How to UPDATE your CampusLink

DEPARTMENT OF
Leadership
& Campus Life

CampusLink
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.

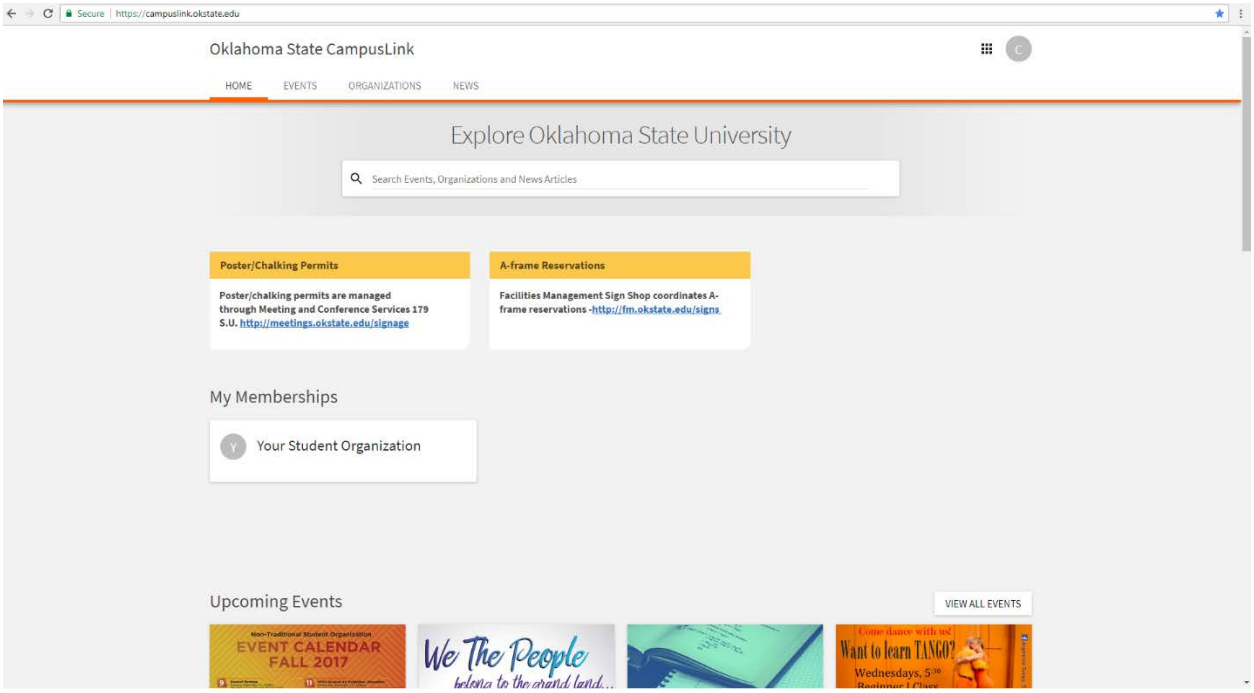
*This is a two part process that will require clicking on the *About* tab and the *Roster* tab. Please ensure that when updating your CampusLink page that you do both parts.*

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.

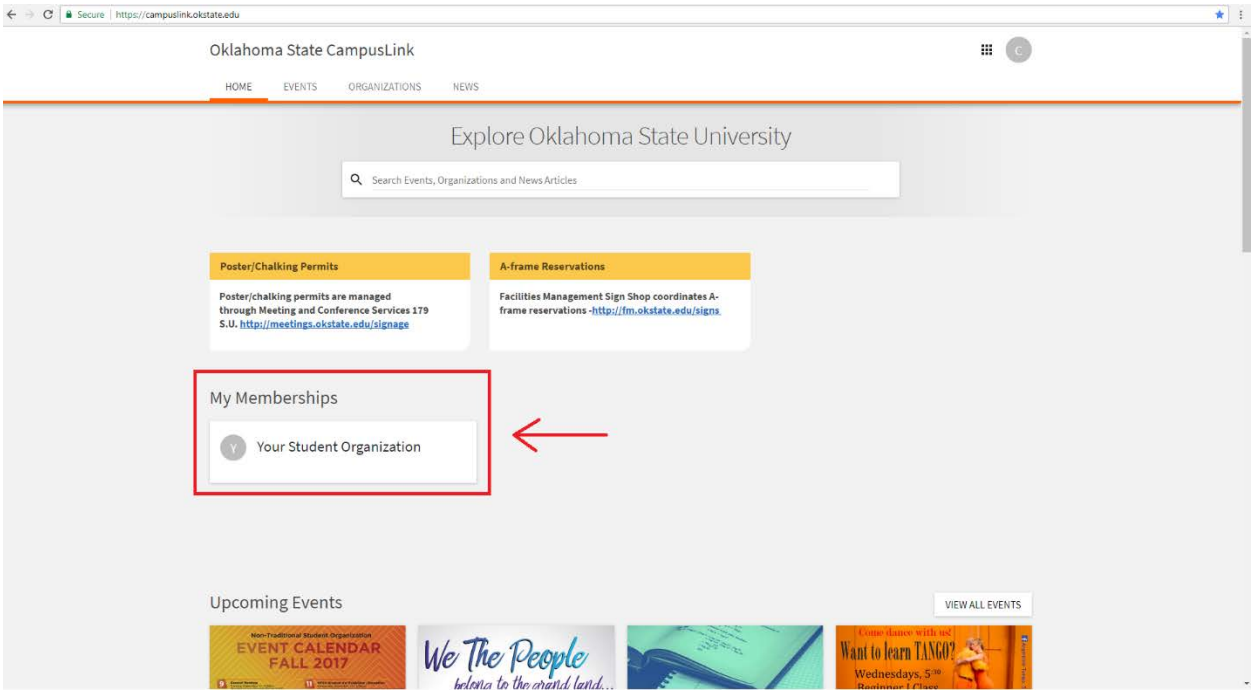
Part One: Updating Officer and Advisor Contact Information and Next Election Date

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.

