

How to Edit a Position Visibility on Your Experience Record

If a position is not showing up on your printed personal Experience Record, log into the Experience Portal and navigate to Co-curricular.

Check that your position has:

1. The reflection piece completed.
2. At least three competencies chosen.

To check the achieved competencies, look at the bottom of your position box and look for the number of achieved competencies listed.

3. Been approved by a Validator.

Look for check mark before the title of the position.

4. Been set to be shared on your Experience Record.

Check if the 'Share' icon (three dots connected by two lines) next to the clock icon in the bottom left corner of the position box is green or grey. If it is green, it is set to be shared on your Experience Record. If it is grey, it is not set to be shared on your Experience Record. Simply click on the icon to change the sharing setting.

The screen print below shows the areas to review if the position isn't showing on your Experience Record.

The screenshot displays the Experience Portal interface. At the top, it shows the user is logged in as 'Test 1 Active' (Co-Curricular Activities, Created: Mar 24, 2022 and Updated Aug 13, 2024) and is currently in 'Student' mode. Below this, there are filters for 'Add a Filter', 'Status', and 'Needs Reflection (2)'. Three co-curricular activity cards are shown:

- Earth Day Event Volunteer:** The 'Needs Reflection' icon (three dots) is circled in red. A red dot is circled in red at the bottom left of the card. A callout box states: "RED DOT indicates that Reflection piece is needed."
- Announcer:** The 'Needs Reflection' icon is circled in red. A callout box states: "Click to view position details."
- Student Team Trainer:** A checkmark is circled in red before the title. A callout box states: "Checkmark indicates that this has been approved by a Validator and can appear on students Experience Record."

At the bottom of each card, the number of competencies is listed as '3 Competencies'. A callout box at the bottom right states: "Competencies chosen will appear on Experience Record."