



How to **UPDATE** your CampusLink



DEPARTMENT OF
Leadership
& Campus Life

**Campus
Link**
organizing your campus life.

How to Update your Officers, Election Date, and Contact Information

After a student organization's annual elections, the new officers, next election date, and advisor information (if changed), must be updated in [CampusLink](#).

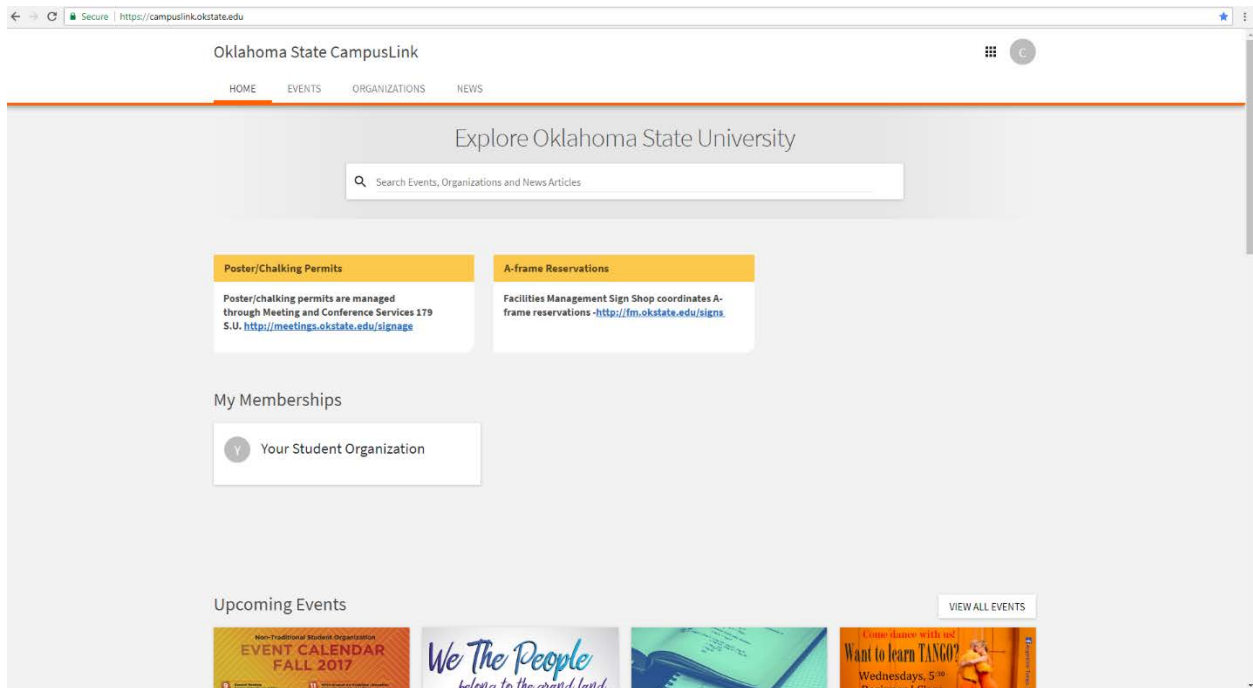
*This is a two part process that will require clicking on the *About* tab and the *Roster* tab. Please ensure that when updating your CampusLink page that you do both parts.*

If at any time you are having difficulties with the following, feel free to stop by the Campus Life front desk for assistance. Or you may call 405-744-5486 or you may reach us at campuslife@okstate.edu.

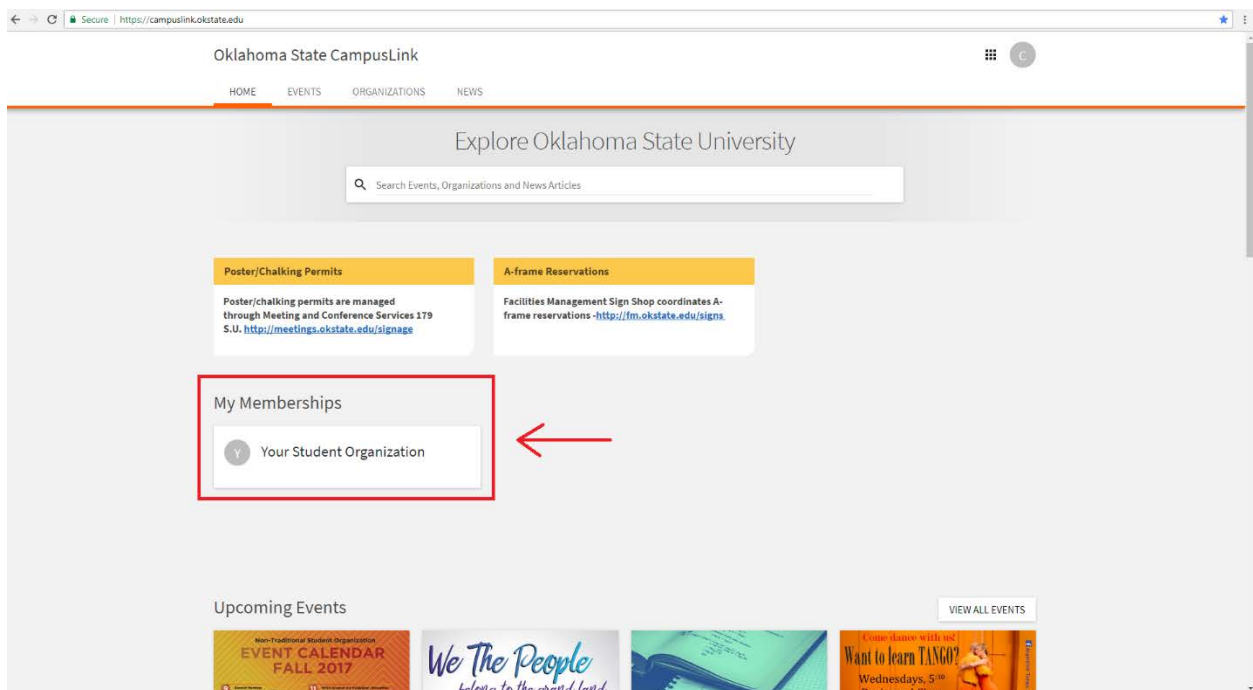
Part One: Updating Officer and Advisor Contact Information and Next Election Date

Per university policy, each organization is required to update their CampusLink to provide contact information for all organization officers and their advisor(s), as well as indicate when their next projected election date may be. Should you fail to do this, you will face great hardships when it comes to booking meeting spaces on campus and accessing your on-campus financial accounts.