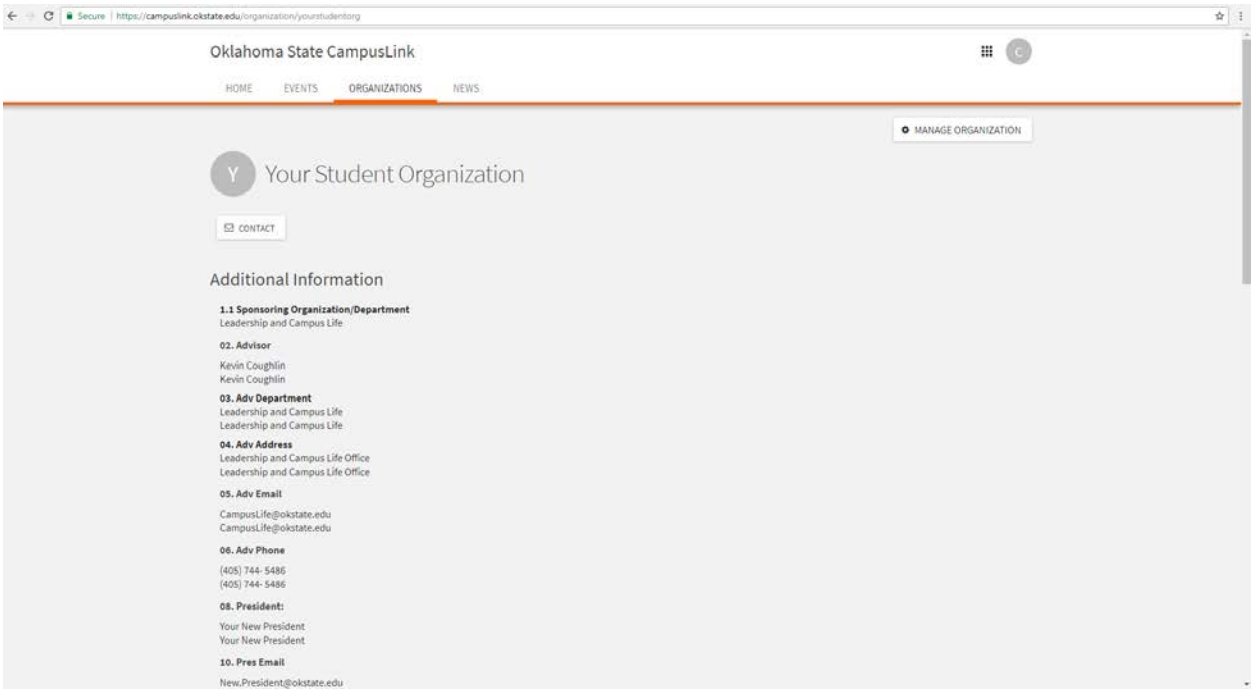


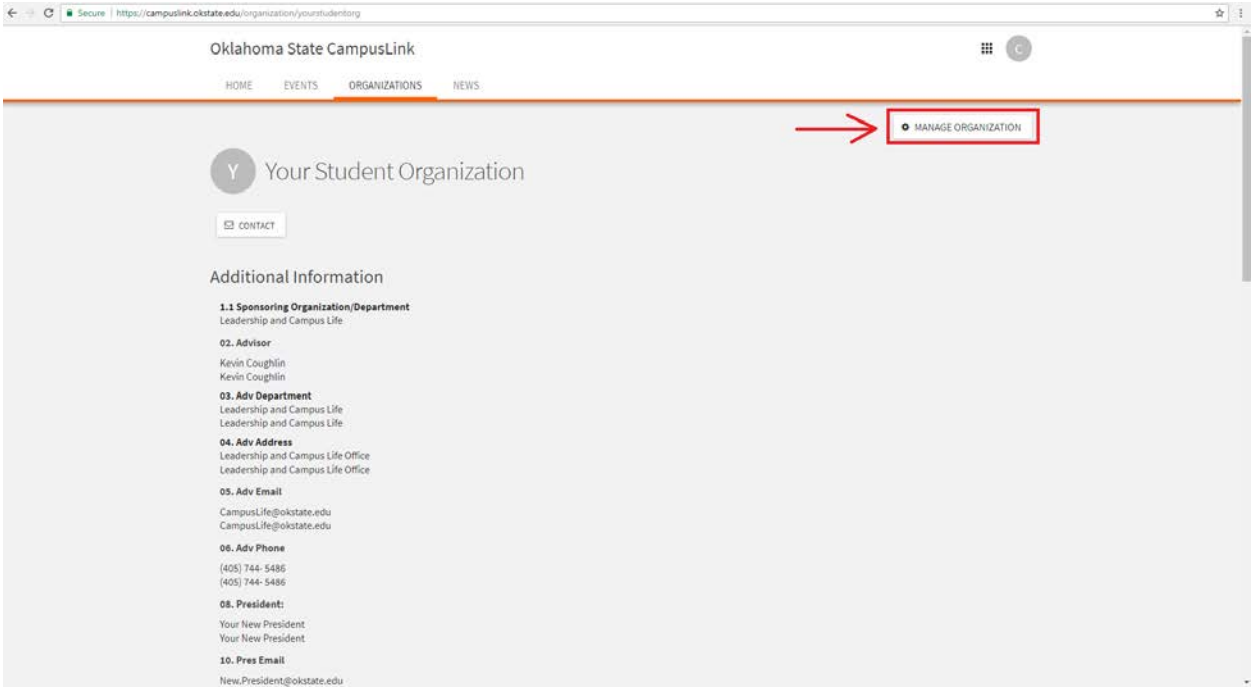
Step Two: From this screen, you will need to find the organization you are looking to update click on it.



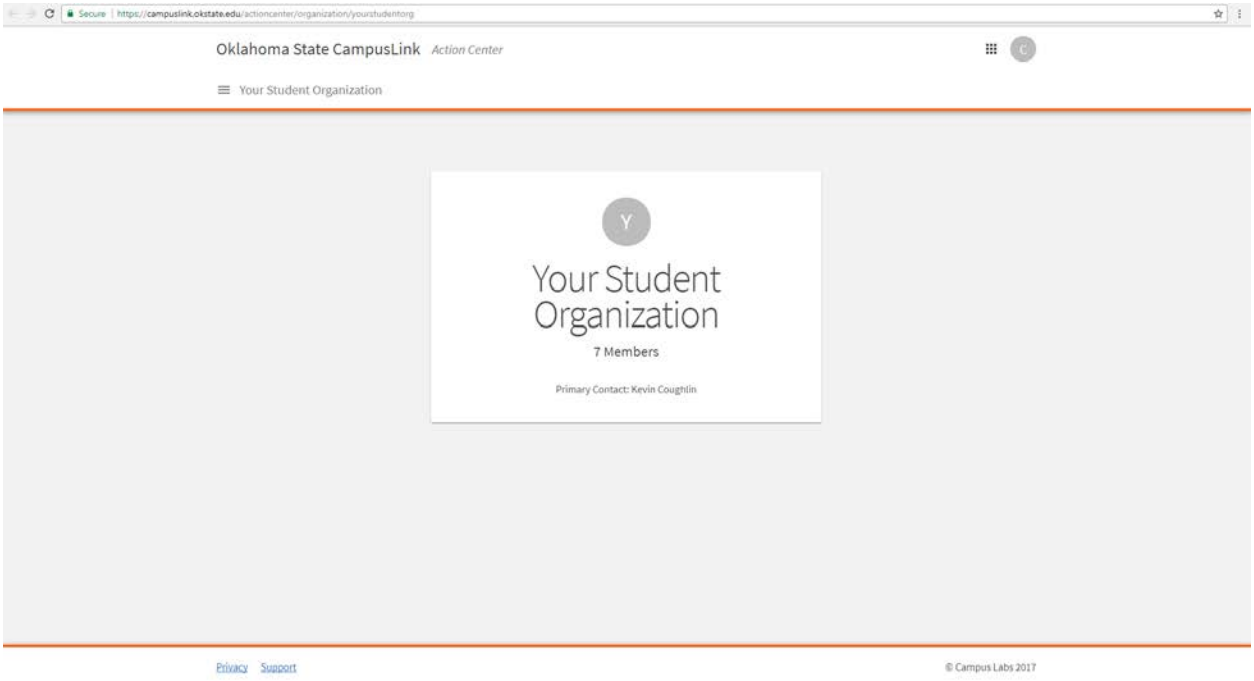
In the event that you are not a member of the organization on CampusLink, you will need to find your organization through the ***Organizations*** tab and request to be added.

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.

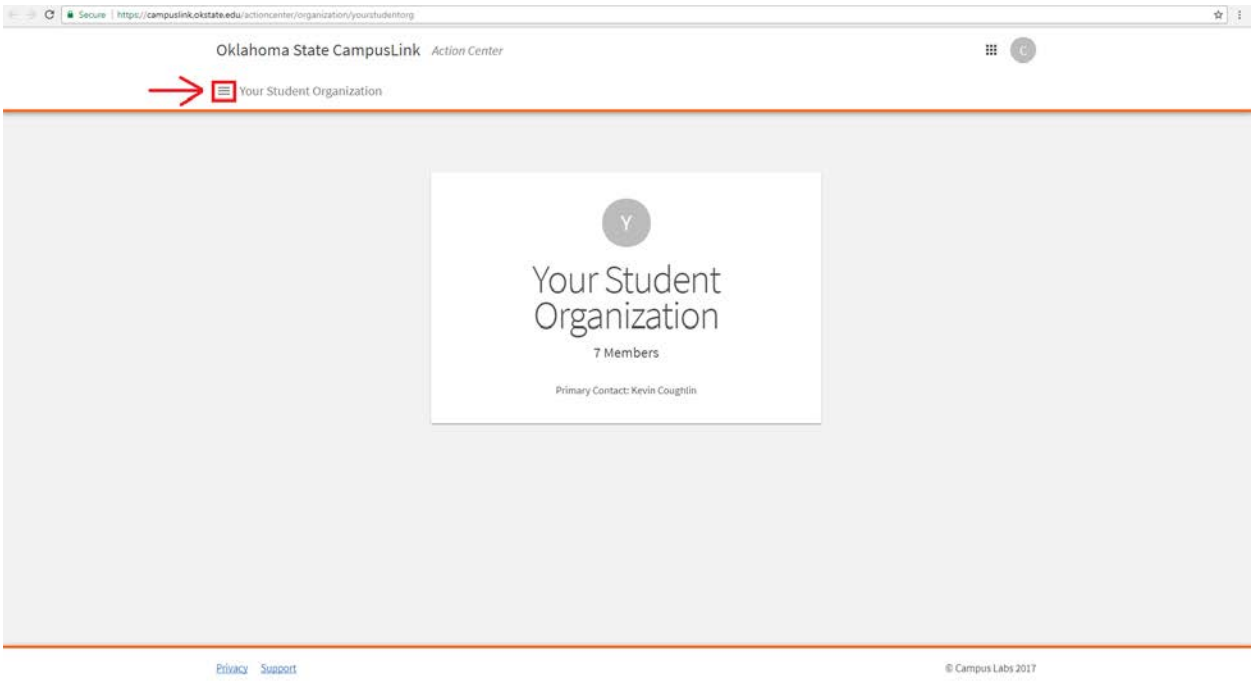




Step Four: After clicking on *Manage Organization*, you will be redirected to the "Action Center."



