# How To View, Print and Share your Experience Record:
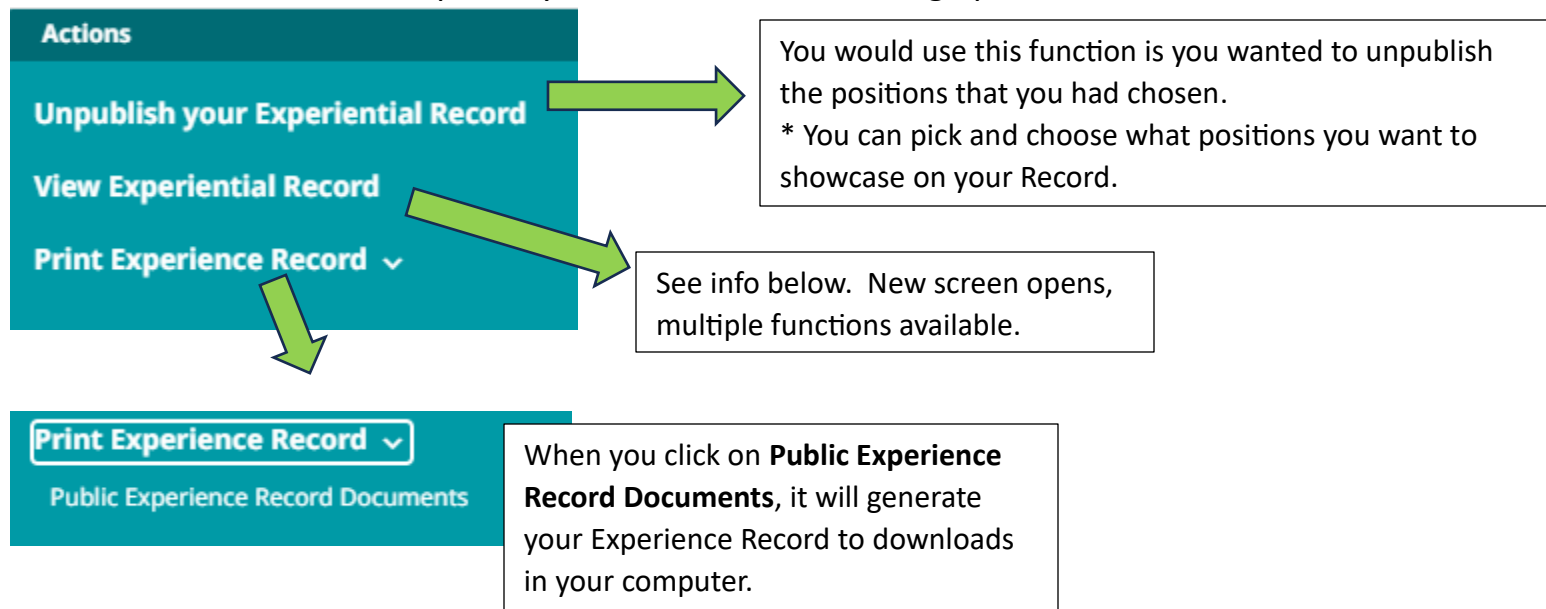
**Print** your Experience Record - login to https://experience.cotr.bc.ca/home.htm using your COTR user login and password (*Example: c000000@cotr.bc.ca*)
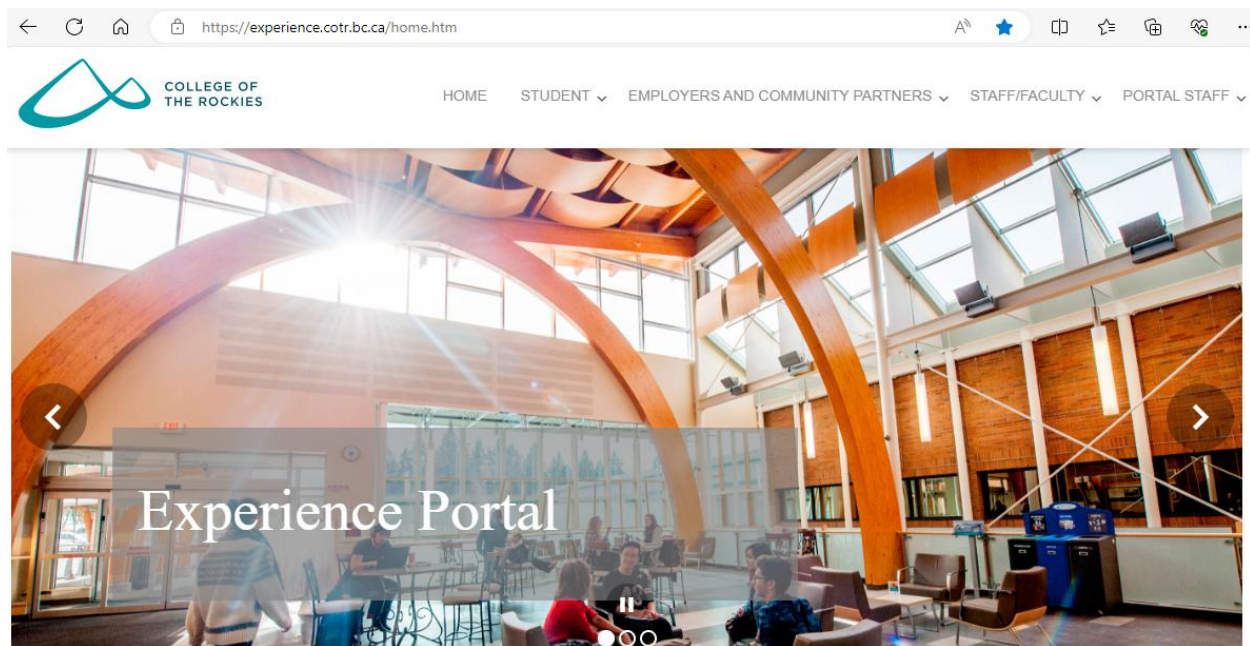


