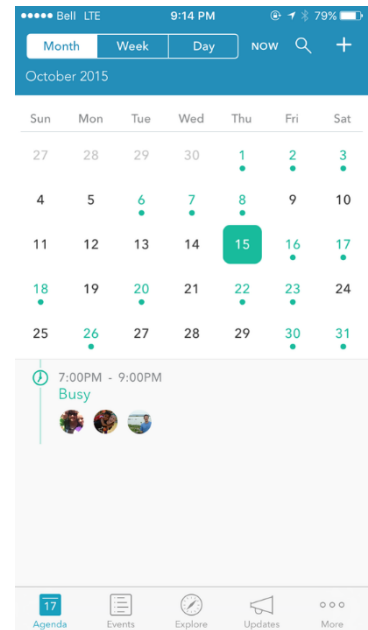


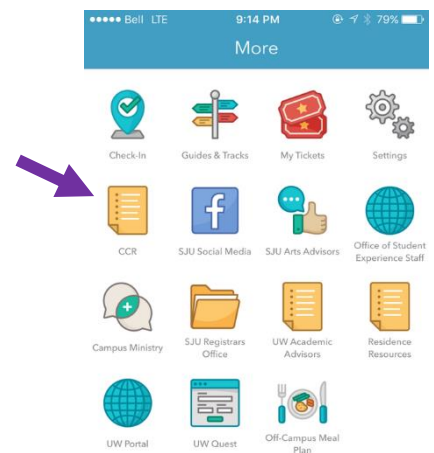
Using Involvio for the CCR

1. Download the app "Involvio" and open the application.
2. If you do not have an Involvio account, please create an account.
3. Once you are logged in, it will lead to the agenda.



4. At the bottom right, there is a "More" button, click this button.

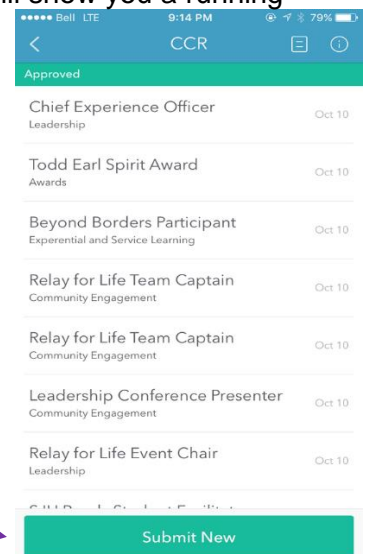
5. On the "More" screen, choose the "CCR" option.



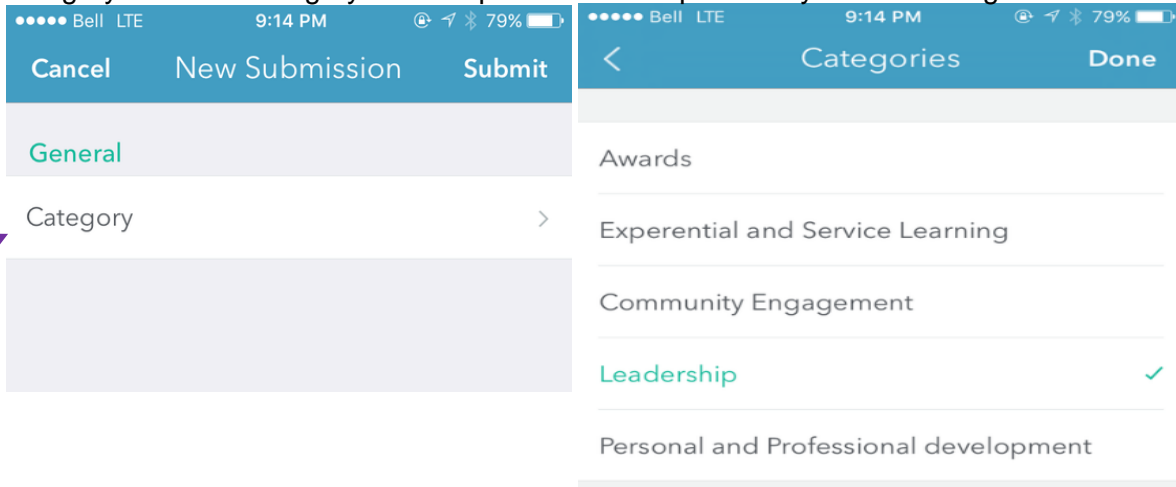
6. When you click on the CCR option, the CCR screen will pop up. It will show you a running list of the approved experience that are on your CCR.