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


Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg
Oklahoma State CampusLink Action Center
Your Student Organization
Your Student Organization
7 Members
Primary Contact: Kevin Coughlin
Privacy Support
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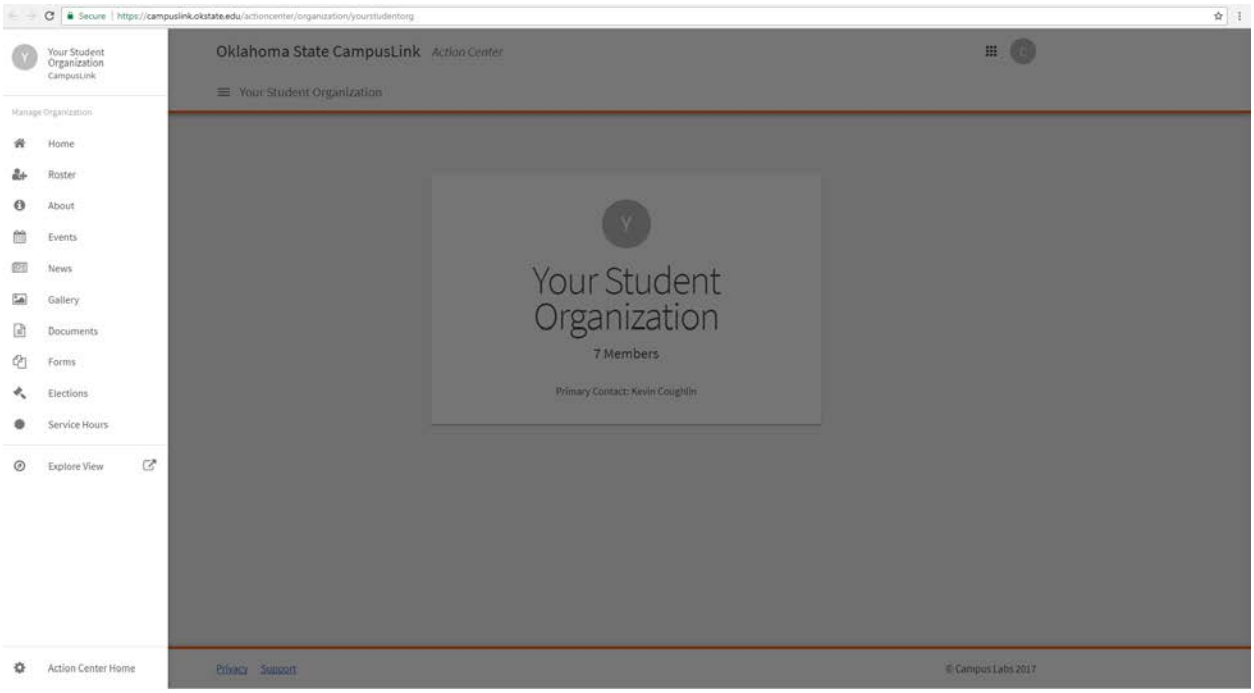
Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg
Your Student Organization
CampusLink
Manage Organization
Home
Roster
About
Events
News
Gallery
Documents
Forms
Elections
Service Hours
Explore View
Action Center Home
Oklahoma State CampusLink Action Center
Your Student Organization
Your Student Organization
7 Members
Primary Contact: Kevin Coughlin
Privacy Support
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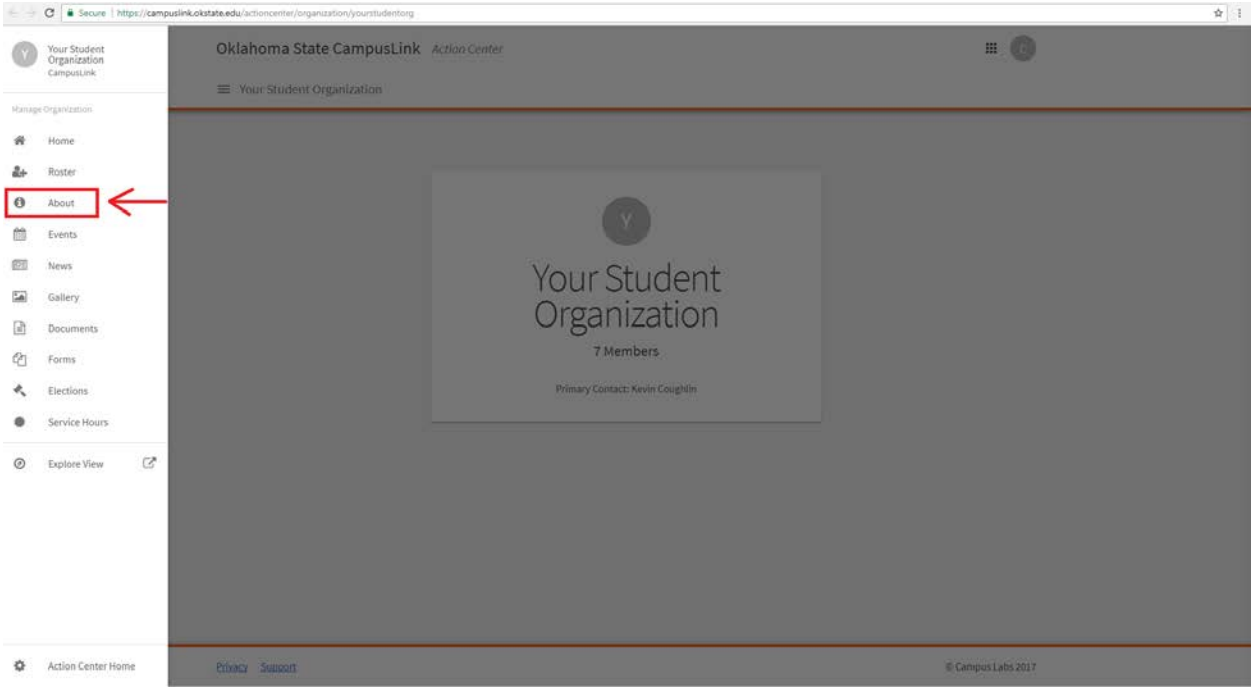
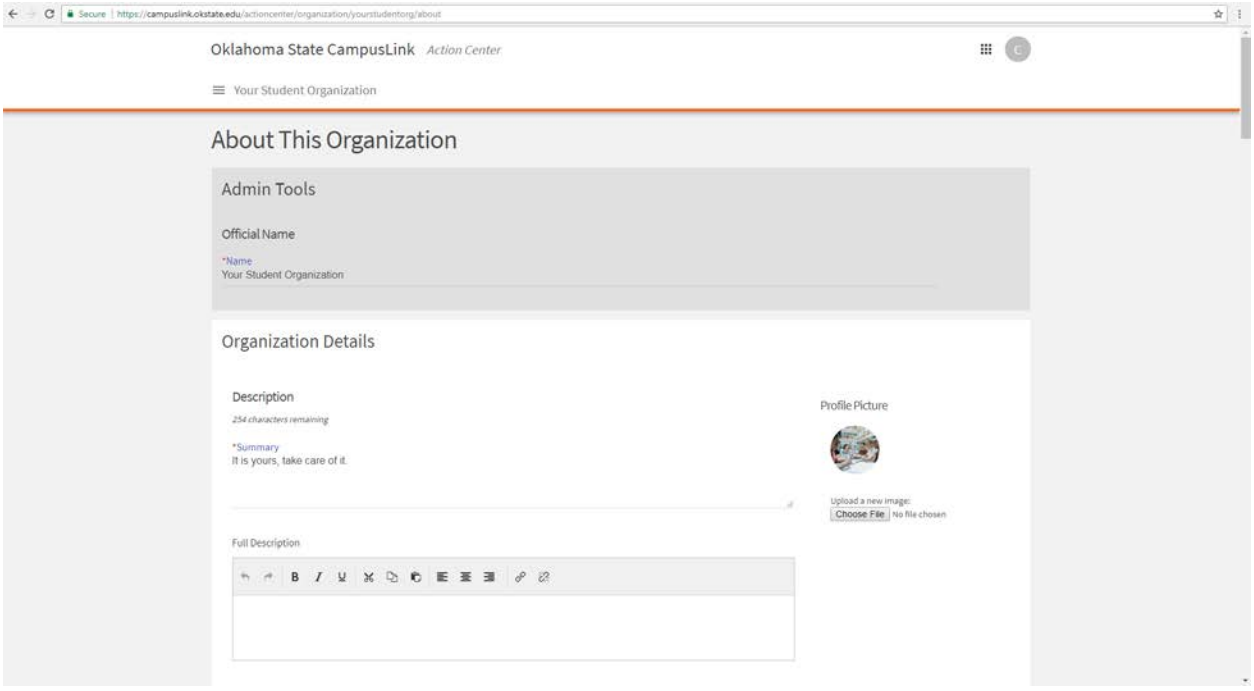
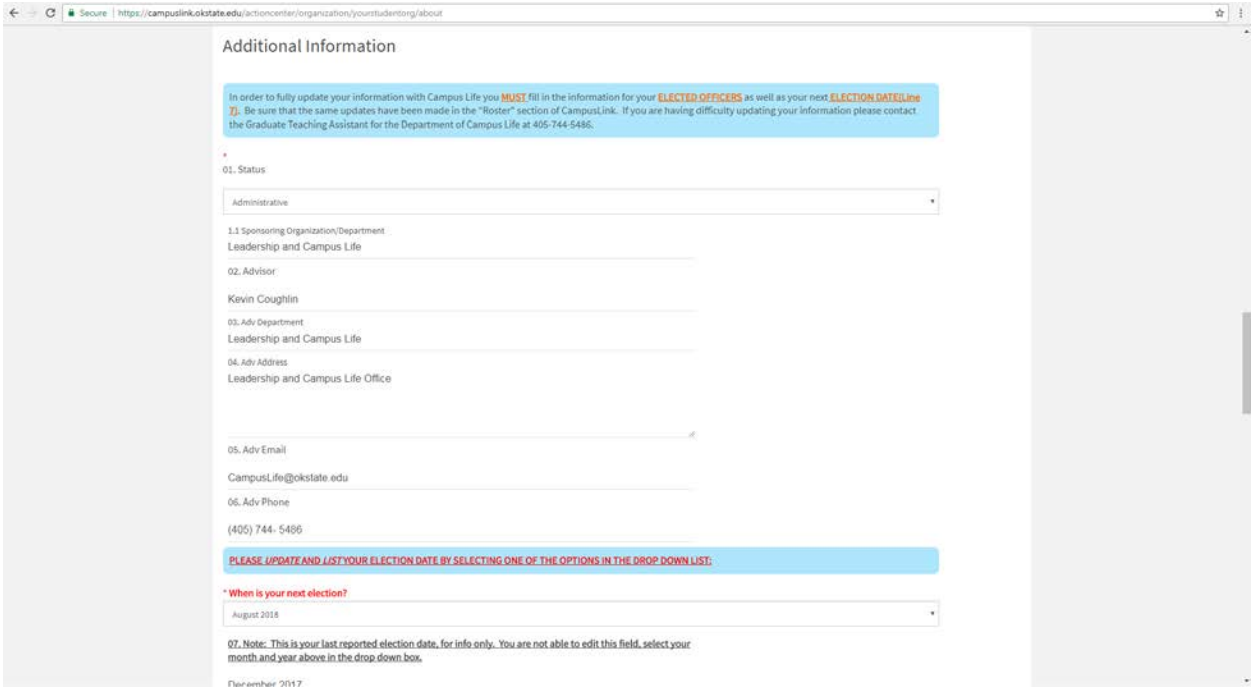


