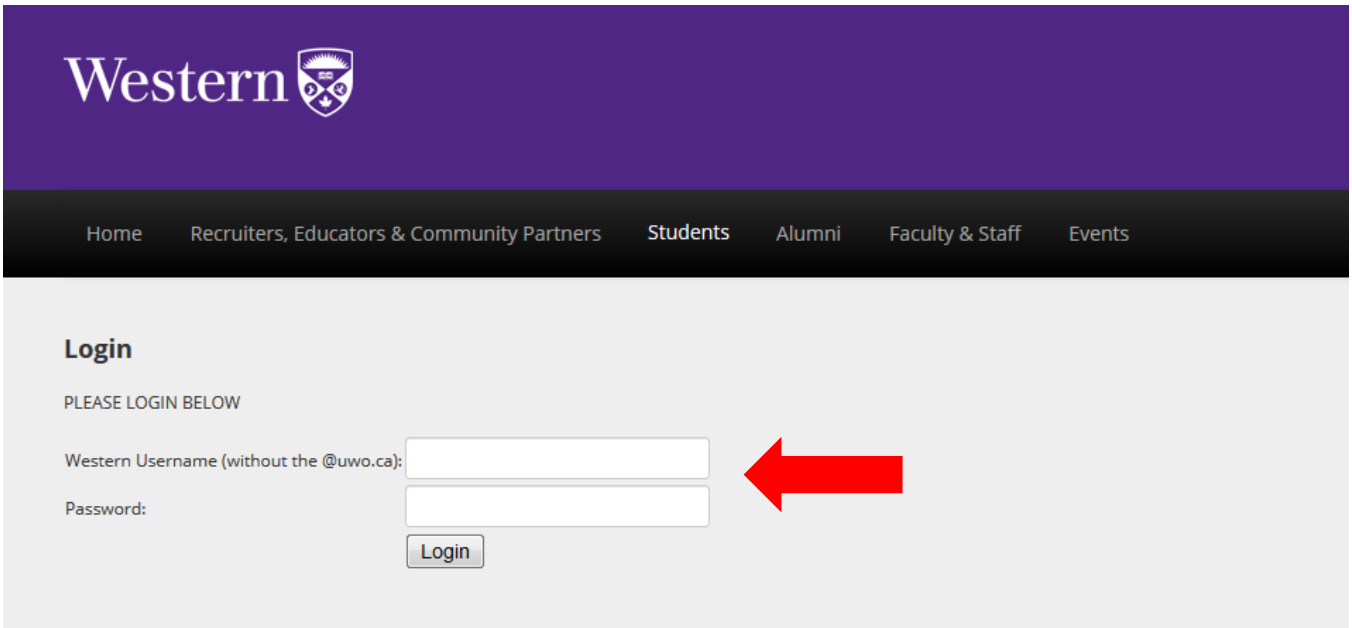
Login Information

Step 1: Login into Career Central at https://westerncareercentral.ca/home.htm

Step 2: Select "Students" tab from the menu bar.



Step 3: Login using your Western Username and Password. Your Username is the same as your UWO email account without the *@uwo.ca*



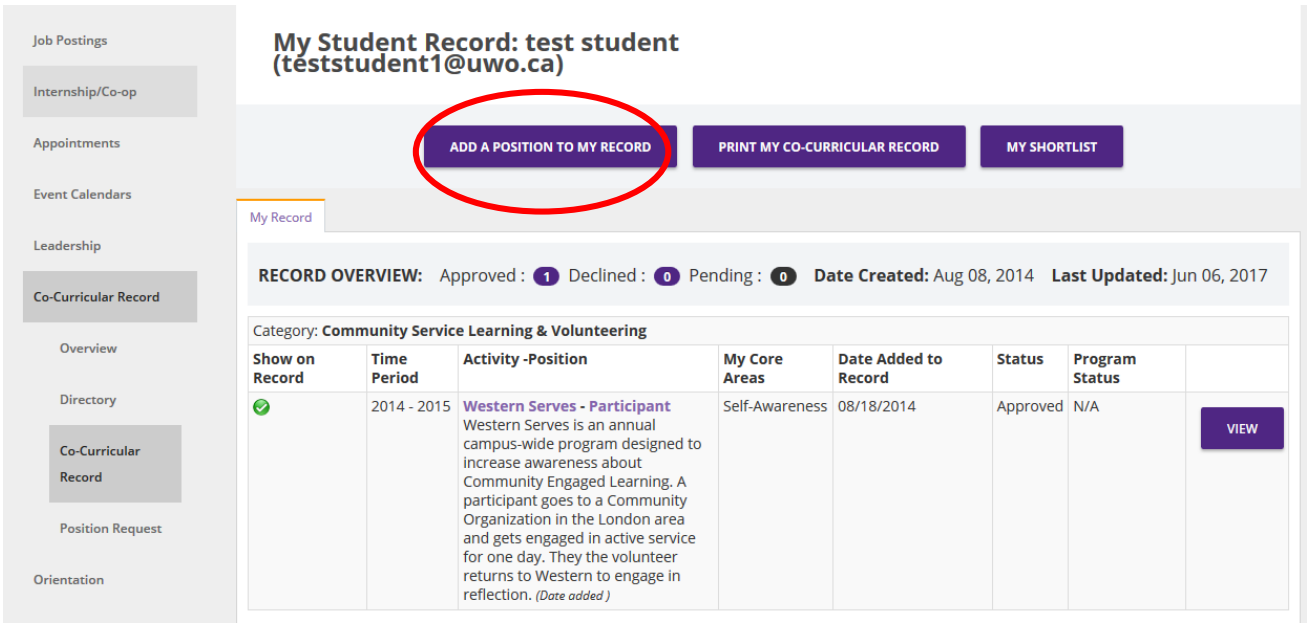
Step 4: Scroll down and click the "Co-Curricular Record" heading on the left hand side. This will bring you to the Co-Curricular overview.

