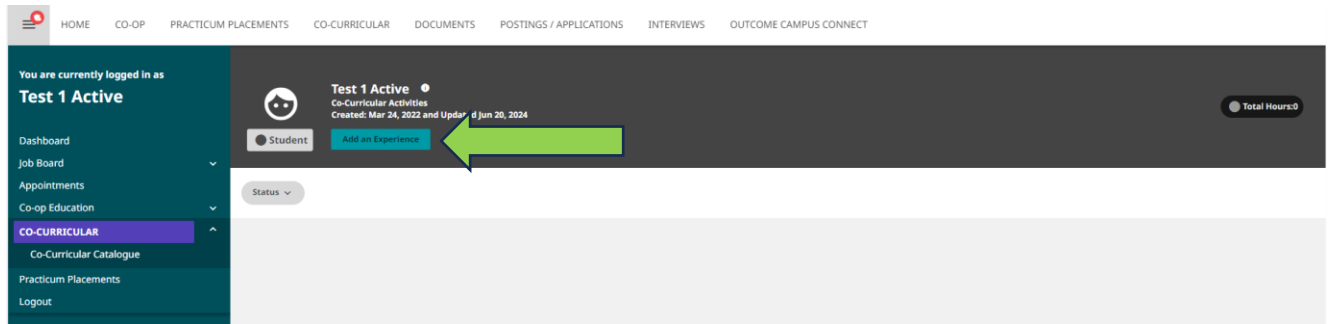


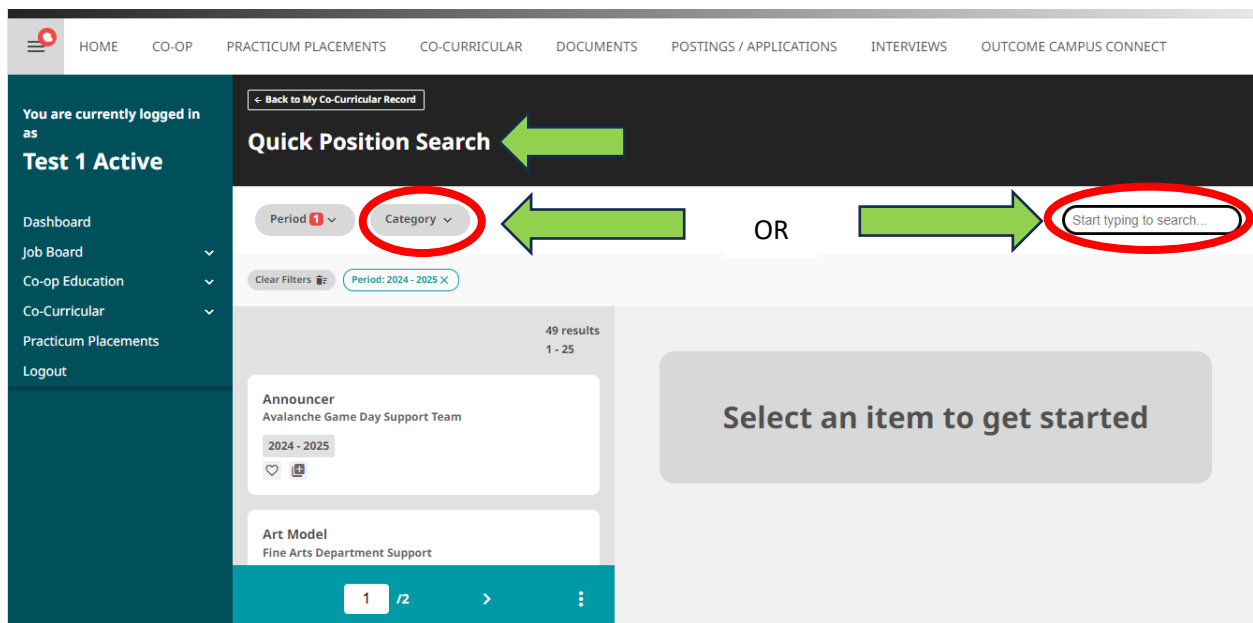
How to Find and Add a Position to your Co-Curricular Profile:

From the 'Co-curricular Module: Student Home' page, there are two ways to find and add experience to your profile.

