How to **UPLOAD DOCUMENTS** on CampusLink

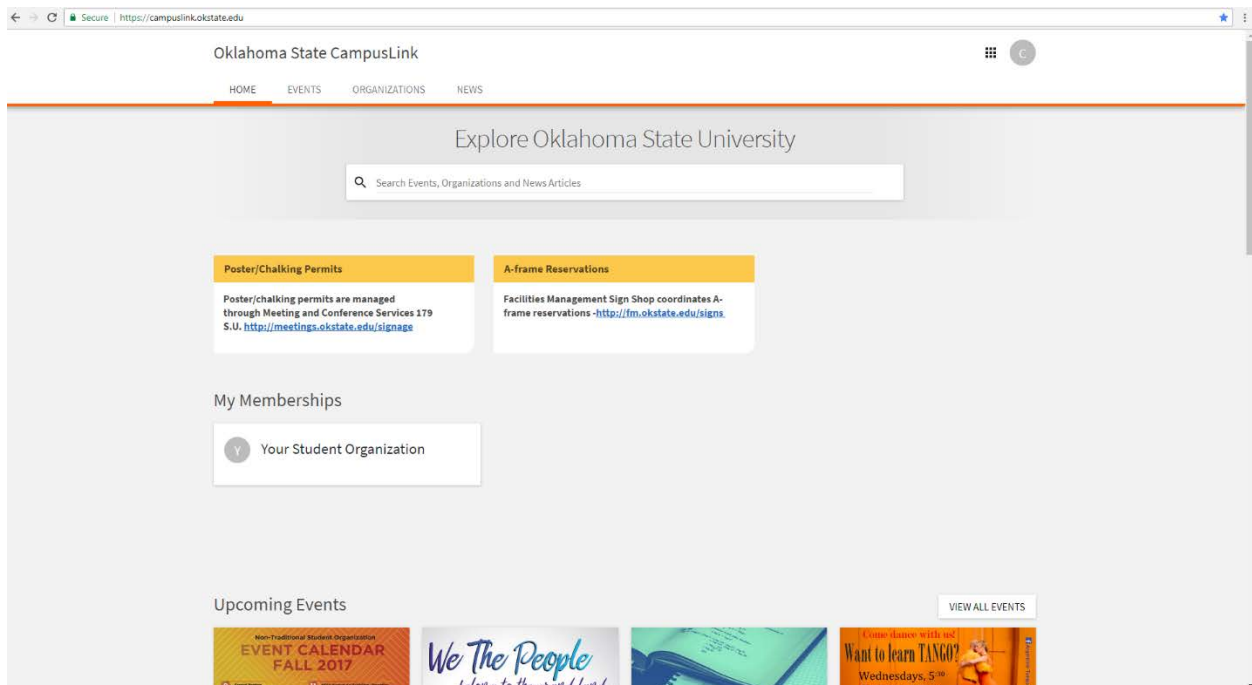# How to Upload Documents to CampusLink

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.

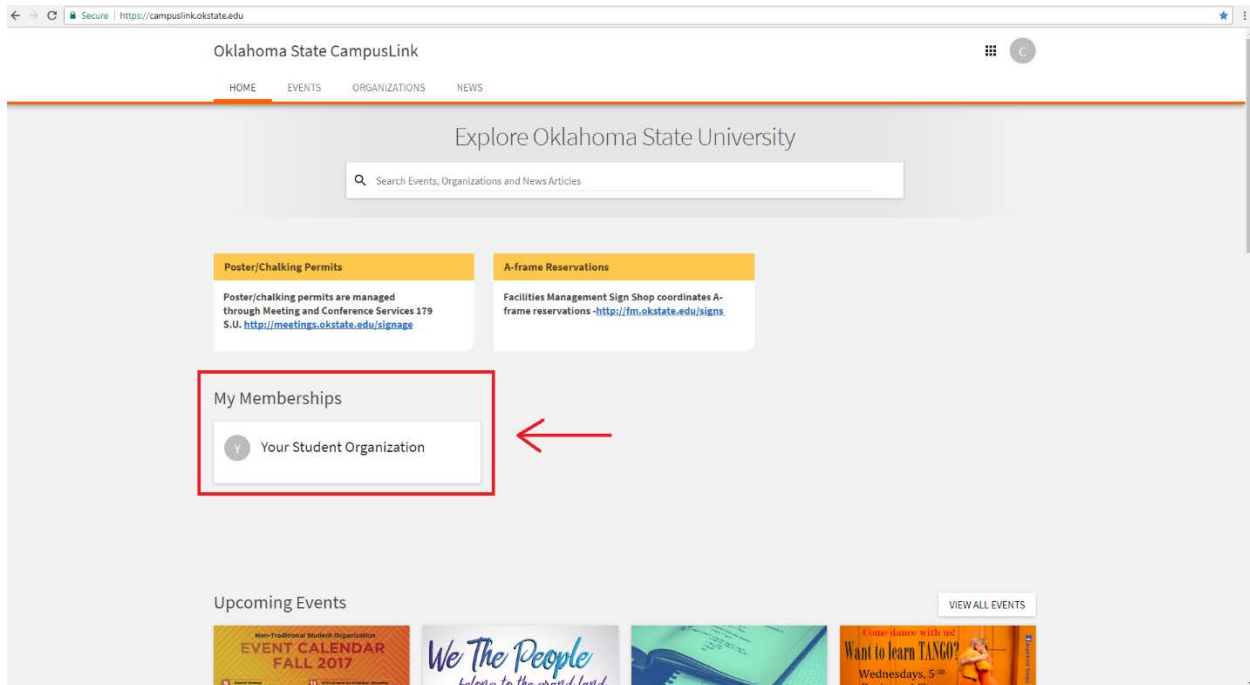**Step One:** Find your organization under your membership listings, and click on that organization.