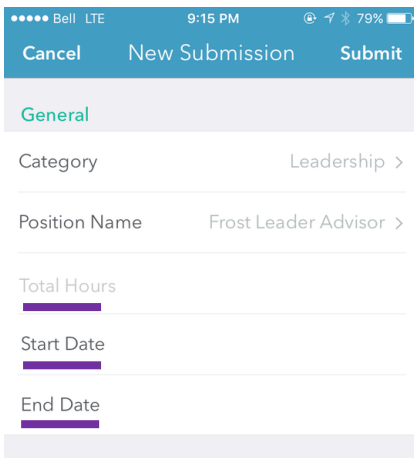
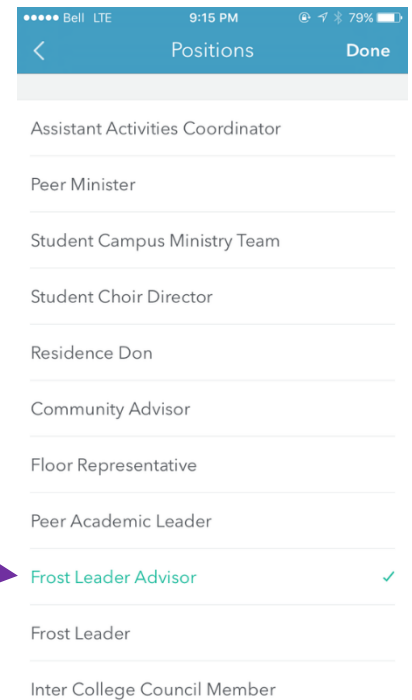
7. Click submit new to submit your first entry.



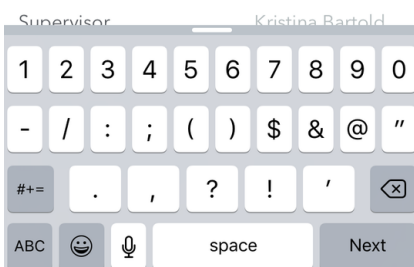
8. In the first step of submitting a new experience for validation, you will be asked to select a category. Select a category which represents the experience you are looking to add.



9. Once you select a category, a list of experiences should come up. Please scroll through and select the experience which you are hoping to submit for validation. If this experience one does not appear, please visit www.sju.ca/ccr/newexperiences for information about how to add experiences to the CCR experience bank.



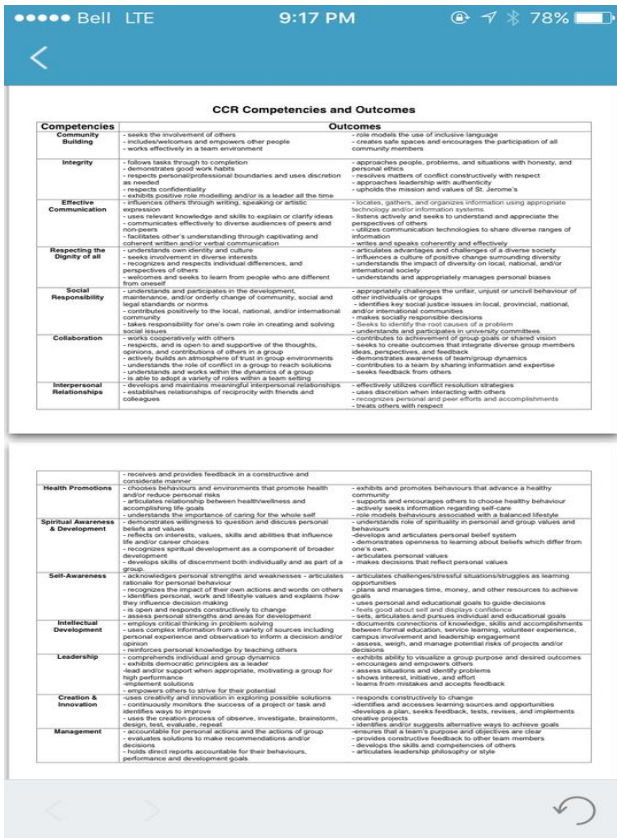
10. Once you have selected the experience, the app will bring you to a form. In this form, you will be required to input the amount of hours you spent in the experience, as well as your start and end dates.