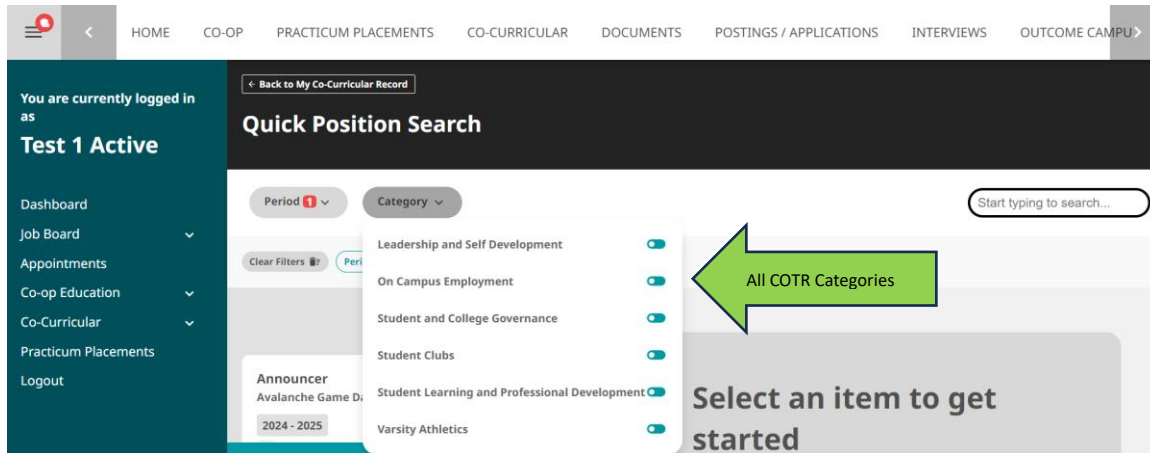
1. Click the 'Add an Experience' button on the landing page.



Clicking 'Add an Experience' will bring you to a page called 'Quick Position Search'. If you know the name of the activity or position exactly as it appears in the Co-curricular catalogue, type it in the **search bar**. Or search use the **Category** navigation system to find a position. When an activity or position appears that you are interested in, click on it for more information. See example screenprint below.

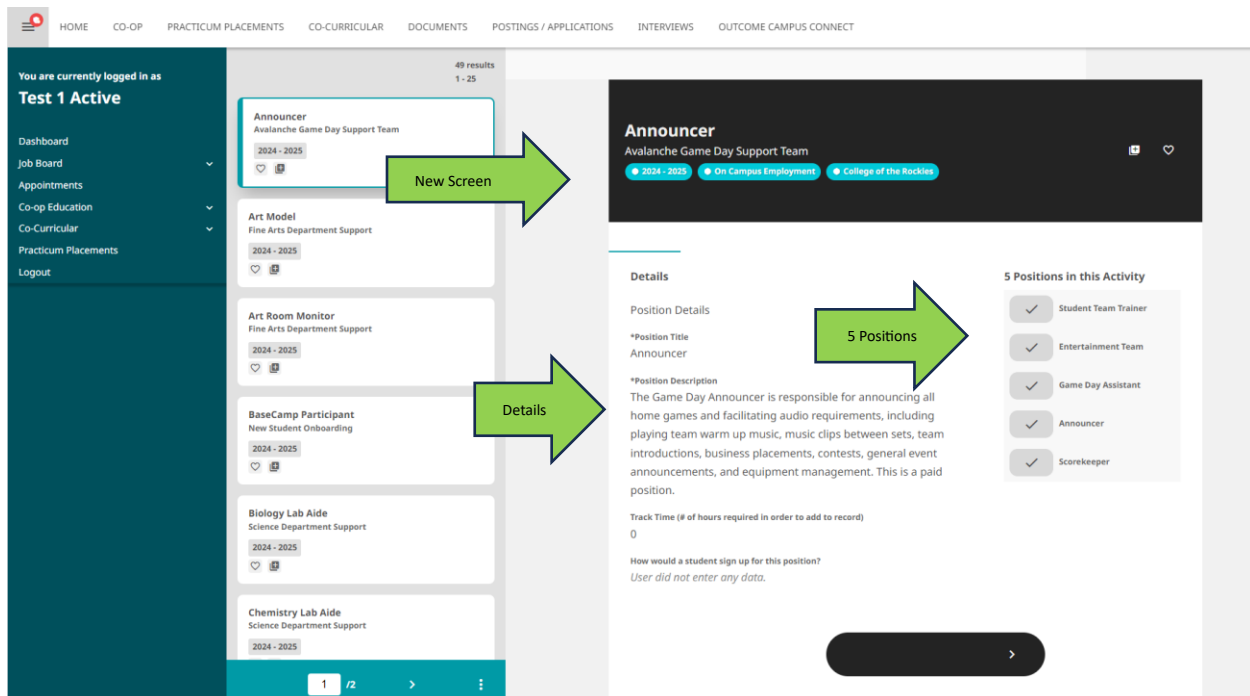


When using the **Category** search, first select the category you are interested in (e.g., on campus employment), and then all the positions in that category will appear below. The image below shows the five categories you can choose from.