Now that you are logged in, you are able to add a position to your record, search activities, print your record, or complete a position request.

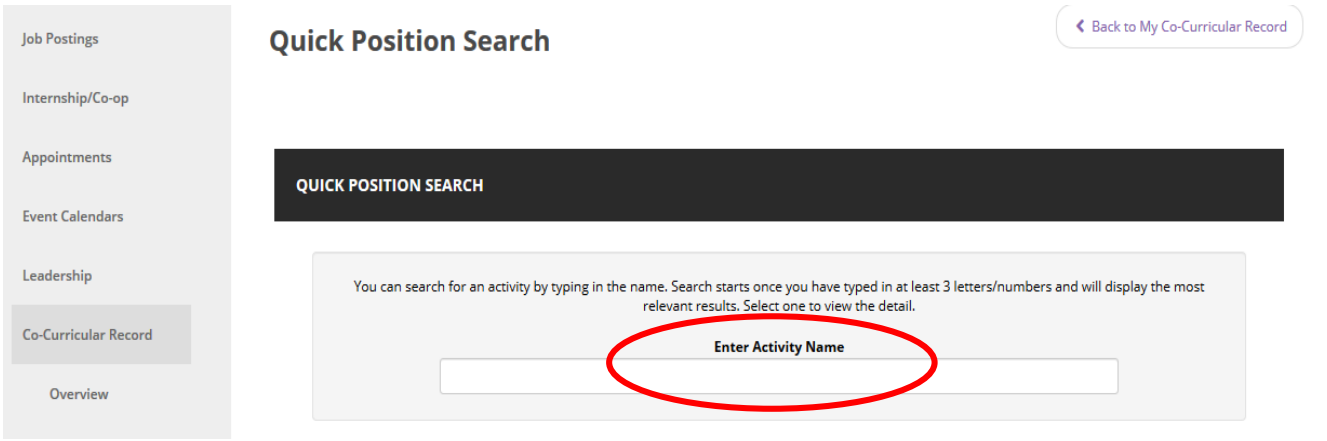
Adding A Position To You WCCR

Step 1 : Click on the "Co-Curricular Record" tab under the Co-Curricular Record menu.

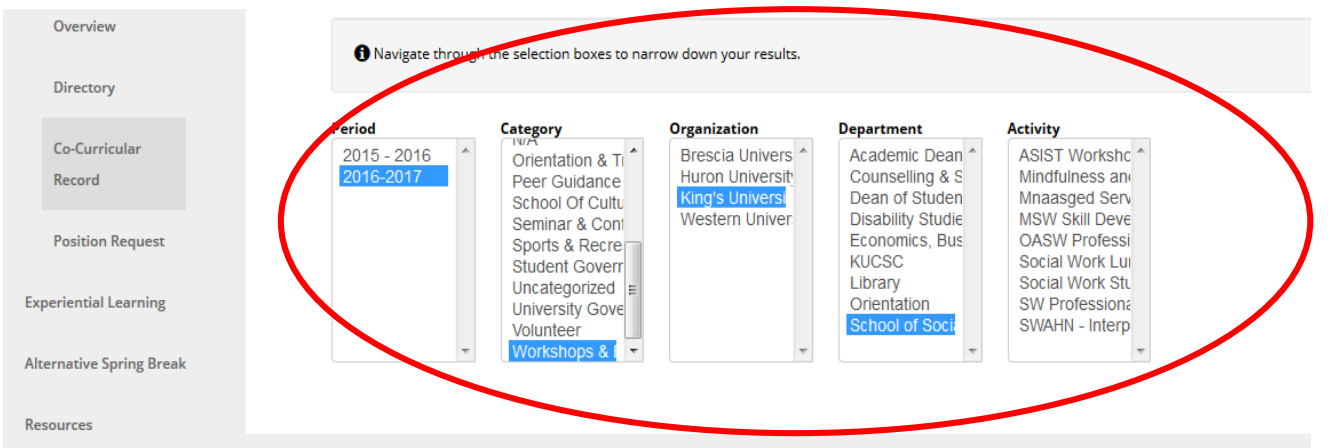
Step 2: To add a new position to your record click the purple "ADD A POSITION TO MY RECORD" button.



Step 3: Type in the Activity or Position you are looking for under the "Activity Name" search box.