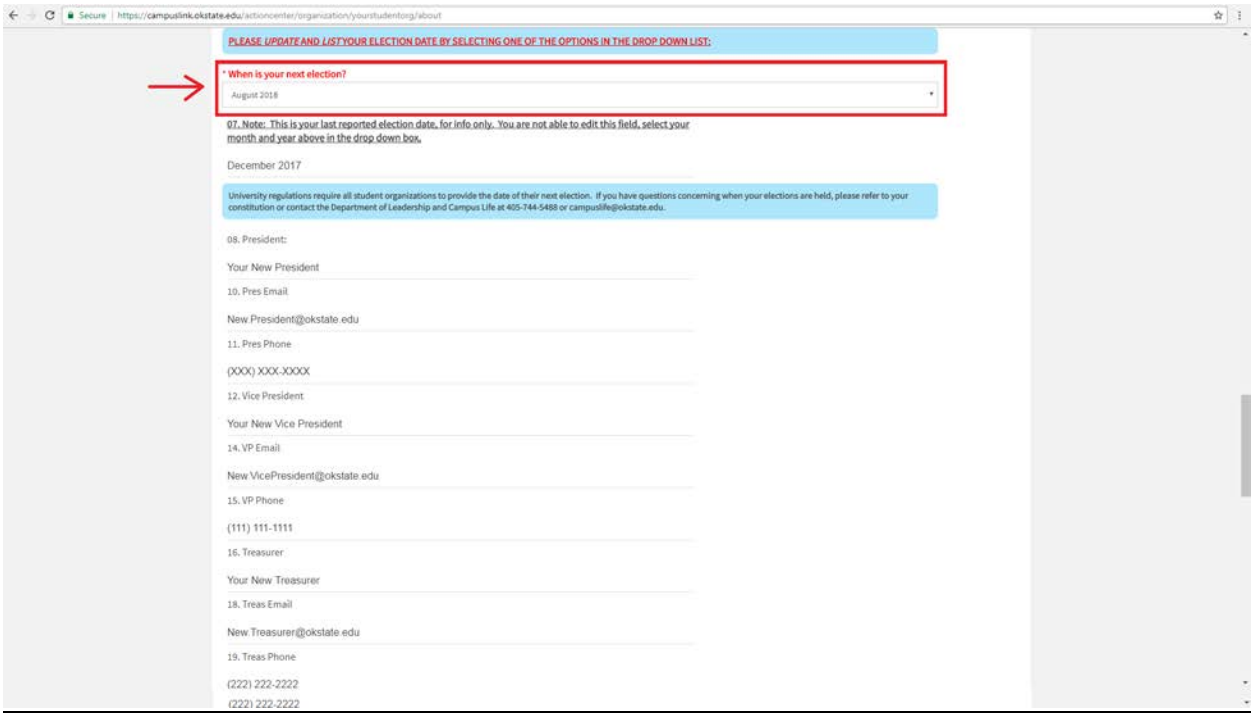
Step Five: After clicking on the *About* tab, you will be taken to the following page.