Step One: Log in to CampusLink using your OKEY username and password. If you are having trouble logging in, please contact OSU IT. Upon login, you should be directed to the home page for CampusLink.

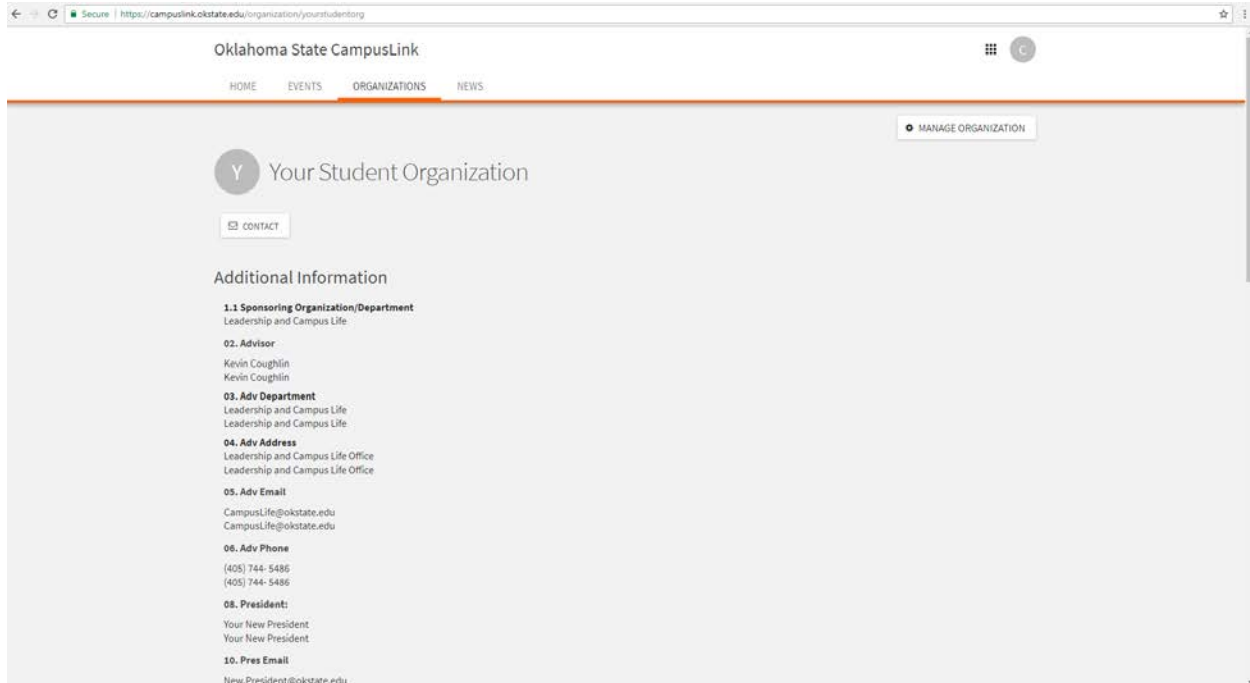


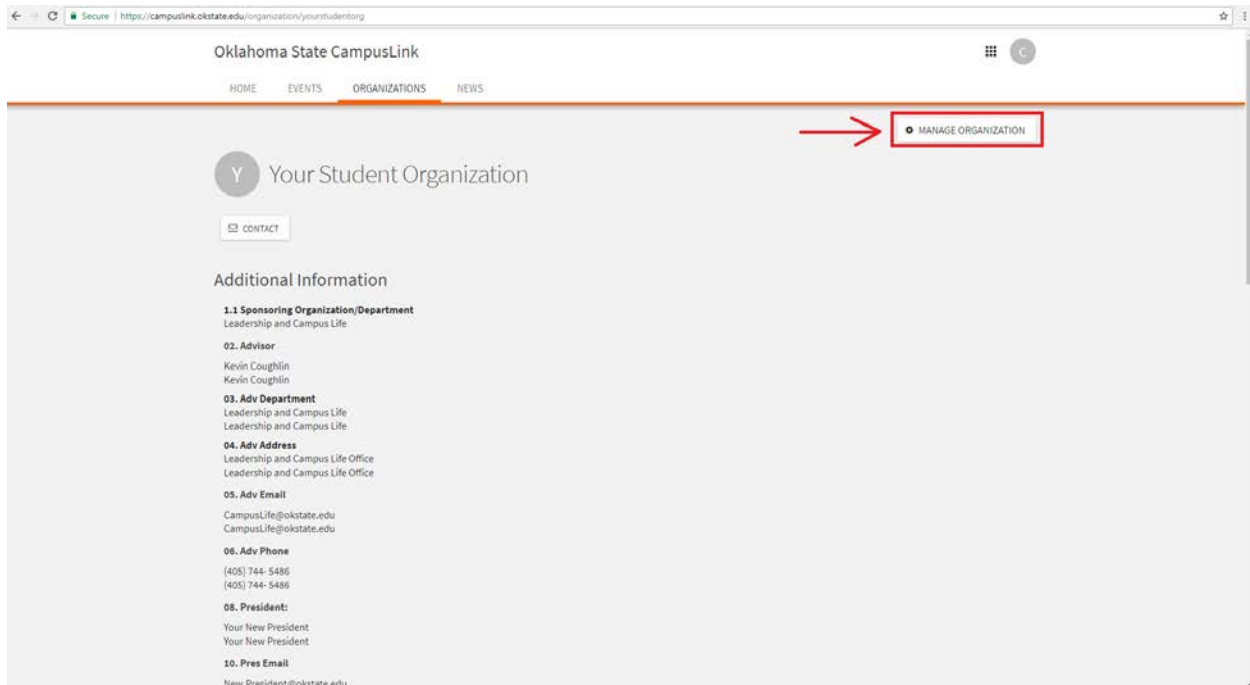
Step Two: From this screen, you will need to find the organization you are looking to update click on it.