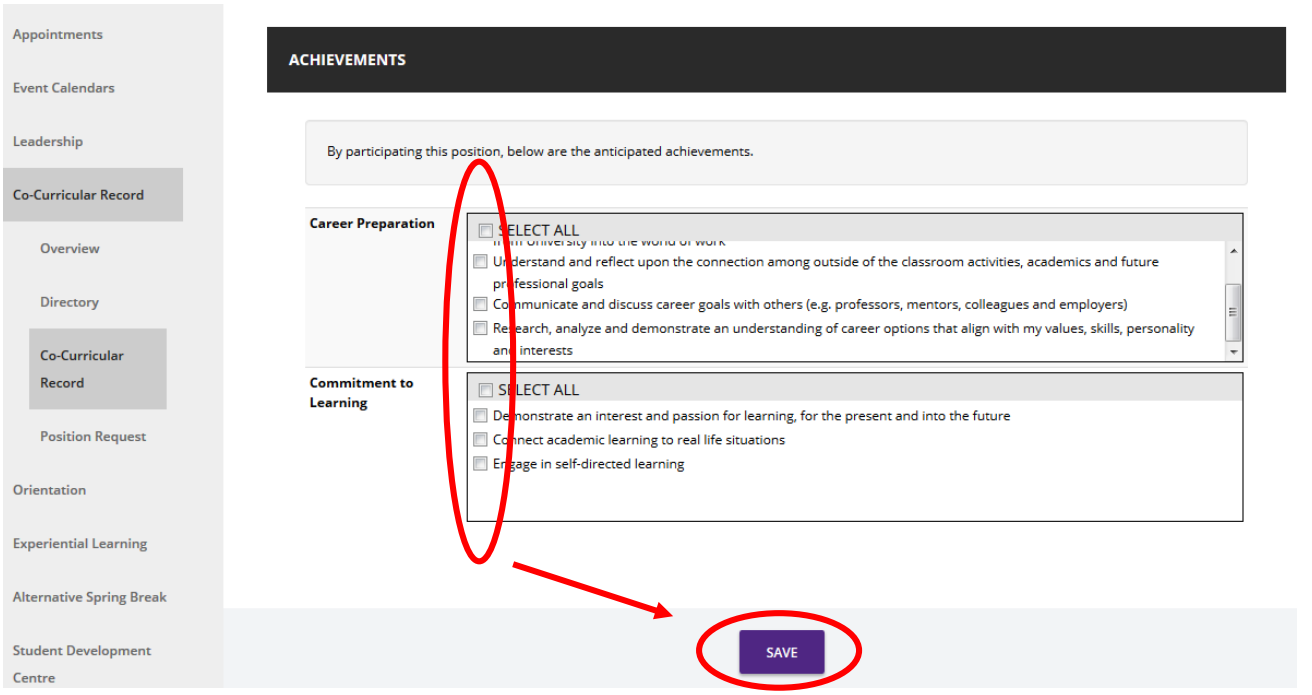


OR: Navigate through the selection boxes to narrow down the activity results and select your position.

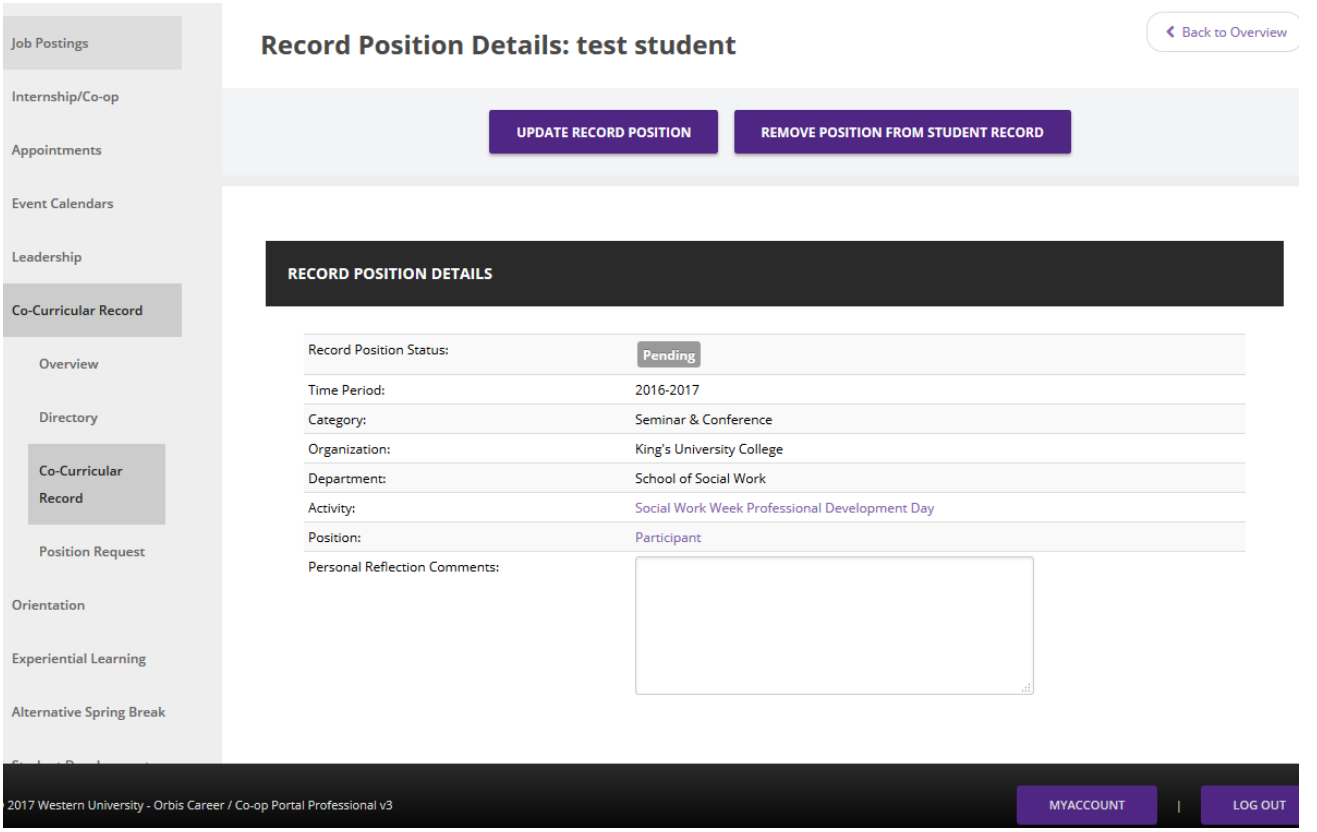


Step 4: Once you have found your position, add it to your record by clicking on the purple "ADD TO RECORD" button.