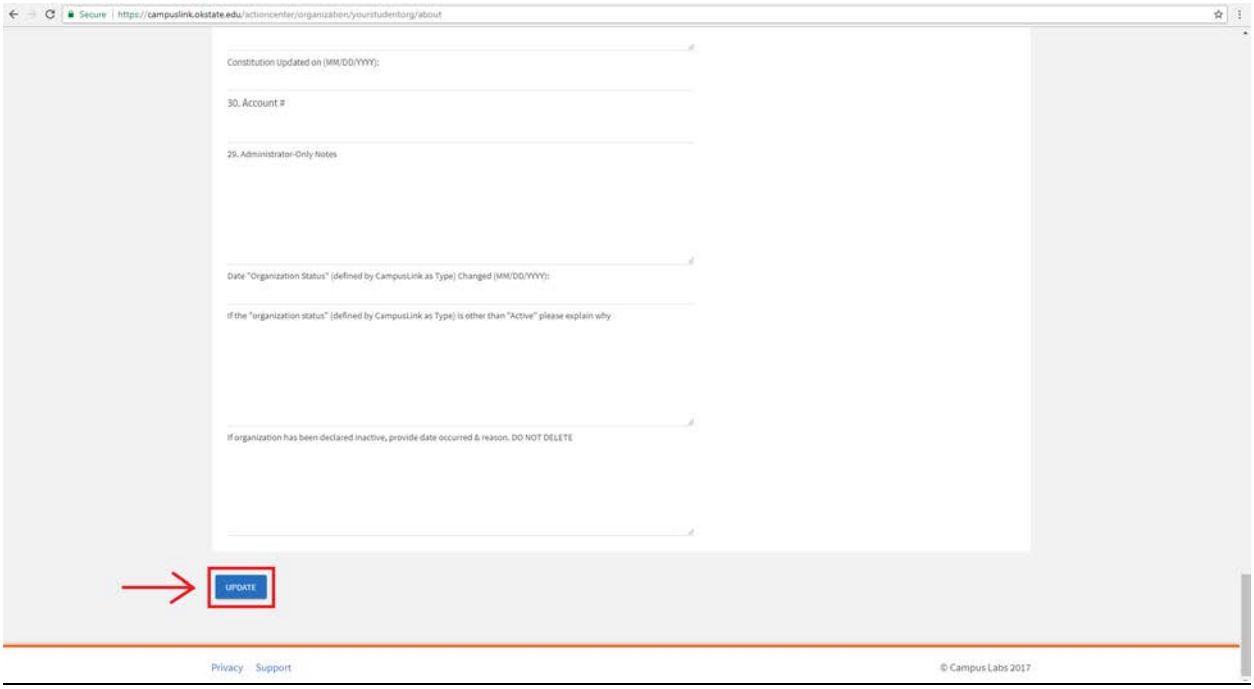
Once on this page, scroll down to the section under Additional Information. If your Advisor has changed since your page was last updated, please update this information. In the event that your Advisor has not changed, skip forward to the next step.



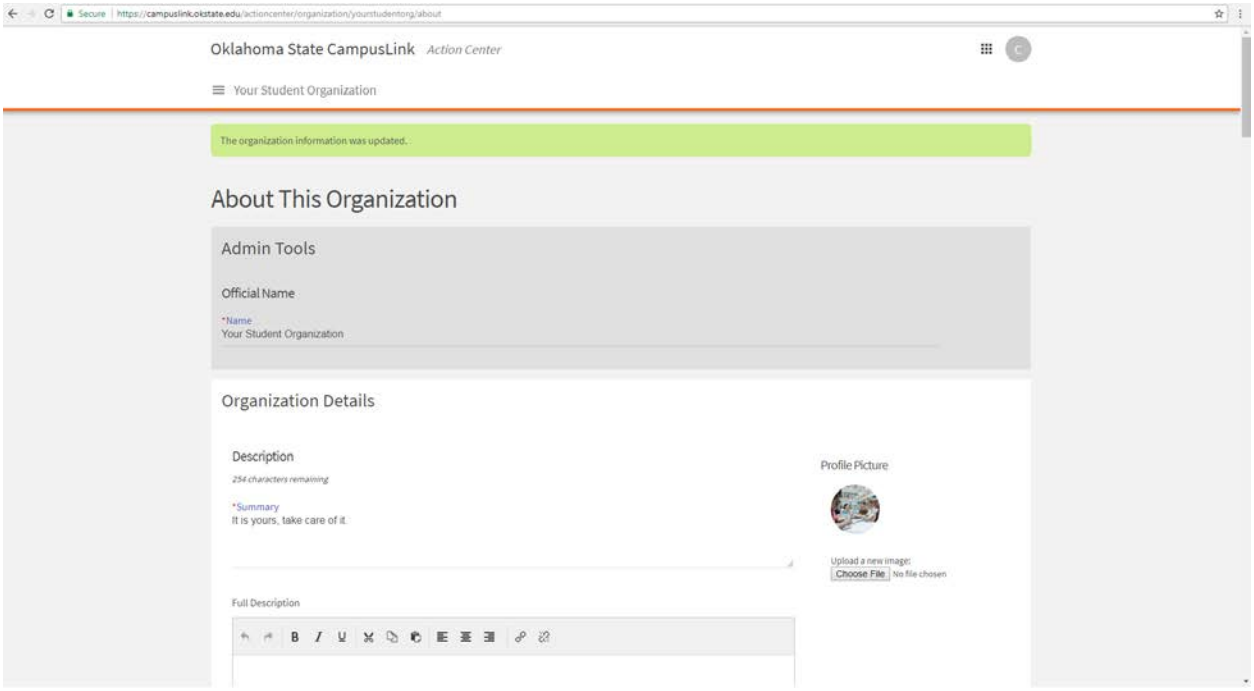
Step Six: Begin by updating the information in box 7, "When is your next election?" to reflect your next projected election date. Even if you update all subsequent information on CampusLink, but neglect this field your information will still be considered out of date.



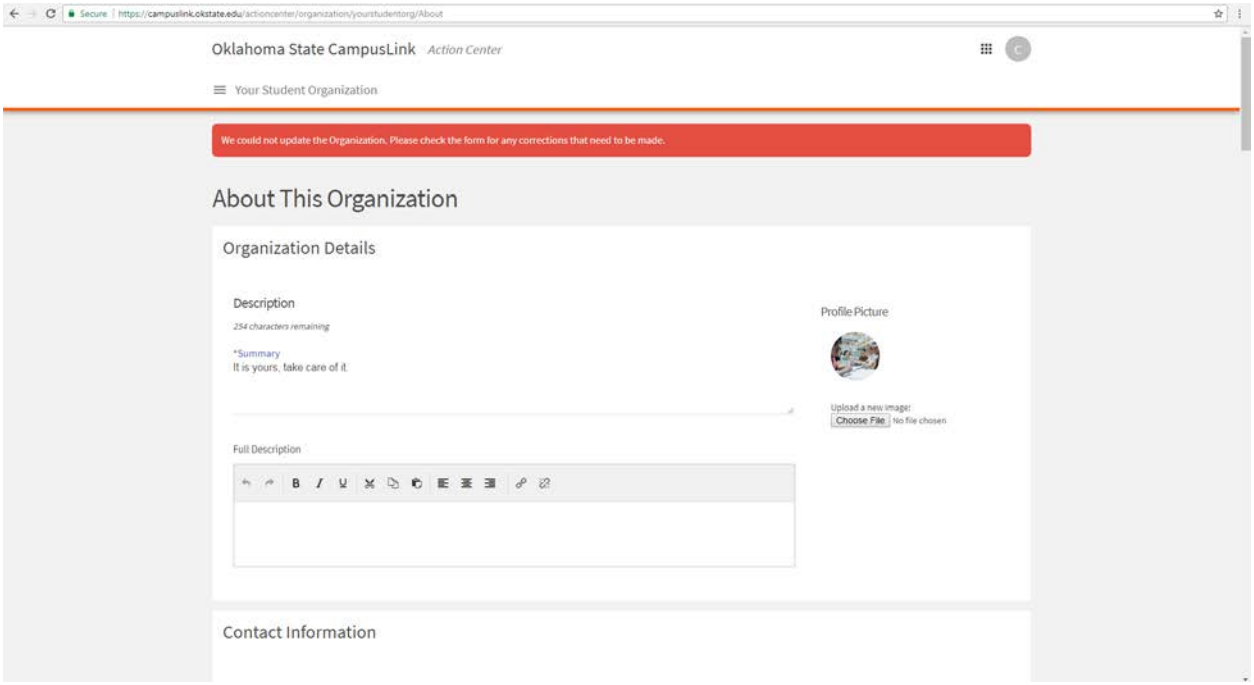
After all of your information has been entered, scroll to the very bottom of the page and click on *Update.*



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."