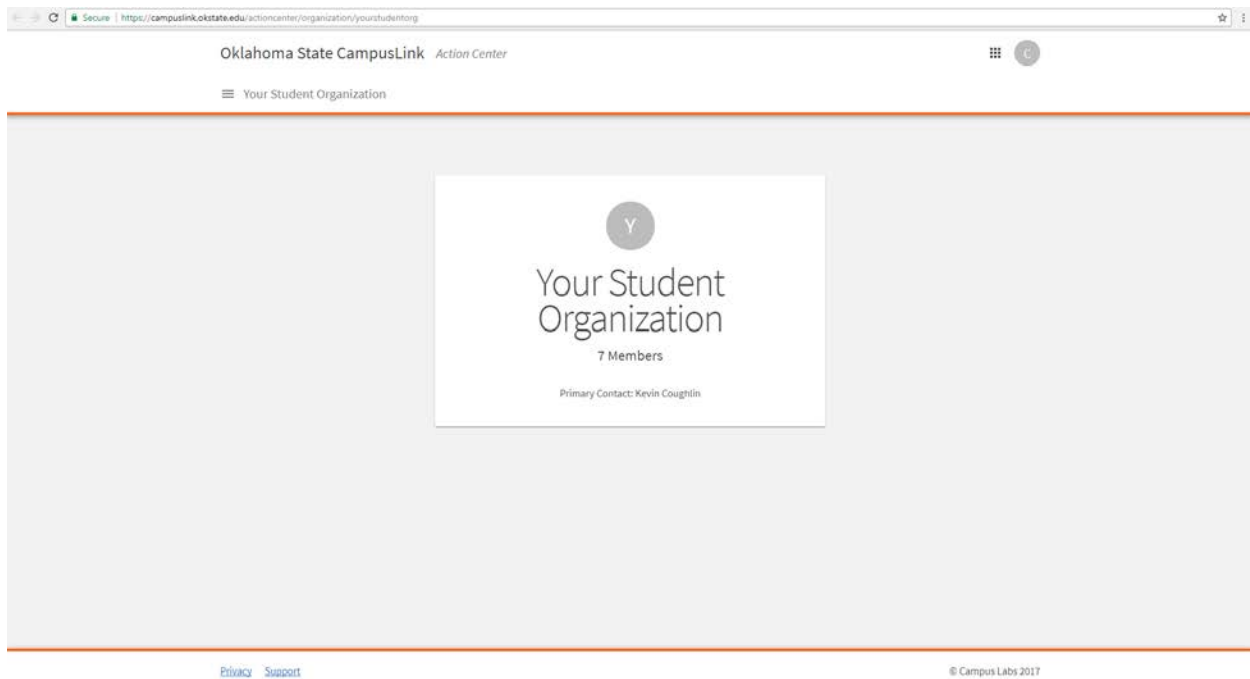
In the event that you are not a member of the organization on CampusLink, you will need to find your organization through the Organizations tab and request to be added.

Step Three: After clicking on the organization name, you will be directed to your organization's home page. From this screen, you will need to click the Manage Organization button at the top right corner of the page.






Step Four: After clicking on Manage Organization, you will be redirected to the “Action Center.”




In order to access the About and Roster section, you will click on the menu icon to the left of your Organization’s name.