Step 5: Reflect on the experiences you have had in this position and check off the outcomes you have achieved as a result of your involvement. Then click the purple "SAVE" button.



Step 6: A notification will be sent to the activity validator to confirm your participation. Once validated, you will have the option to display the position on your WCCR.



Note: You are able to update your outcomes by scrolling to the bottom of this page. To save changes click the purple "UPDATE RECORD POSITION" button.

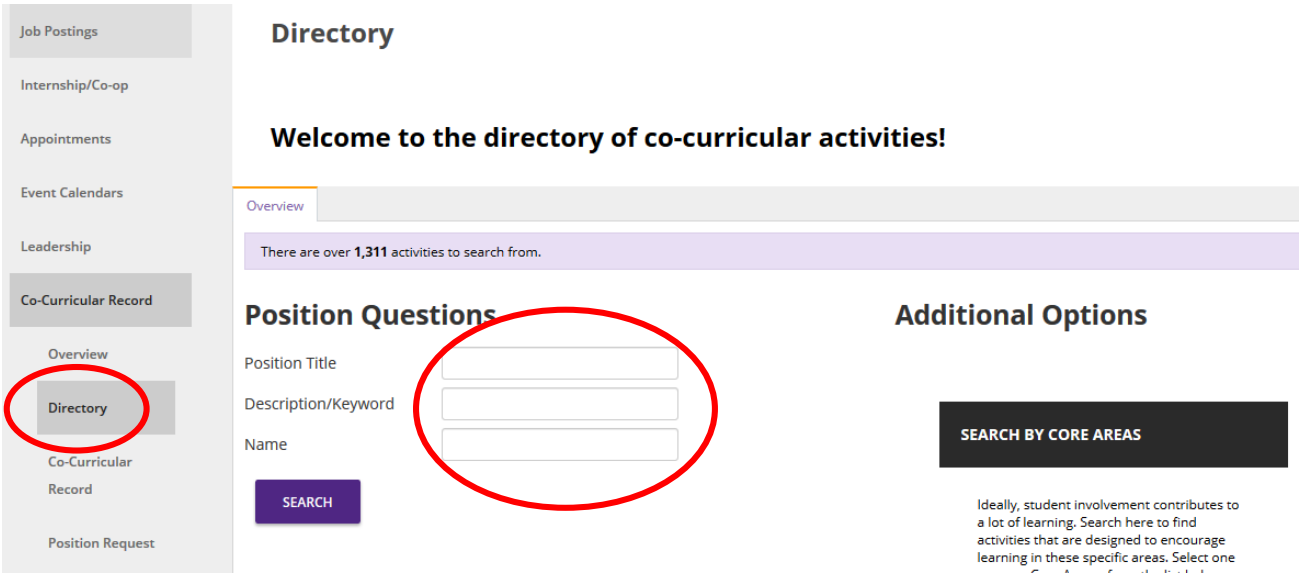
You can remove a position from your record by clicking the purple "REMOVE POSITION FROM STUDENT RECORD" button. If you remove a position you will need to send another request in order to re-add it. Alternatively, you are also able to turn on and off positions from your record to customize what is visible.

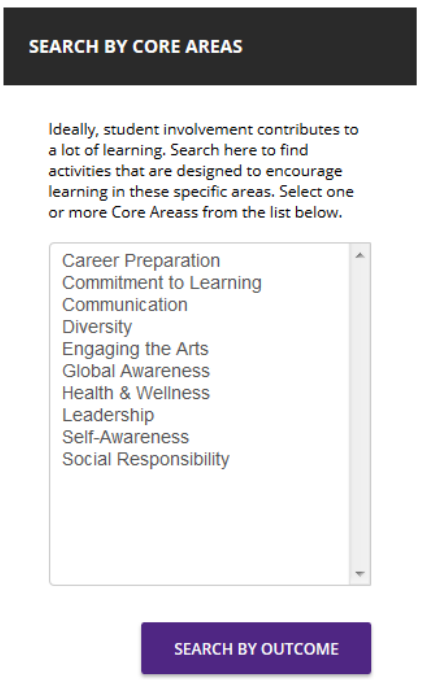
Using The WCCR Directory

Step 1: To view the positions available through WCCR click on the "Directory" tab under the Co-Curricular Record menu.

Step 2: Search for available positions. There are three ways to do this:

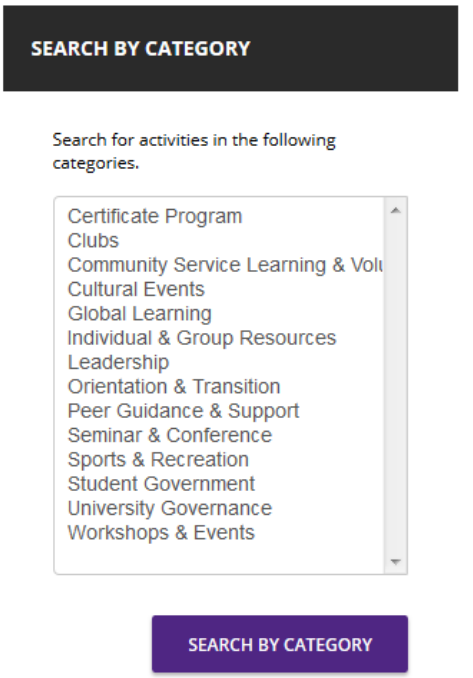
1. Position Questions: Search by Position Title, Description/Keyword or Name.