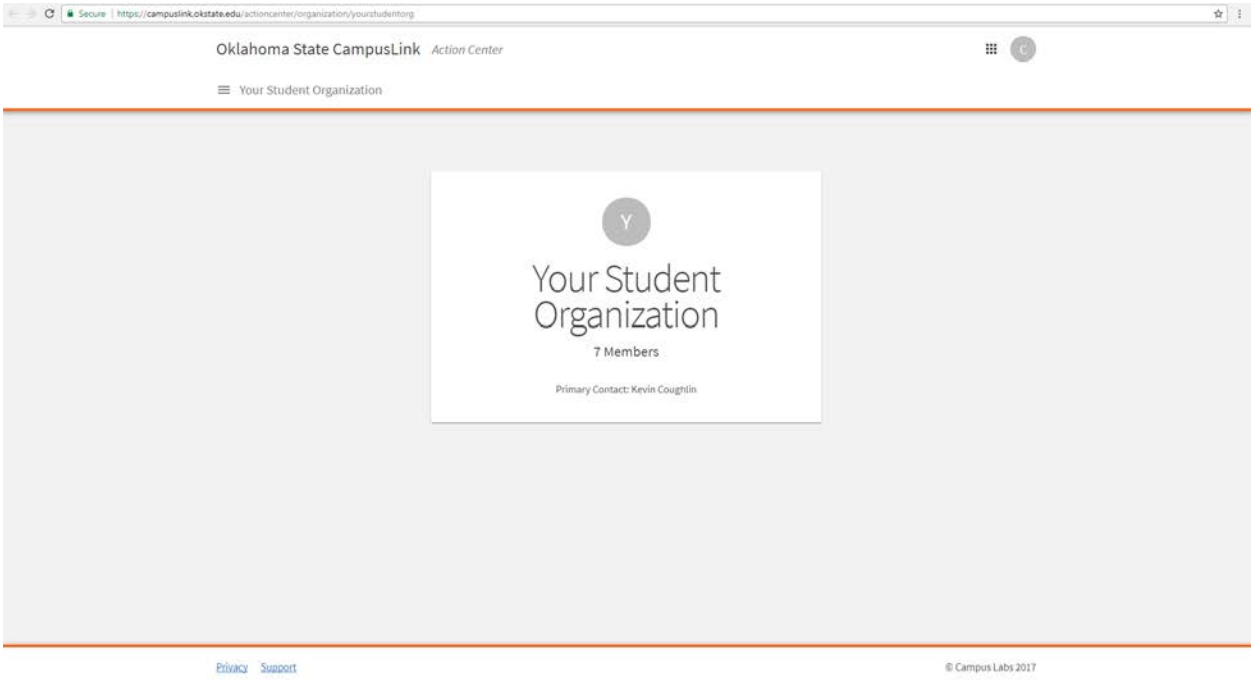
In the event that an incorrect response was provided or a field was left blank, you will received a red banner saying “We could not update the Organization. Please check the form for any corrections that need to be made.” Should you receive this notification, please review your responses and submit the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

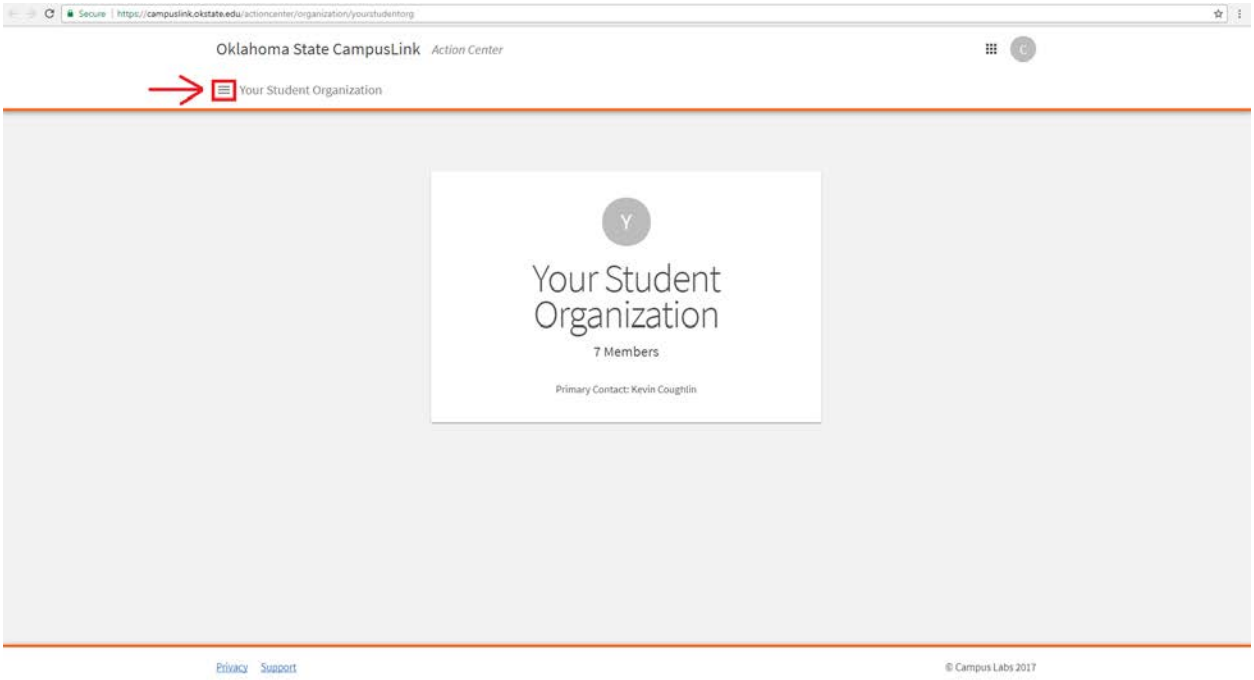


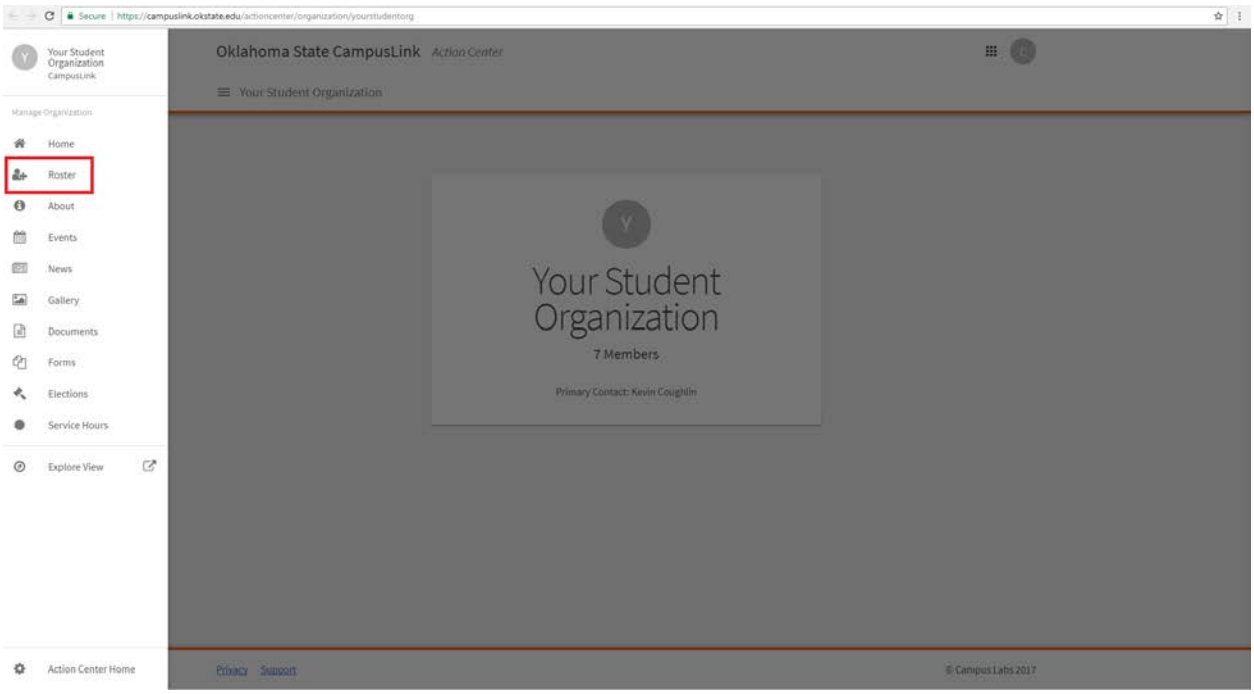
Part Two: Updating your CampusLink Roster

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.