Your Student Organization

7 Members

Primary Contact: Kevin Coughlin




Your Student Organization
CampusLink

Manage Organization

- Home
- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Service Hours

Explore View

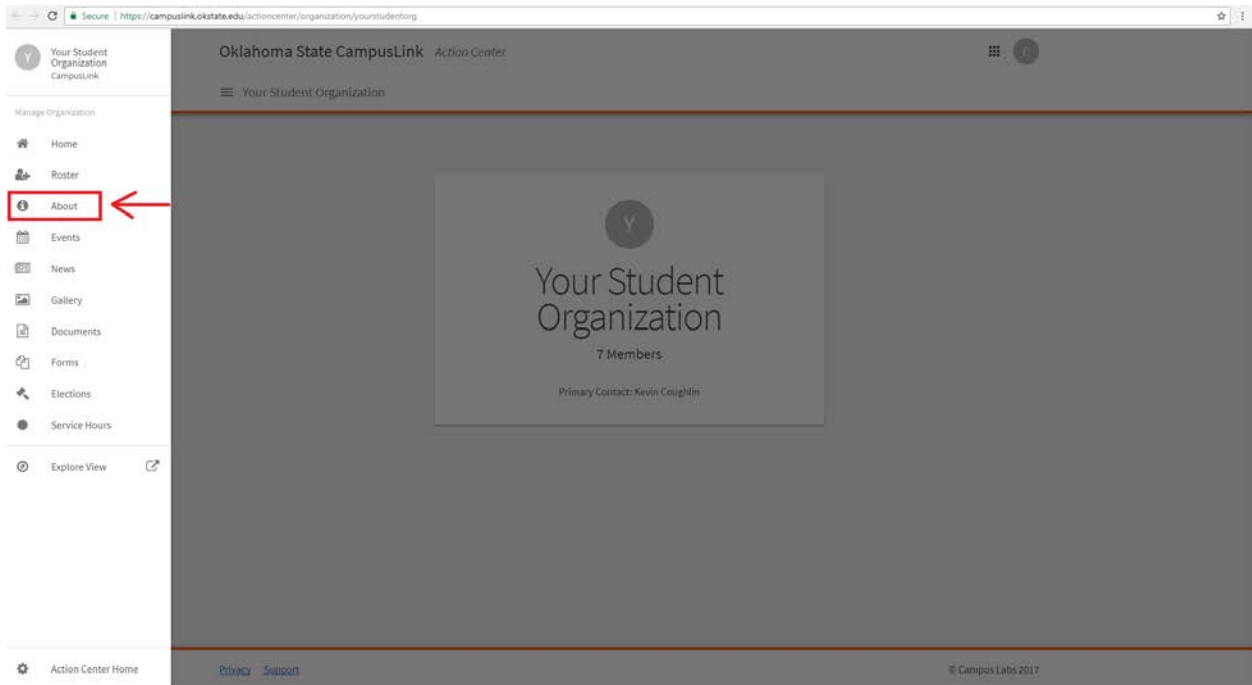
Action Center Home



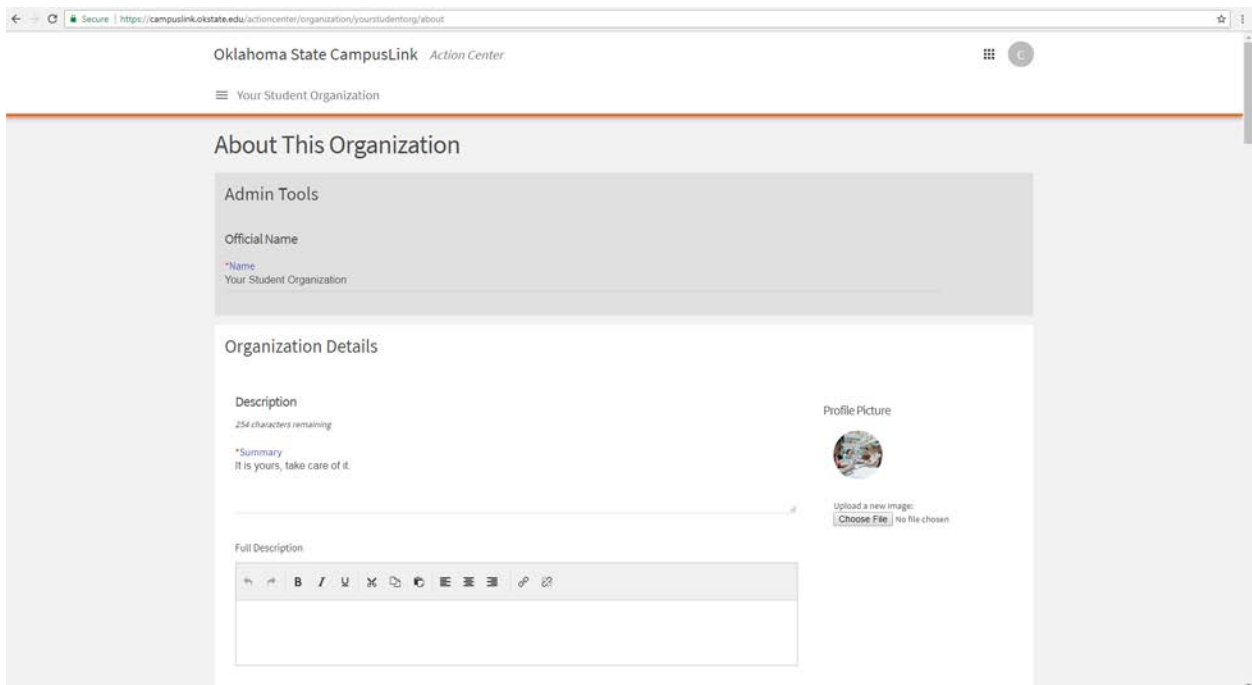
Your Student Organization

7 Members

Primary Contact: Kevin Coughlin



Step Five: After clicking on the About tab, you will be taken to the following page.



Once on this page, scroll down to the section under Additional Information. If your Advisor has changed since your page was last updated, please update this information. In the event that your Advisor has not changed, skip forward to the next step.

← → 🔒 Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/about

Additional Information

In order to fully update your information with Campus Life you **MUST** fill in the information for your **ELECTED OFFICERS** as well as your next **ELECTION DATE** [\[7\]](#). Be sure that the same updates have been made in the "Roster" section of CampusLink. If you are having difficulty updating your information please contact the Graduate Teaching Assistant for the Department of Campus Life at 405-744-5486.

*
01. Status
Administrative

1.1 Sponsoring Organization/Department
Leadership and Campus Life

02. Advisor
Kevin Coughlin

02. Adv Department
Leadership and Campus Life

04. Adv Address
Leadership and Campus Life Office

05. Adv Email
CampusLife@okstate.edu

06. Adv Phone
(405) 744- 5486

PLEASE UPDATE AND LIST YOUR ELECTION DATE BY SELECTING ONE OF THE OPTIONS IN THE DROP-DOWN LIST:

* When is your next election?
August 2018

07. Note: This is your last reported election date, for info only. You are not able to edit this field, select your month and year above in the drop-down box.

First Name: 7017

Step Six: Begin by updating the information in box 7, “When is your next election?” to reflect your next projected election date. Even if you update all subsequent information on CampusLink, but neglect this field your information will still be considered out of date.

← → 🔒 Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/about

PLEASE UPDATE AND LIST YOUR ELECTION DATE BY SELECTING ONE OF THE OPTIONS IN THE DROP-DOWN LIST:

* When is your next election?
August 2018

07. Note: This is your last reported election date, for info only. You are not able to edit this field, select your month and year above in the drop-down box.

December 2017

University regulations require all student organizations to provide the date of their next election. If you have questions concerning when your elections are held, please refer to your constitution or contact the Department of Leadership and Campus Life at 405-744-5488 or campuslife@okstate.edu.

08. President:
Your New President

10. Pres Email
New President@okstate.edu

11. Pres Phone
(XXX) XXX-XXXX

12. Vice President
Your New Vice President

14. VP Email
New VicePresident@okstate.edu

15. VP Phone
(111) 111-1111

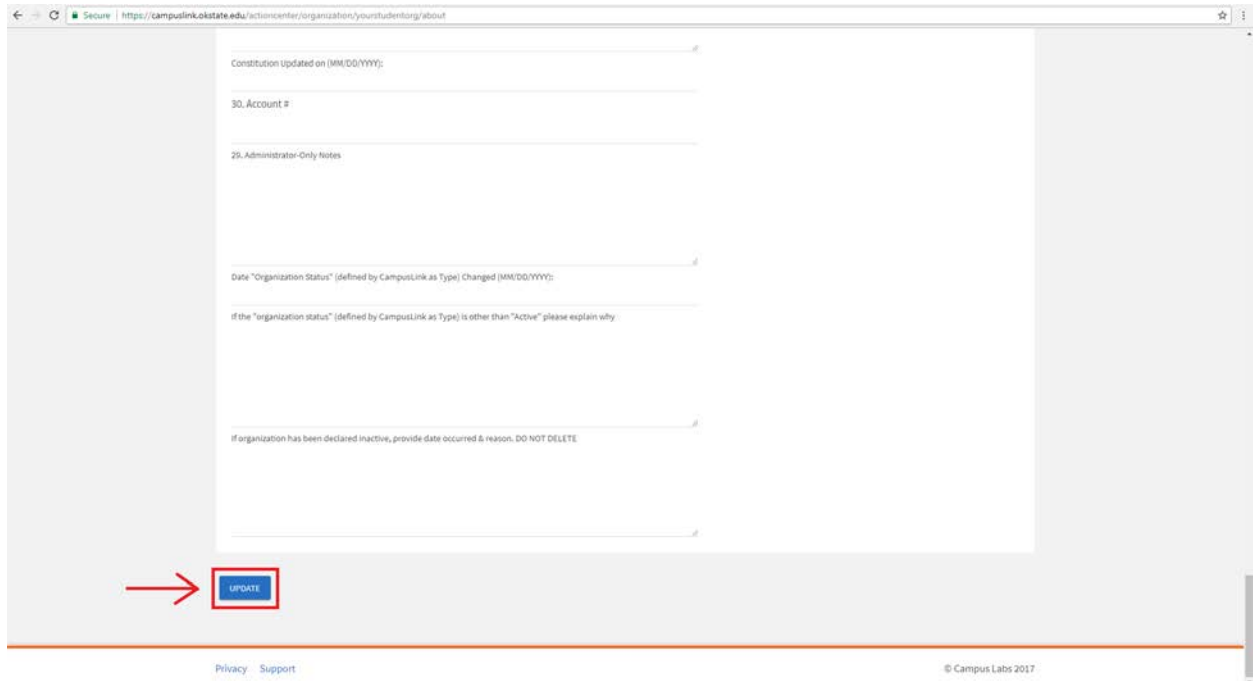
16. Treasurer
Your New Treasurer

18. Treas Email
New Treasurer@okstate.edu

19. Treas Phone
(222) 222-2222

(222) 222-2222

After all of your information has been entered, scroll to the very bottom of the page and click on Update.



