How to UPDATE your CampusLink



Leadership & 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 <u>CampusLink</u>.

*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.

Oklahoma State CampusLink		# (
HOME EVENTS ORGANIZATIONS	NEW/S	
	Explore Oklahoma State University	
Q Search Events, Org	anizations and News Articles	
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Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. http://meetings.okstake.adu/signage	Facilities Management Sign Shop coordinates A- frame reservations -http://fm.okstate.adu/signs.	
My Memberships		
Your Student Organization		
Upcoming Events		VIEW ALL EVENTS
Non-Traditional Student Organization	TOIL	Come dance with us

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

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Oklahoma State C	ampusLink		III 💿	
HOME EVENTS	ORGANIZATIONS NEWS			
	Explore Oklal	noma State University	/	
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	Q Search Events, Organizations and News Articles			
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Poster/chalking permits a through Meeting and Con	re managed Facilities Manage ference Services 179 frame reservation	nent Sign Shop coordinates A- s -http://fm.okstate.edu/signs		
S.U. http://meetings.okst	ate.edu/signage	-		
My Memberships	Organization	_		
Upcoming Event	s III The Dec		VIEW ALL EVENTS	
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In the event that you are not a member of the organization on CampusLink, you will need to find your organization through the <u>Organizations</u> 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 <u>Manage Organization</u> button at the top right corner of the page.

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	Oklahoma State CampusLink	III 💿	
	HOME EVENTS ORGANIZATIONS NEWS		
		MANAGE ORGANIZATION	
	Your Student Organization		
	S CONTACT		
	Additional Information		
	1.1 Sponsoring Organization/Department Leadership and Campus Life		
	02. Advisor		
	Kevin Coughlin Kevin Coughlin		
	03. Adv Department Leadership and Campus Life Leadership and Campus Life		
	04. Adv Address Leadenthip and Campus Life Office Leadenthip and Campus Life Office		
	05. Adv Email		
	CampusLife@okstate.edu CampusLife@okstate.edu		
	06. Adv Phone		
	(405) 744- 5486 (405) 744- 5486		
	08. President:		
	Your New President Your New President		
	10. Pres Email		
	New,President@okstate.edu		



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

Oklahoma State CampusLink	Action Center	= (0)
 Your Student Organization		
	V	
	Your Student	
	Organization	
	7 Members	
	Primary Contact: Kevin Coughlin	

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





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

Oklahoma State CampusLink Action Center	= G
Your Student Organization	
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. Full Description	Profile Picture
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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.

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	Additional Information	
	In order to fully update your information with Campus Life you MUST fill in the information for your ELECTED OFFICIES as well as your next ELECTION DATECIDE To Be sure that the same updates have been made in the "Botter" section of Campus Link. 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	
	Nemi Cooguini 02. AdvOpactment Leadership and Campus Life	1
	04. Adv Address Leadership and Campus Life Office	
	05. Adv Email	
	CampusLife@okstate.edu	
	05. 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.	
	Distember 2017	

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

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	PLEASE UPDATE AND LISTYOUR 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 Leadenship and Campus Life at 405-744-5488 or campus/life/piolatate.edu.	
	08. President:	
	Your New President	
	10. Pres Email	
	New President@okstate.edu	
	11. Pres Phone	
	poox) xox-soox	
	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 Treasuren@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 <u>Update.</u>

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	Constitution Updated on (MM/DD/YYY):	e	
	30. Account #		
	29. Administrator-Only Notes		
	Date "organization status" (defined by CampusLink as type) (hanged (MKD0/TVY); of the "organization status" (defined by CampusLink as Type) is other than "Acthe" olasas explain why		
	If organization has been declared inactive, provide date occurred & reason. DO NOT DELETE		
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	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		# G	
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		
Full Description	J Upload a new image: Choose File No file chosen		
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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.

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Organization Details Description 255 charactery remaining *Summary It is yours, take care of it. Full Description An Or B / U X D C IE II O D C	Profile Picture
Contact Information	

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.

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

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Oklahoma State CampusLink Action Cent	ter	= ()	
Your Student Organization			
	Your Student Organization 7 Members Primary Contact: Kevin Coughtin		
Privacy Support		© Campus Labs 2017	
E = C 🕯 Secure https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg			\$
Oklahoma State CampusLink Action Cent	ter	ш 💿	
	Your Student Organization 7 Members Primary Contact: Kevin Cougitin		
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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.

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	Philanthropy Chair President Primary Contact	Search Q	
Connor	Secretary Treasurer	Y	
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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.

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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.

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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.

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