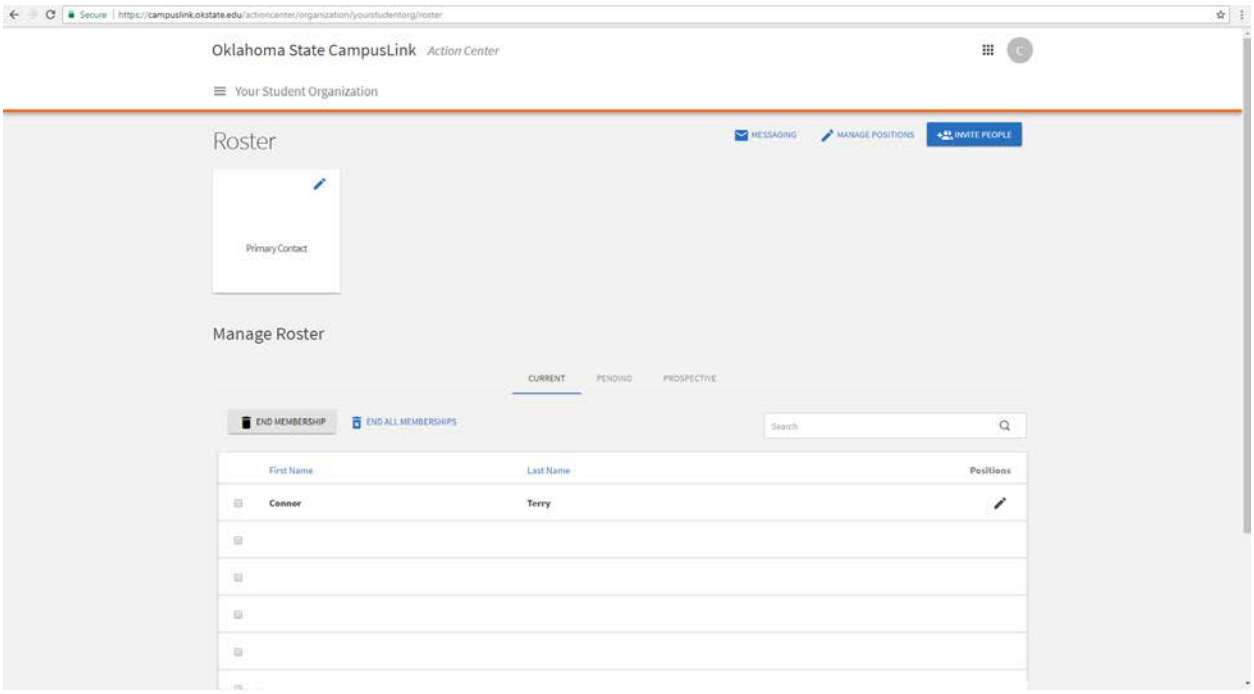


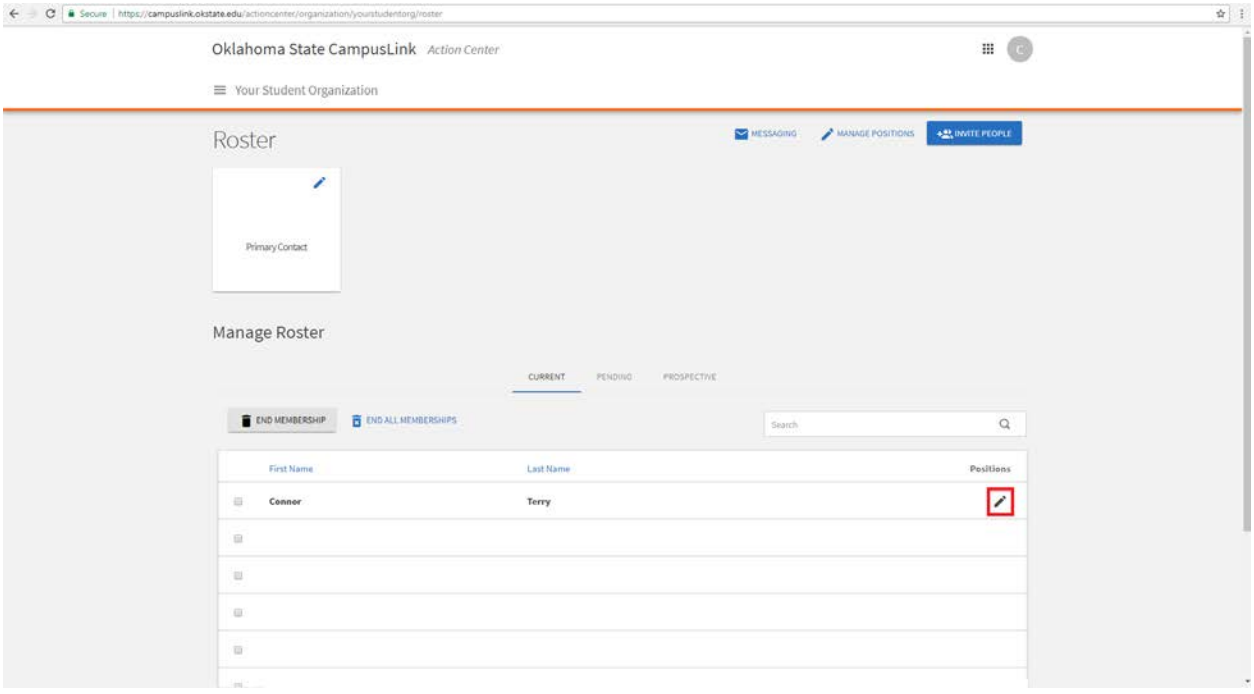




This will lead you to your organization's roster. Here you can see all individuals who have joined your organization on CampusLink, as well as assign them specific positions or roles.

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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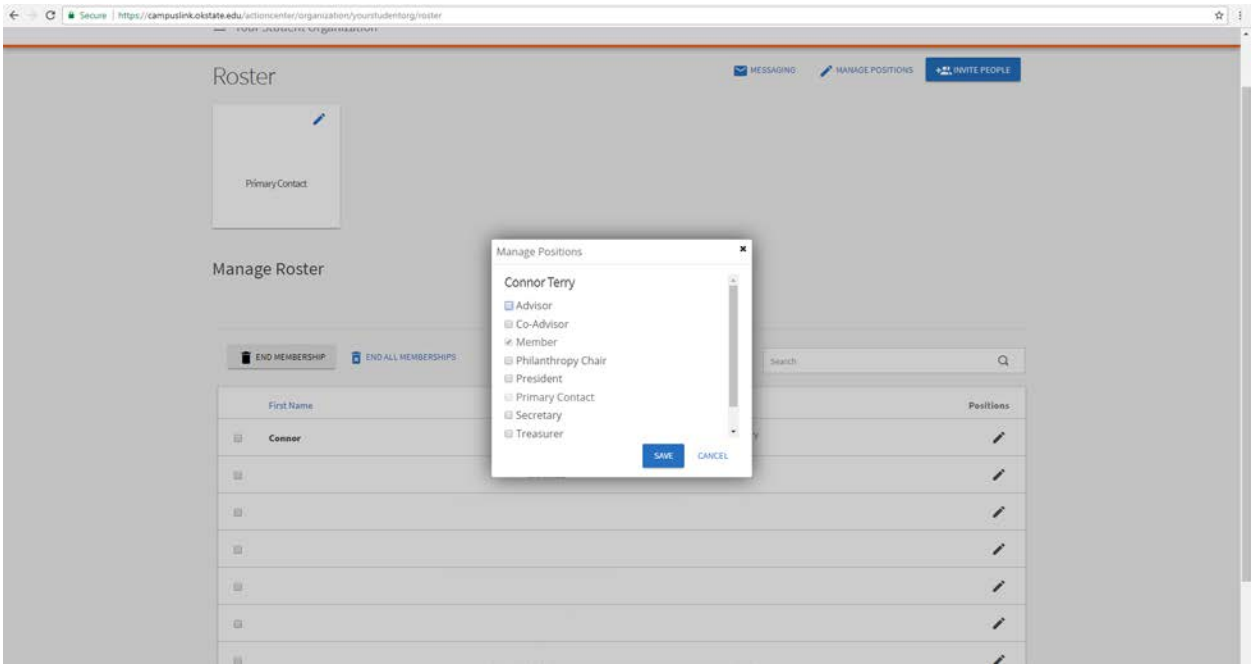
PROSPECTIVE
END MEMBERSHIP
END ALL MEMBERSHIPS
Search
First Name
Last Name
Positions
Connor
Terry