Constitution Updated on (MM/DD/YYYY):

30. Account #

29. Administrator-Only Notes

Date "Organization Status" (defined by CampusLink as Type) Changed (MM/DD/YYYY):

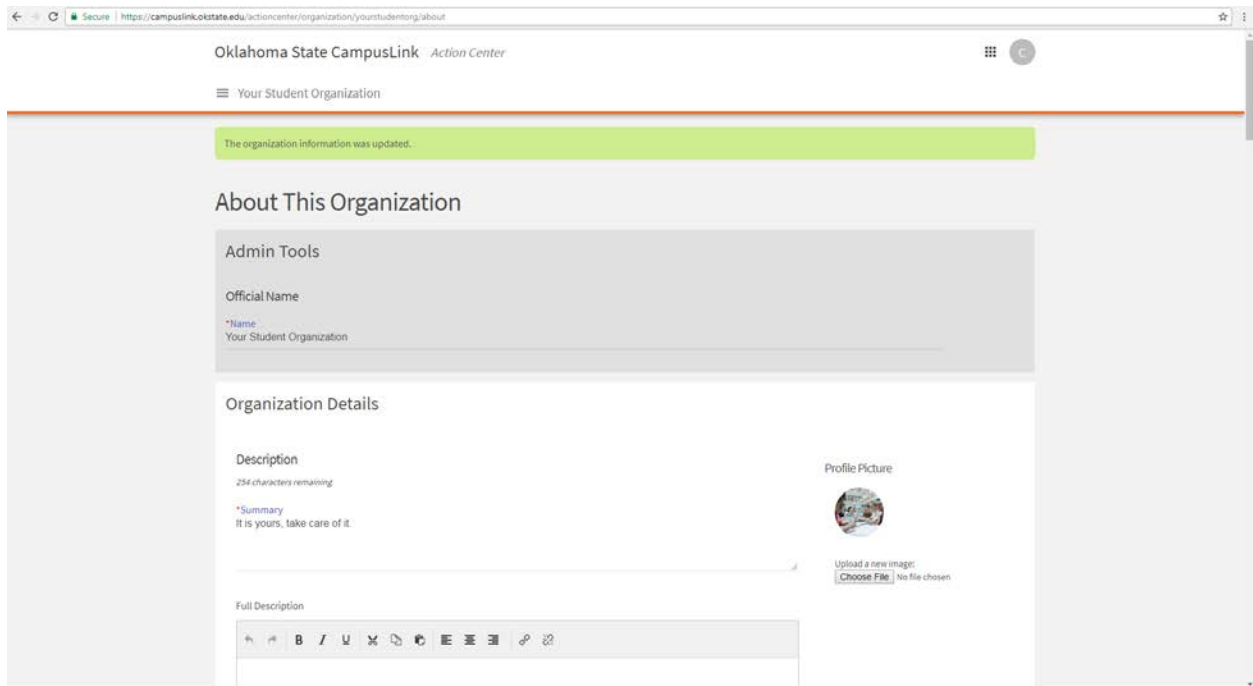
If the "organization status" (defined by CampusLink as Type) is other than "Active" please explain why.

If organization has been declared inactive, provide date occurred & reason. DO NOT DELETE

[UPDATE](#)

Privacy Support © Campus Labs 2017

Step Seven: If your update was successful, then you will receive a green bar at the top of your screen that says “The organization information was updated.”



Oklahoma State CampusLink Action Center

Your Student Organization

The organization information was updated.

About This Organization

Admin Tools

Official Name

*Name
Your Student Organization

Organization Details

Description

254 characters remaining

*Summary
It is yours, take care of it.

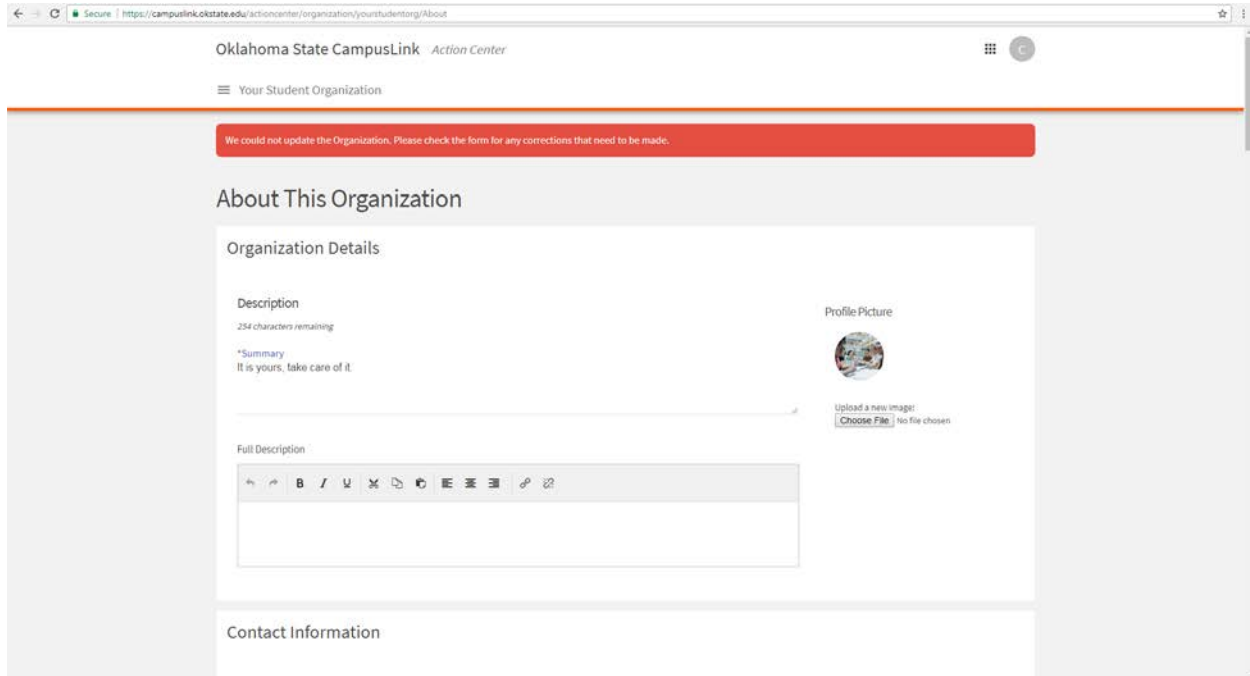
Profile Picture

Upload a new image:
[Choose File](#) No file chosen

Full Description

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Help.