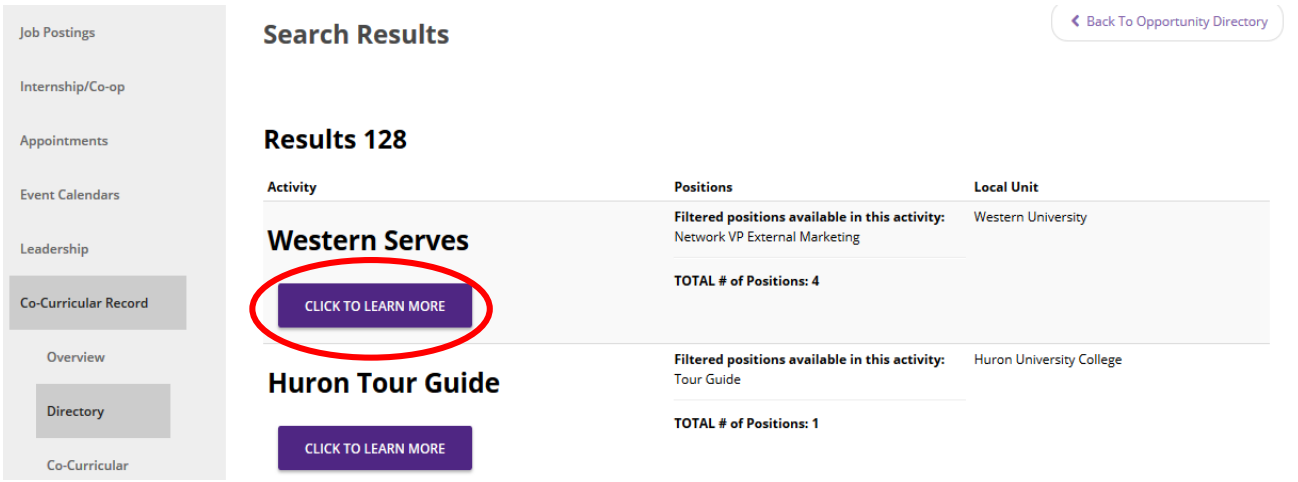
2. Core Area: Search by specific core areas focusing on the skills you wish to build.

3. Category: Search for activities/positions based on areas of interest.

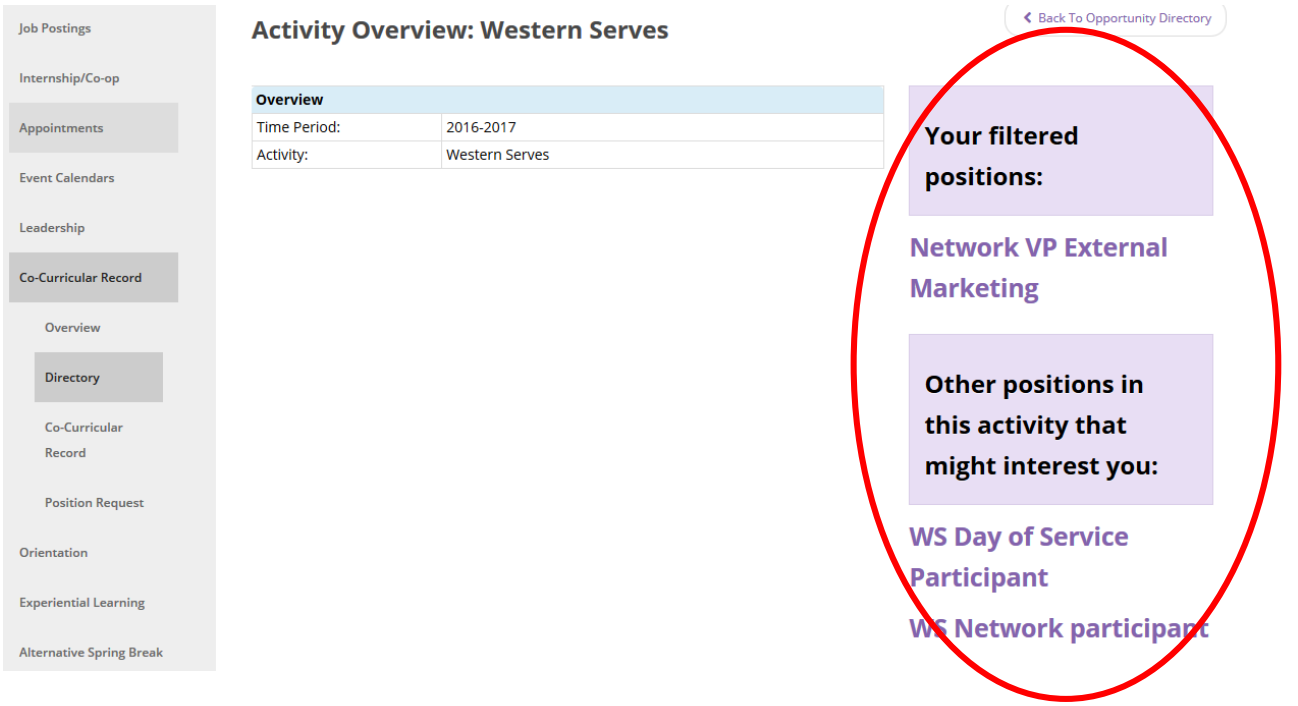


Step 3: Using 1 of the 3 options, click the purple "SEARCH" button to view available activities.