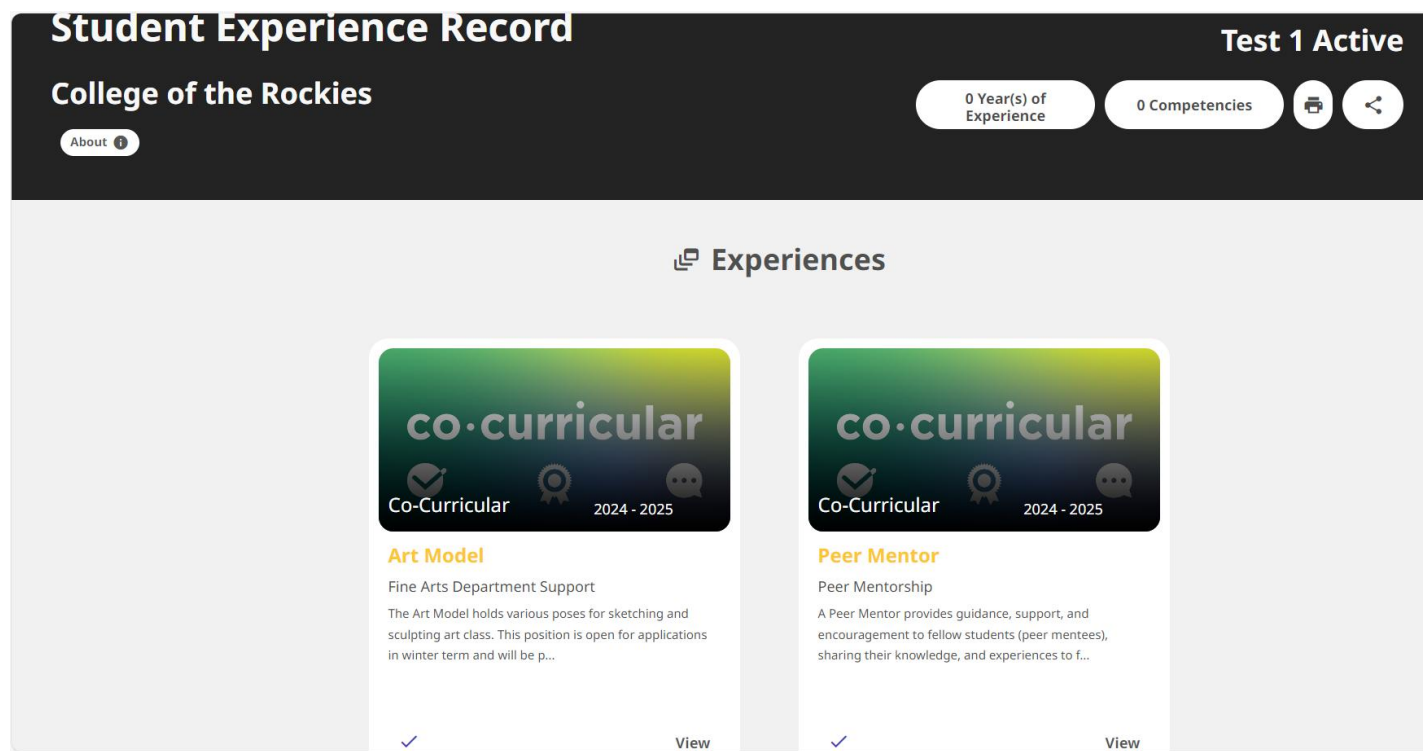From the landing page, lick on the **Teal Circle** (Action Button) at the bottom right-hand side of the screen.
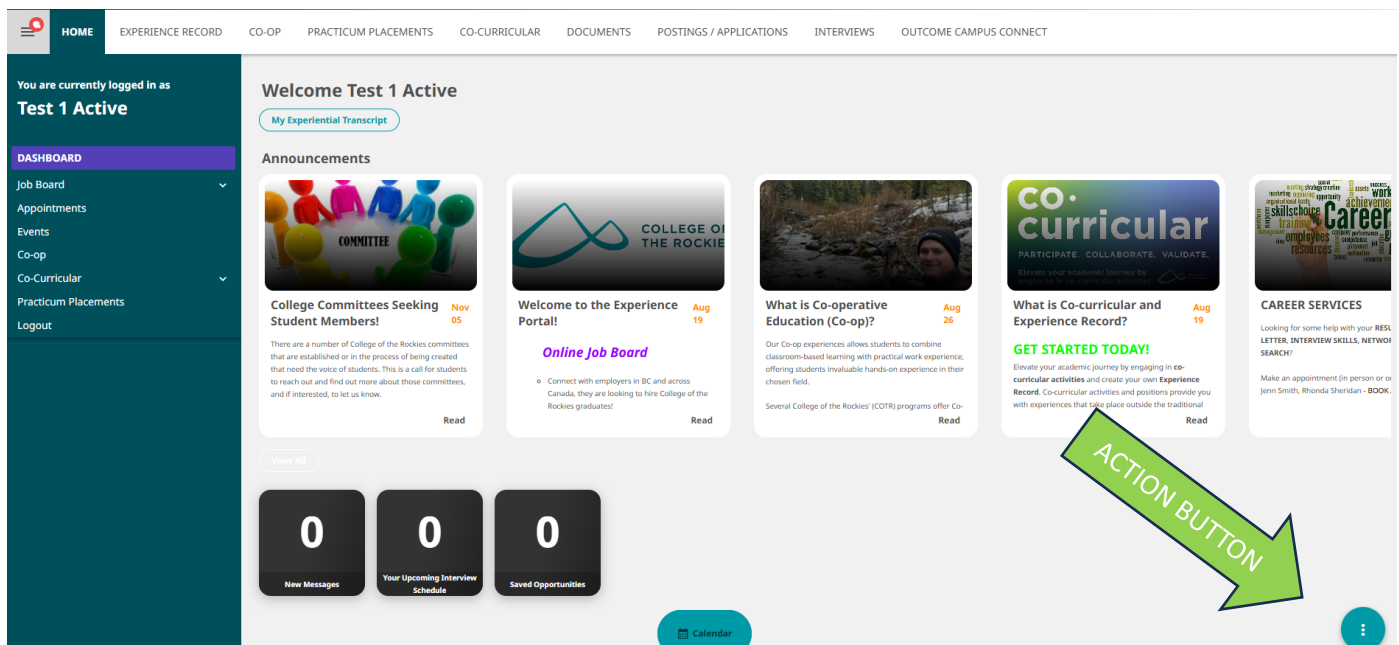
When the Action Button is opened you will have the following options:

**Actions**

**Unpublish your Experiential Record**

**View Experiential Record**

**Print Experience Record** ⌄

You would use this function is you wanted to unpublish the positions that you had chosen.
* You can pick and choose what positions you want to showcase on your Record.

See info below. New screen opens, multiple functions available.

**Print Experience Record** ⌄

Public Experience Record Documents

When you click on **Public Experience Record Documents**, it will generate your Experience Record to downloads in your computer.

**View Experience Record** - clicking this will open a new screen. From here you can do multiple things:

**Student Experience Record**

**Test 1 Active**

**College of the Rockies**

About ⓘ

0 Year(s) of Experience   0 Competencies   🖨   ⌁

⎘ **Experiences**

co·curricular

Co-Curricular   2024 - 2025

**Art Model**

Fine Arts Department Support

The Art Model holds various poses for sketching and sculpting art class. This position is open for applications in winter term and will be p...

✓   View

co·curricular

Co-Curricular   2024 - 2025

**Peer Mentor**

Peer Mentorship

A Peer Mentor provides guidance, support, and encouragement to fellow students (peer mentees), sharing their knowledge, and experiences to f...

✓   View

* **Printer Icon** - your Experience Record will populate as a PDF in your Downloads ready for printing.
* **Competencies** a screen opens on the right-hand side of the screen, outlining what competencies were gained while taking part in positions.

*   ⌁   Click to link your Experience Record to your LinkedIn profile.