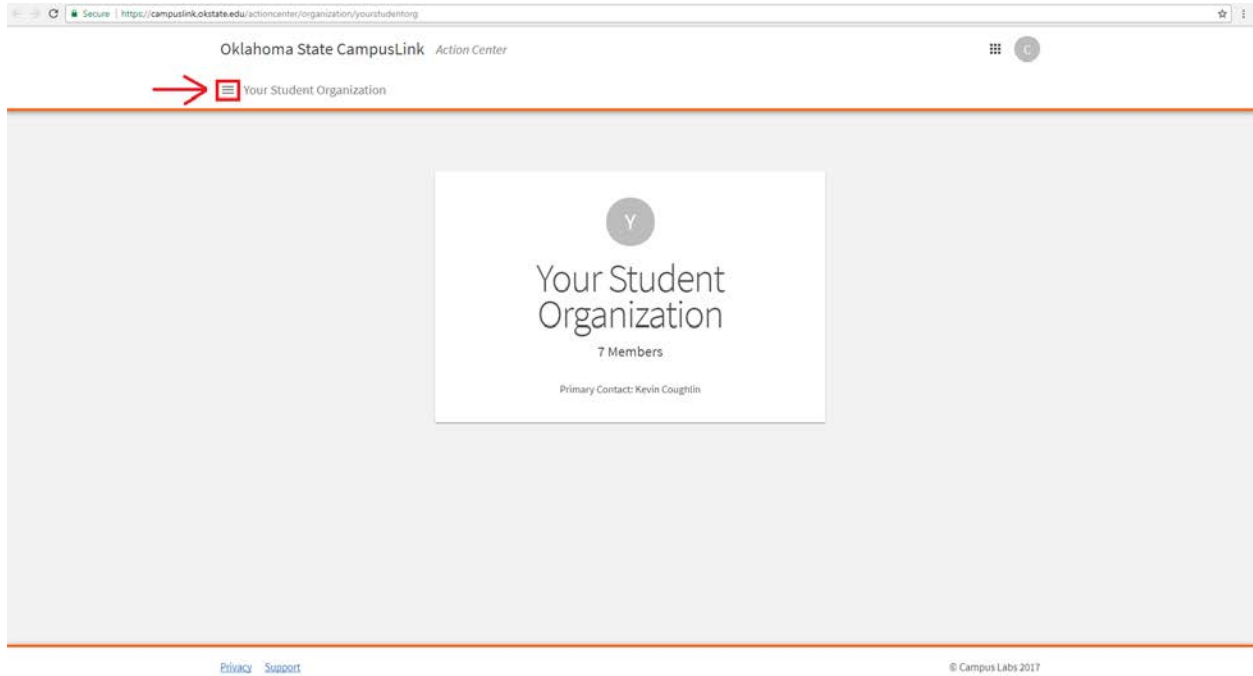
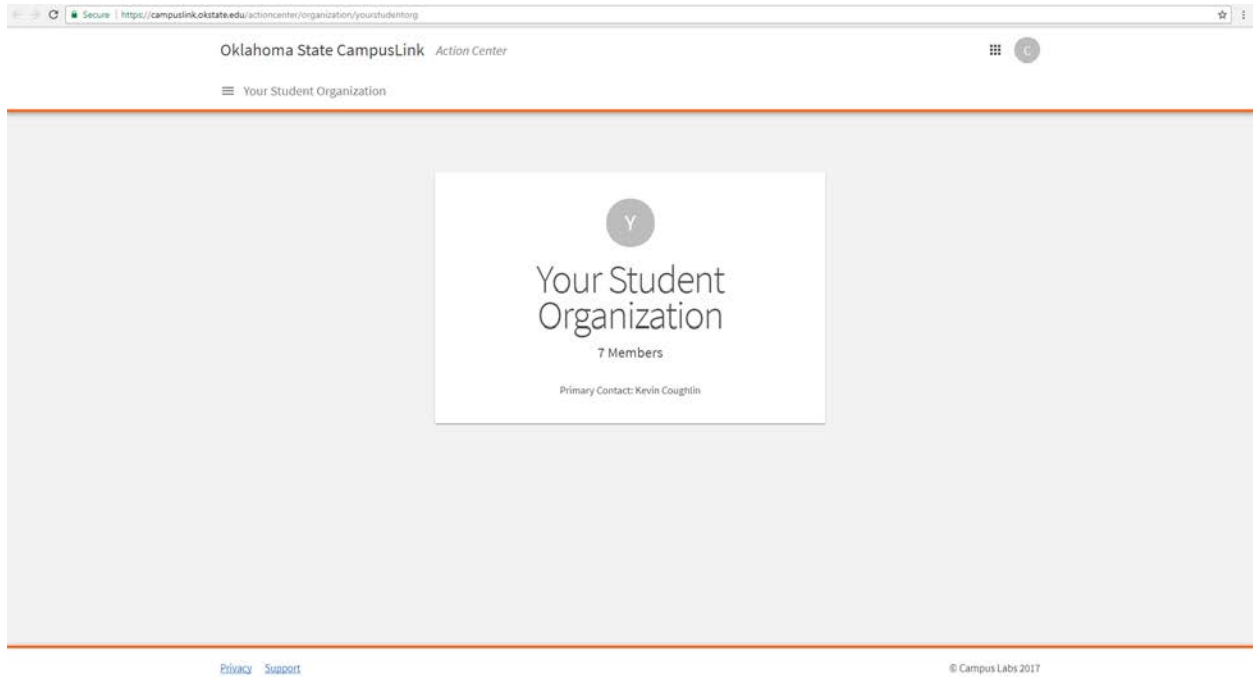
In the event that an incorrect response was provided or a field was left blank, you will receive a red banner saying “We could not update the Organization. Please check the form for any corrections that need to be made.” Should you receive this notification, please review your responses and submit the form again.