Step Two: After clicking on the organizaton name, you will be directed to your organization's home page. From this screen, you will need to click on the *Manage Organization* button at the top right of the screen.
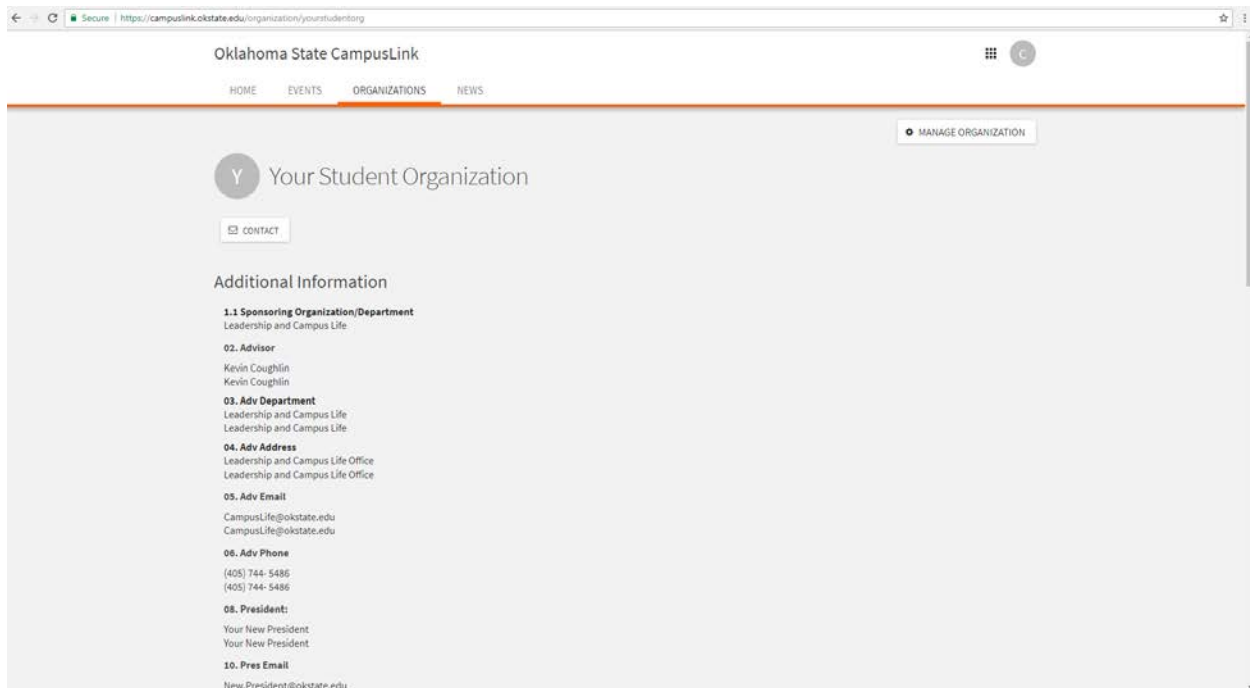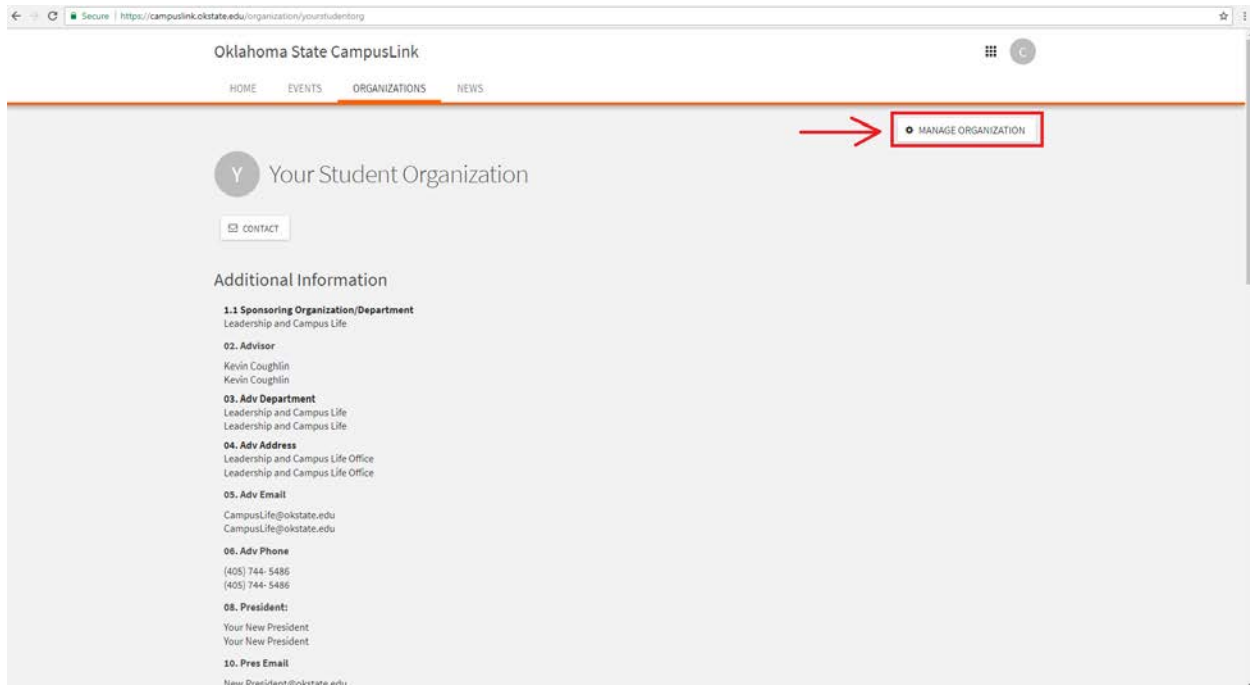