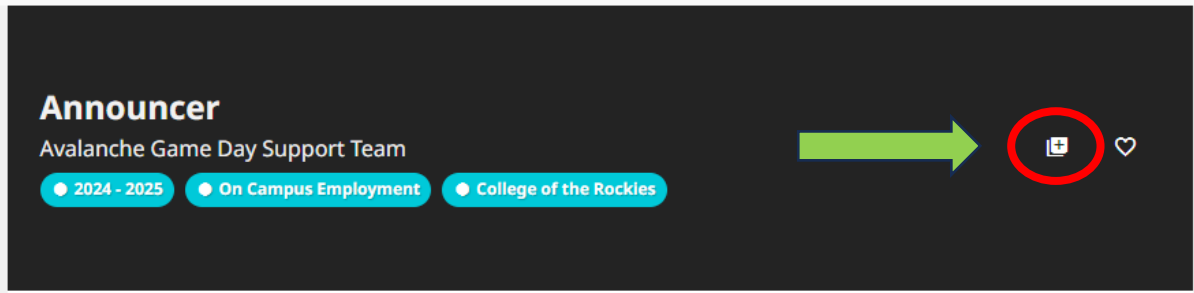


In the following example, the Announcer position was chosen. Clicking on the position brings you to a new screen showing more specifics about the position description.

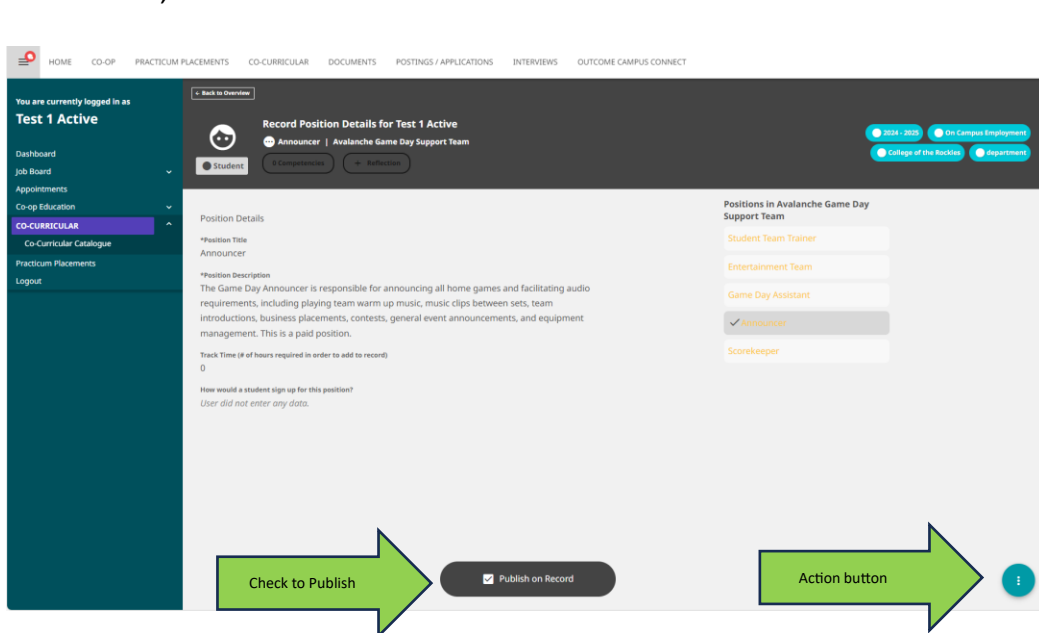
* Notice that the position is one of five positions that fall under the activity of *Avalanche Game Day Support Team*.



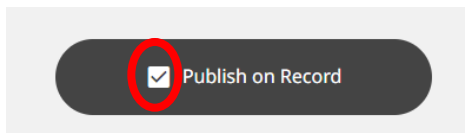
- To add a position to your personal Co-curricular profile so that it can become part of your Experience Record, click the **Add** button (plus sign).



Clicking the **Add** button will bring up a new screen displaying the position overview, contact information, and more.



At the bottom of the above screen print, you will notice a Publish to Record button. Checking this button will allow this position to appear on your Experience Record.



IMPORTANT: Ensuring the position appears on your Experience Record requires publishing, adding a reflection, and selecting your competencies. Refer to the *How to add a Reflection* and *How to add Competencies* instructions for more information.

Clicking into the **Actions** button (3 vertical dots icon) on the right-hand side of the screen will give you the opportunity to remove the position in case it was added in error.