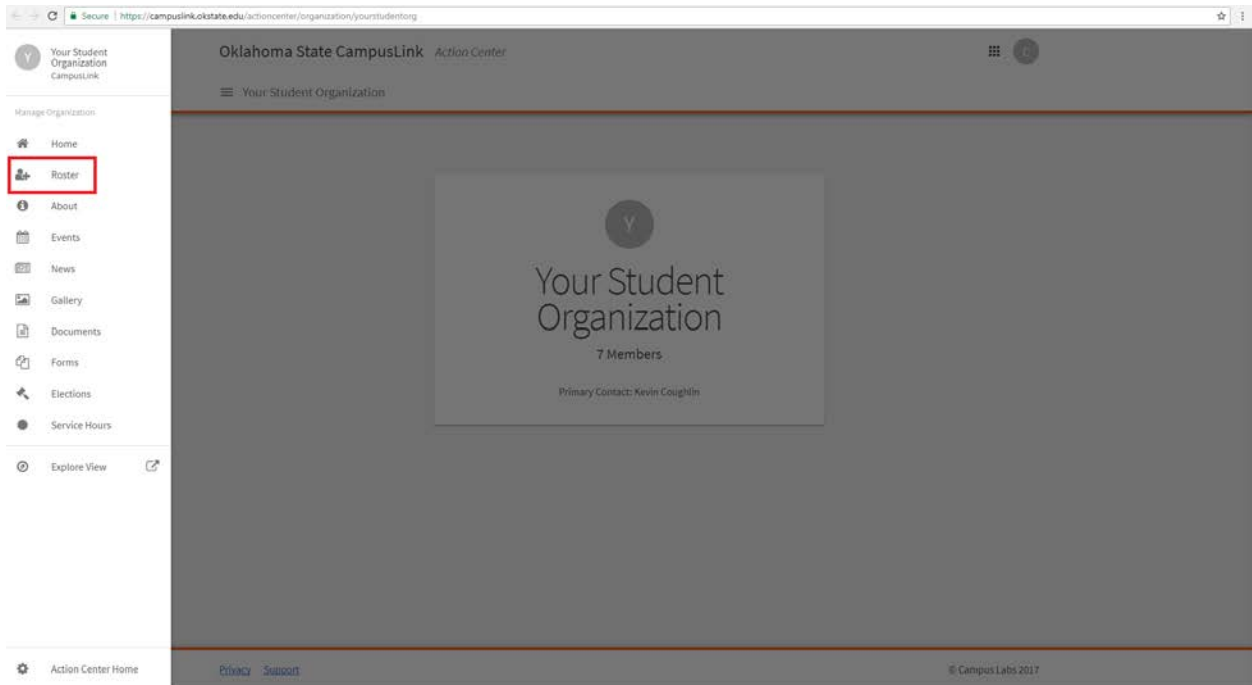


Part Two: Updating your CampusLink Roster

In addition to updating the contact information for your organization, you will also need to manage the organizational positions of these individuals on the roster page. By doing so, you will grant them administrative access to the CampusLink page. This allows for outgoing officers to remove the positions of all out-going officers, and transfer these positions to incoming officers. This prevents new organization officers from being locked out of their CampusLink page.

Step One: Go to the *Action Center* page on your Organization's CampusLink and click on the menu icon. Then proceed to click on the *Roster* tab in the menu.





This will lead you to your organization's roster. Here you can see all individuals who have joined your organization on CampusLink, as well as assign them specific positions or roles.

Step Two: In order to update a member's position on CampusLink, locate their name on the roster and click on the pencil icon at the far right of the screen under the title *Position*. This will open the editing menu for positions. If you are adding a new position to a member, find the position you are looking for and check the box on the left of the position name.

Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/roster

Oklahoma State CampusLink Action Center

Your Student Organization

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

Primary Contact

Manage Roster

CURRENT PENDING PROSPECTIVE

END MEMBERSHIP END ALL MEMBERSHIPS Search

First Name	Last Name	Positions
Connor	Terry	

Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/roster

Oklahoma State CampusLink Action Center

Your Student Organization

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE

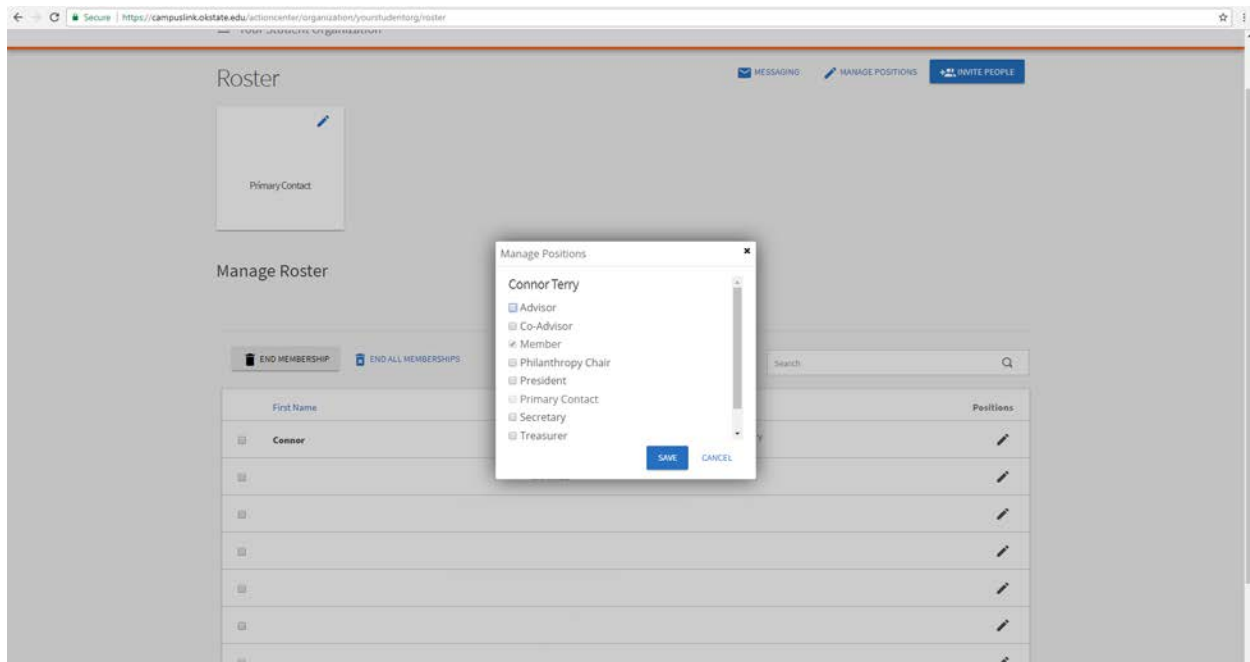
Primary Contact

Manage Roster

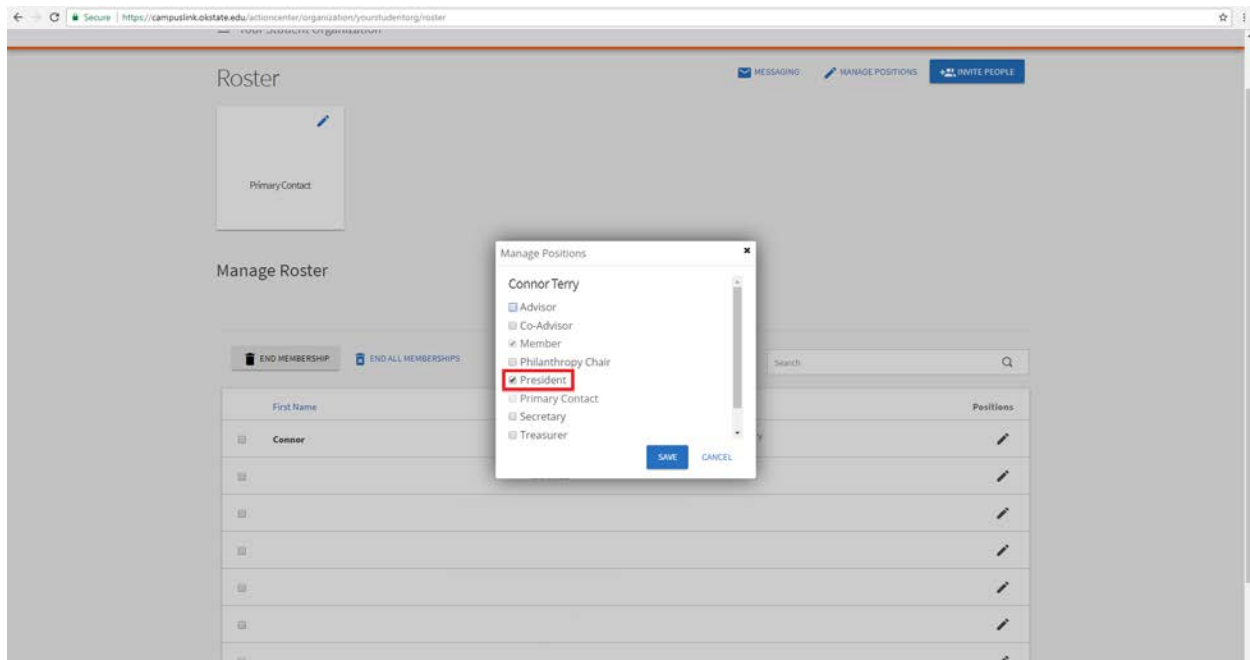
CURRENT PENDING PROSPECTIVE

END MEMBERSHIP END ALL MEMBERSHIPS Search

First Name	Last Name	Positions
Connor	Terry	

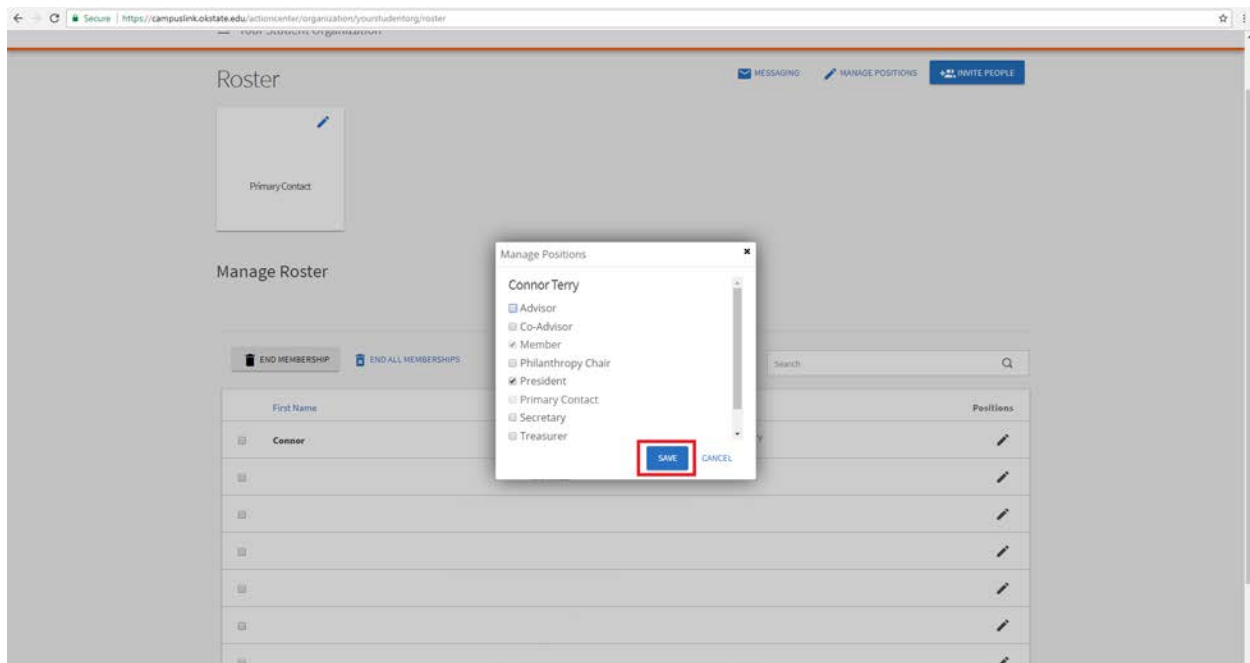


If you are adding a new position to a member, find the position you are looking for and check the box on the left of the position name.



If you are removing a position from someone on CampusLink, click on the pencil icon under *Positions*, and uncheck the box next to the position they no longer hold.

Step Three: Once all changes have been made, click on the Save button in the pop-up window.



After changes have been made, make sure that you receive the green banner that reads “*Positions Updated for Member.*” This means that the changes you have made were saved. Continue steps Two and Three for all organization officers that need to be changed on CampusLink.