Step 4: Choose the activity you are interested in by clicking the purple "CLICK TO LEARN MORE" button. This will let you view the positions available with this activity.



Step 5: Click on the position you are interested in to find out more information, add it to your record or add it to your short list.



Requesting A New Position

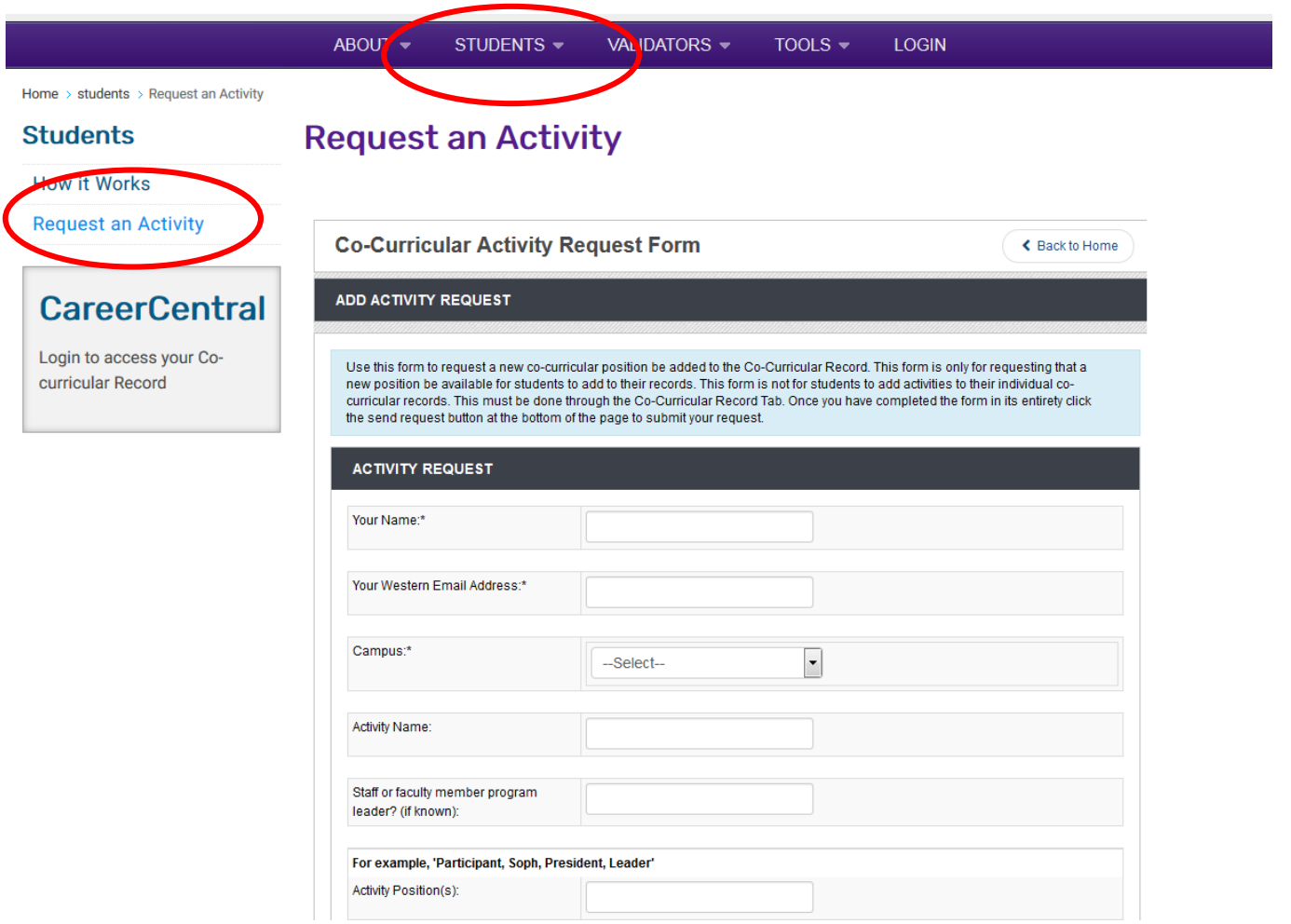
In order to ensure WCCR reflects all available opportunities for engagement on campus, students are encourage to request new activities and positions be added to the record as they become available on campus.

There are two ways to request a new activity/position be added to the record.