11. Once you have inputted your hours and dates, you will then need to select up to four of the competencies which you feel have applied to your growth and development through the experience.

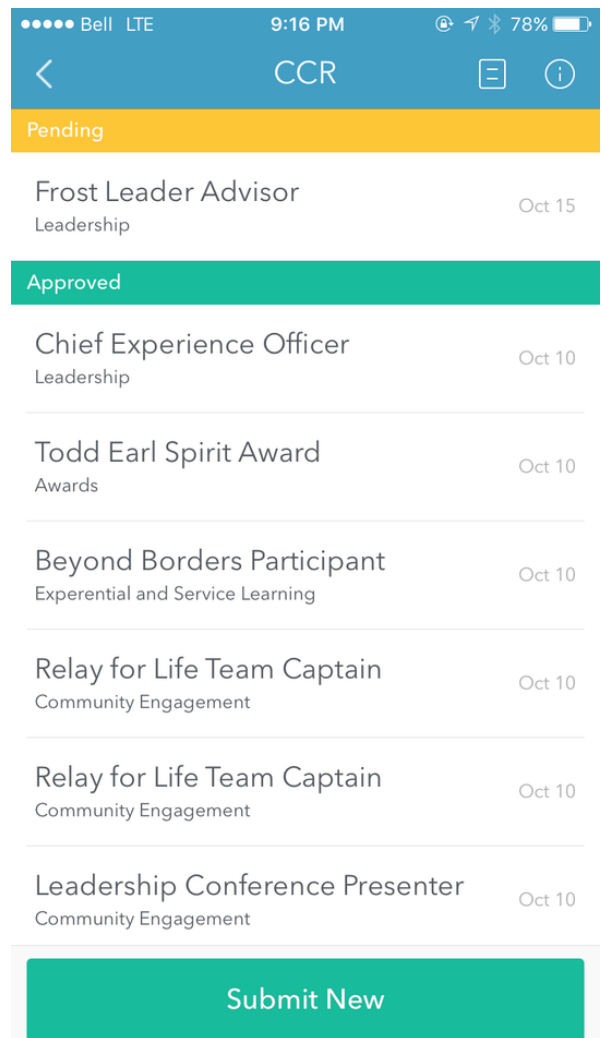
To see all the available competencies and their learning outcomes, click the small info button on the main CCR screen (shown in step 6) or you can find them on our website at www.sju.ca/ccr/inclusionguide.

Note: not all of the competencies will be available for every experience. The applicable competencies are chosen by the validator when adding the experience to the CCR experience bank.



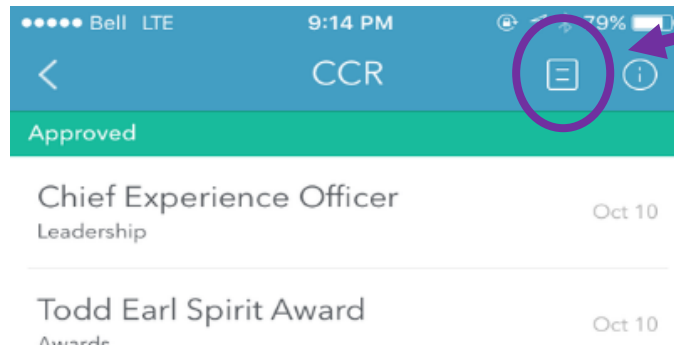
12. Once you completed all of the fields in the form, press submit (located in the top right hand corner of the app).

Once you have hit submit, the submission will be sent to the experience validator for verification. It will show as pending in your Involvio app until the Validator has approved your submission. Then the experience will automatically move to the "Approved" section of your CCR.



To Print Your CCR:

1. To print your CCR, make your way back to the CCR page in the Involvio app. In the top right corner, there is an icon that looks like a piece of paper.



Note: you must have at least one approved submission on your CCR before this icon will appear.

2. Tap on this icon of the piece of paper. This will open your CCR.
3. In the top left-hand corner of your screen, there is a “Share” button. Click this button and the app will generate you a .pdf version of your CCR.