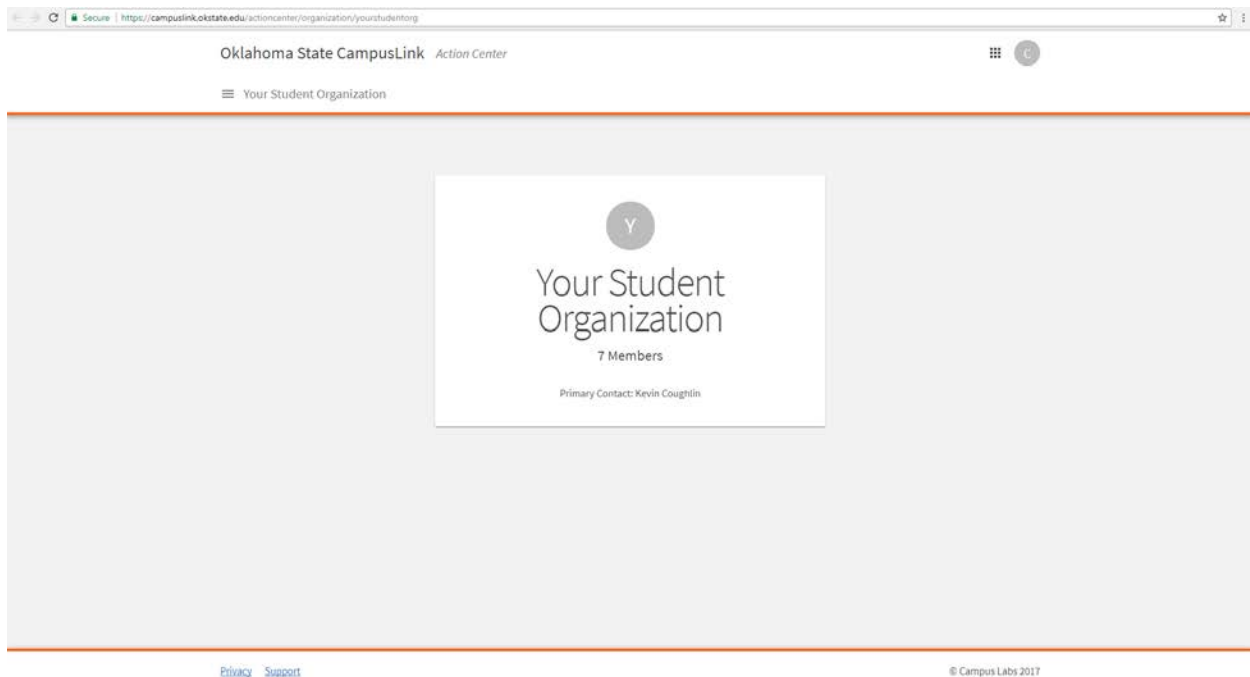**Step Three:** After clicking on *Manage Organization*, you will be redirected to the *Action Center*. In order to access and upload documents to your CampusLink, you will need to click on the menu icon next to your organization's name and select the *Documents* tab.