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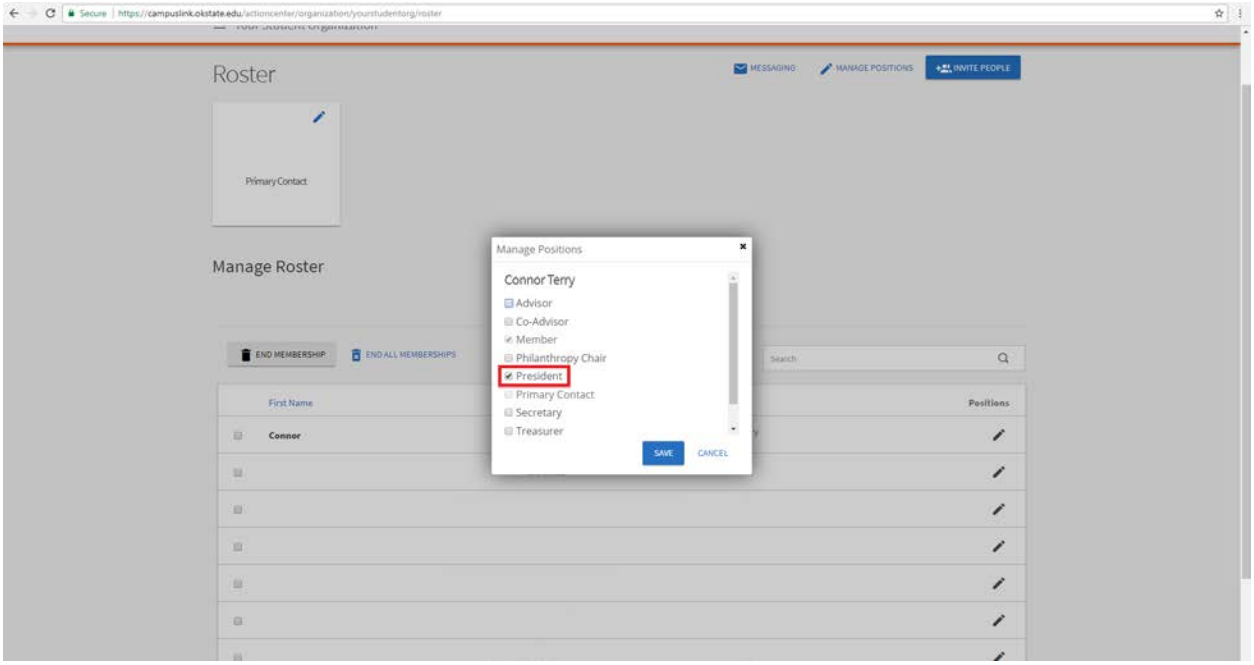
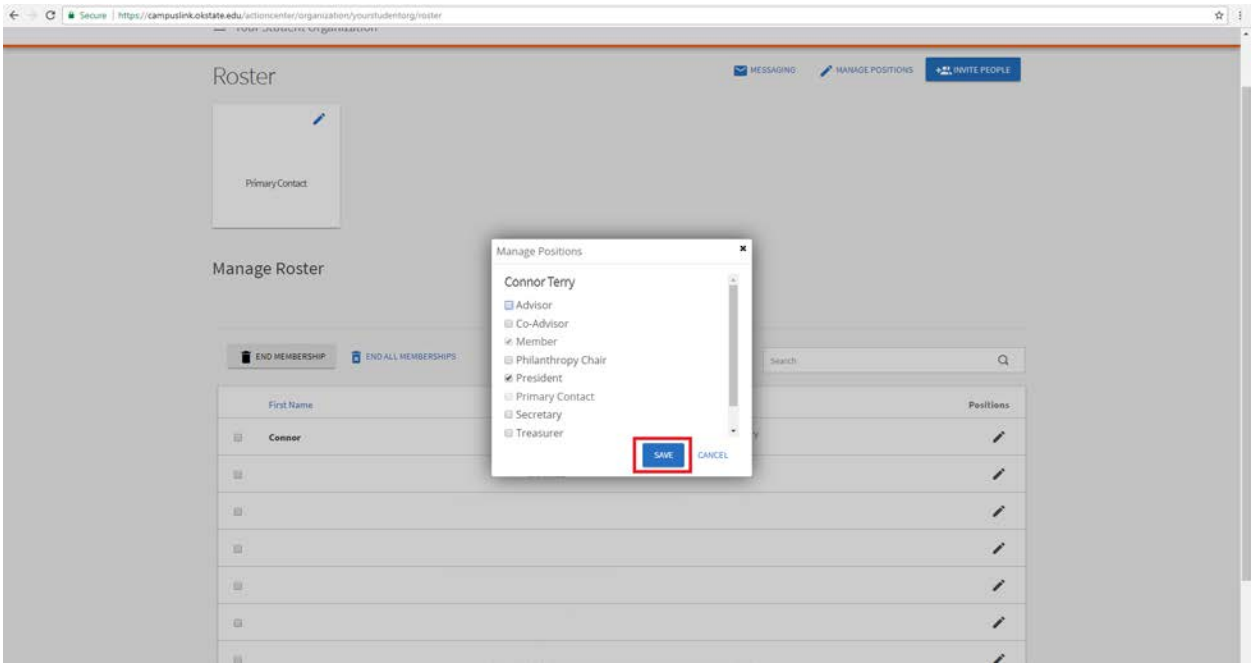
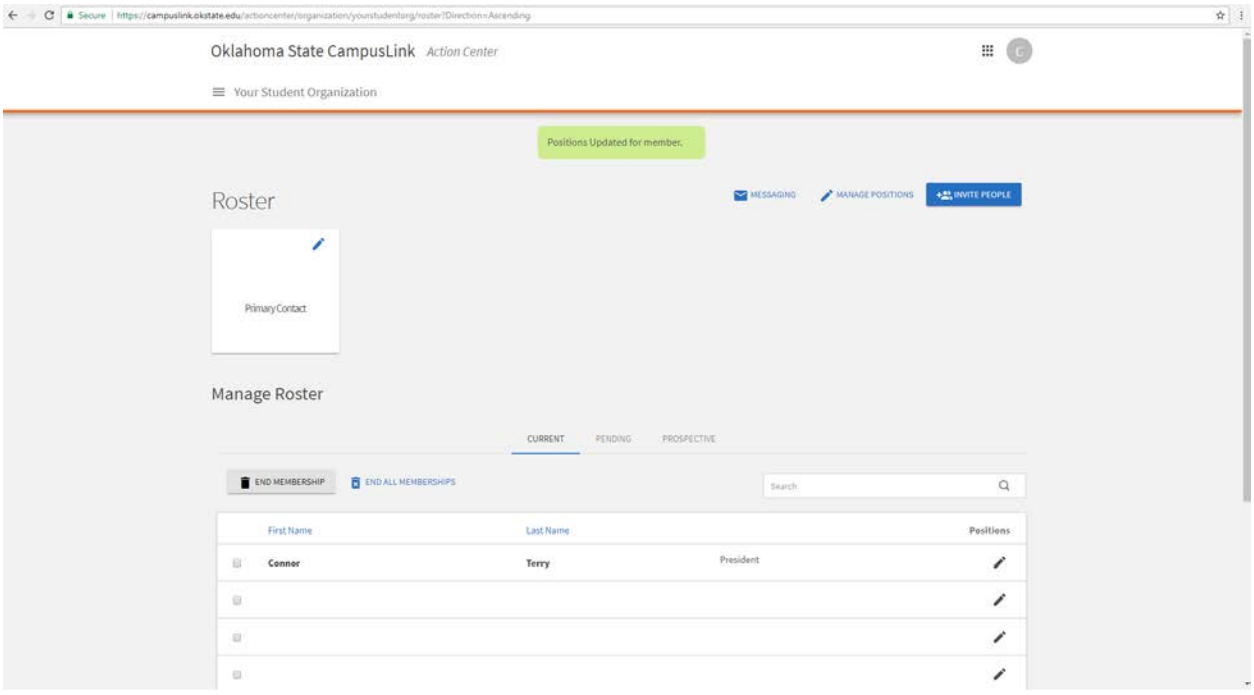


If you are removing a position from someone on CampusLink, click on the pencil icon under *Positions*, and uncheck the box next to the position they no longer hold.

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.