“General Information”

How to manually add experiences to your Co-Curricular transcript!

1. Log into Monarch Link (www.odu.edu/monarchlink) & log in using your Midas ID/password.

2. Check your Co-Curricular transcript by clicking on your name in the top right corner. Then proceed to click on Involvement.

3. You can manually track your participation in University-sponsored events that are not already uploaded on Monarch Link! Click “Add Involvement Entry” in the top right corner. Then choose “Event Participation”.

***By clicking “Reports” you will have access to printable versions of your:

- **Full Involvement History**
  - Includes everything you have done!

- **Co-Curricular Record**
  - This is an ‘unofficial’ version of your transcript.

By clicking “Request Official Transcript” you will be sent a printable, official transcript that you can:

- Use as a supplemental document on applications
- Review for interview prep