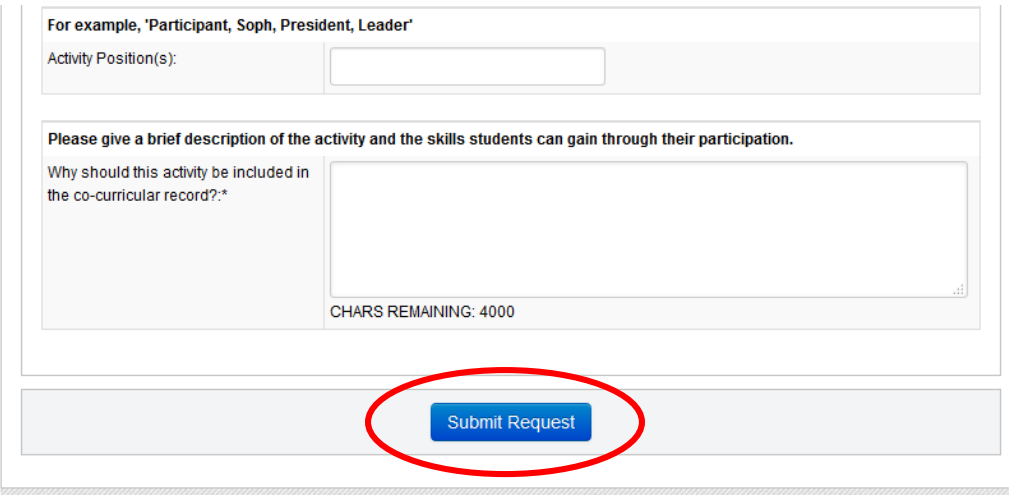
Option 1: Through WCCR website myexperience.uwo.ca

Step 1: Go to myexperience.uwo.ca and click on the "Students" menu.

Step 2: Click on the "Request an Activity" tab under the Student menu.



Step 3: Fill in the required information and click the blue "Submit Request" button. An email will be sent to WCCR coordinator to review.

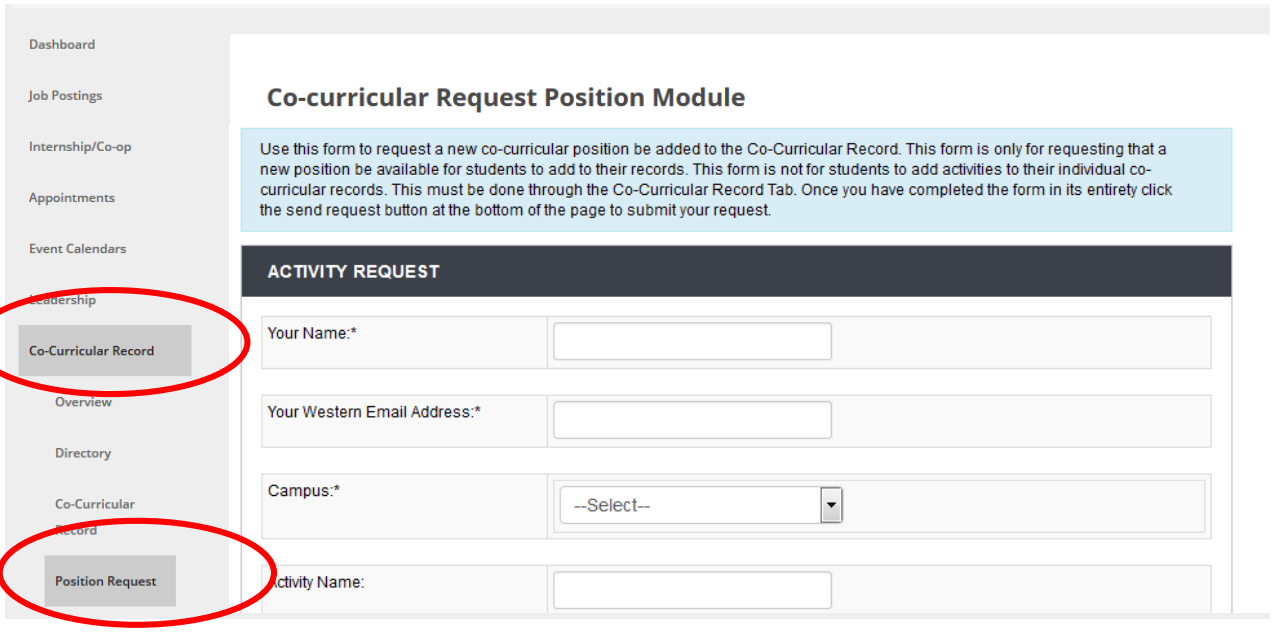


Option 2: Through CareerCentral

Step 1: Login to westerncareercentral.ca and click on the "Co-Curricular Record Menu on the left.

Step 2: Click on "Position Request"

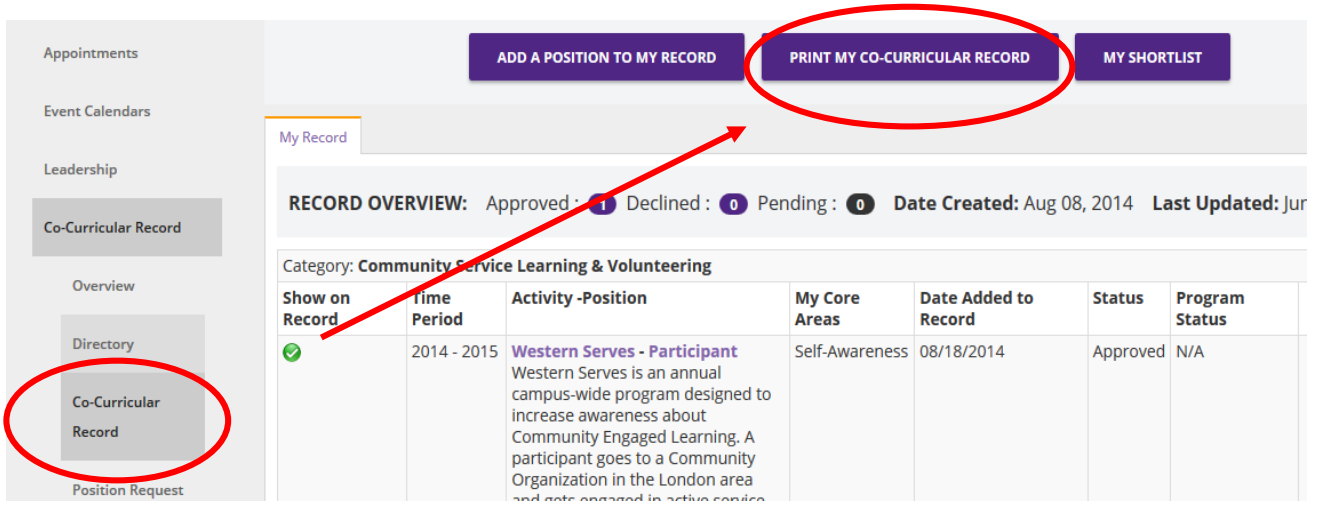
Step 3: Fill out the required information and click the purple "SEND REQUEST" button. An email will be sent to WCCR coordinator to review.



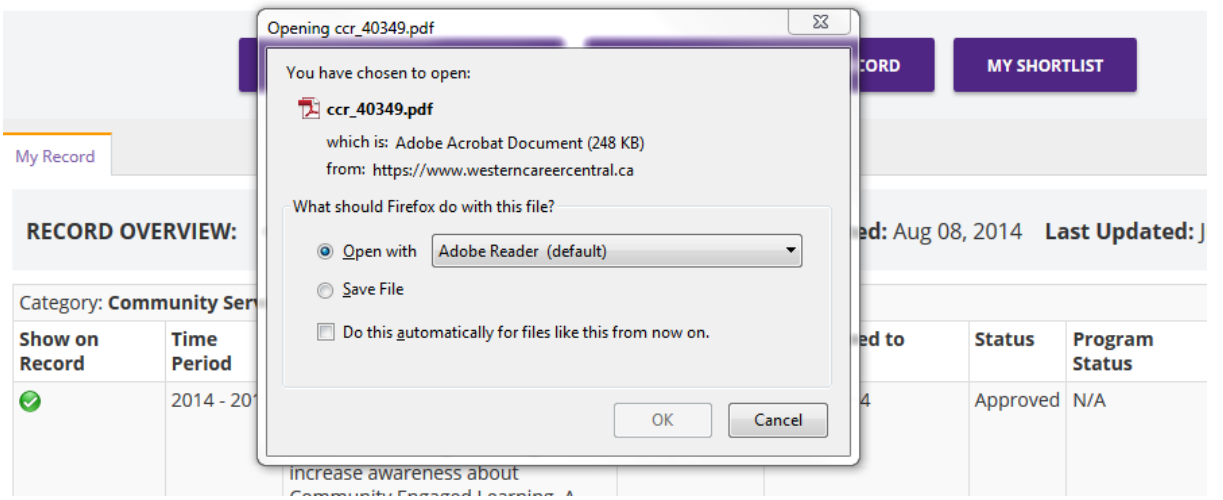
Printing Your WCCR

Step 1: Click on the "Co-Curricular Record" tab under the Co-Curricular Record menu.

Step 2 : Click on the purple "PRINT MY CO-CURRICULAR RECORD" button.



Step 3 : A dialogue box should automatically pop up asking if you would like to open or save the file. Choose either option and then click "OK". You will need to have Adobe Reader or a compatible program in order to view your record.

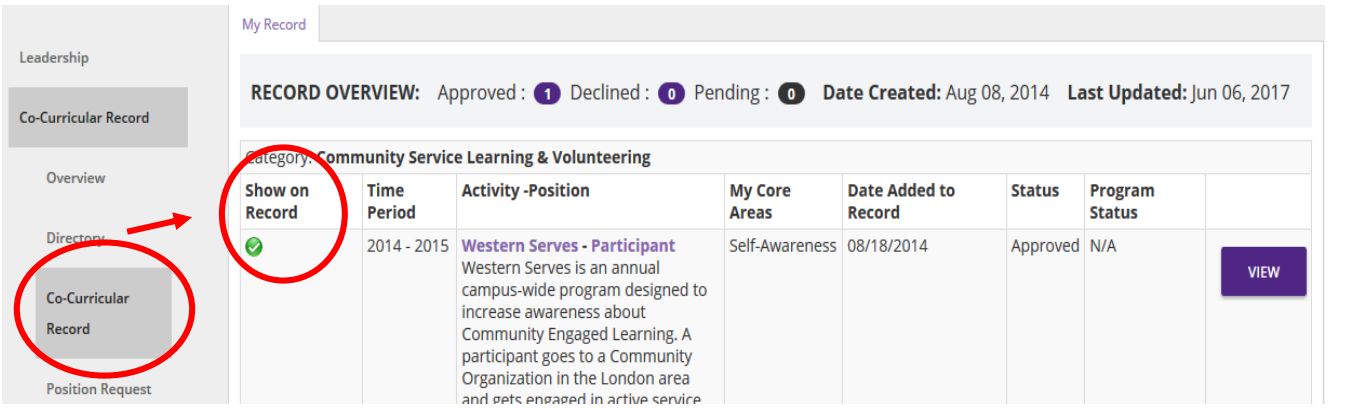


Customizing Your WCCR

Students are able to customize their Co-Curricular Record to showcase specific positions.

Step 1 : Click on the "Co-Curricular Record" tab under the Co-Curricular Record menu.

Step 2 : Students may turn on or off the positions they want to appear on their record by clicking on the green or red icon under the "Show on Record" column.



Position **will** appear on WCCR

Position **will not** appear on WCCR