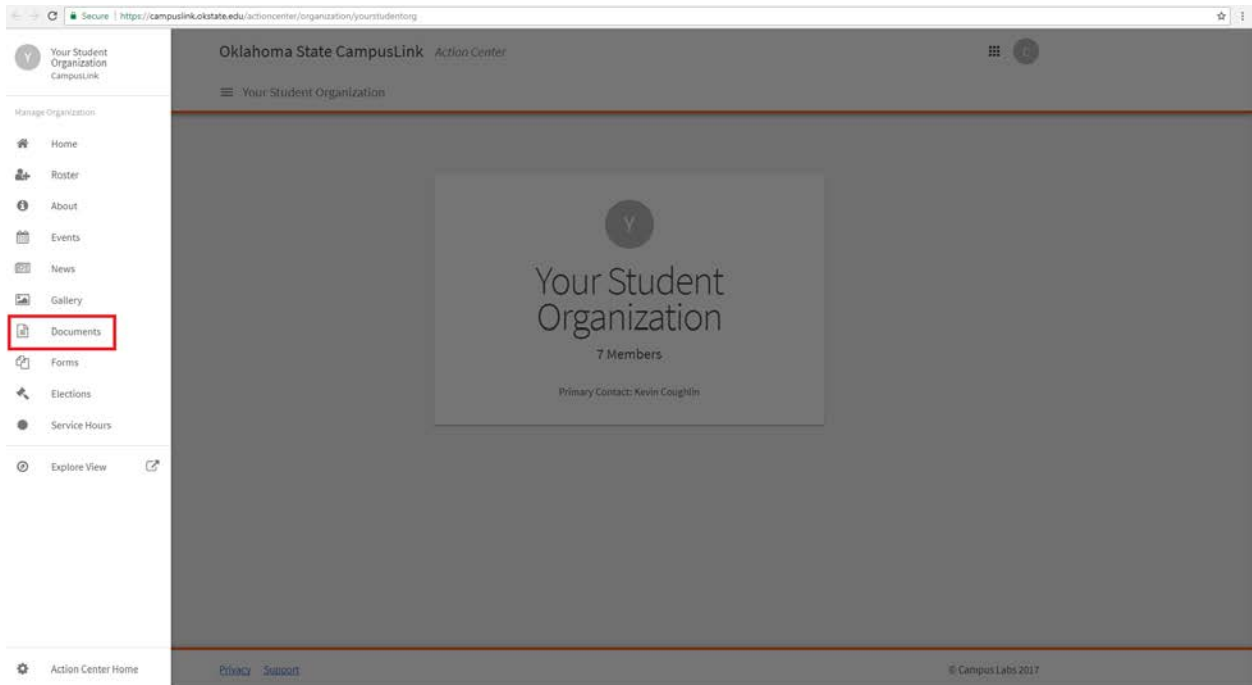
<u>Step Four:</u> This will direct you to the *<u>Documents</u>* section of your organization's CampusLink page. Here you can upload any pertinent documents from your organization such as constitutions, meeting minutes, as well as officer transitional materials.
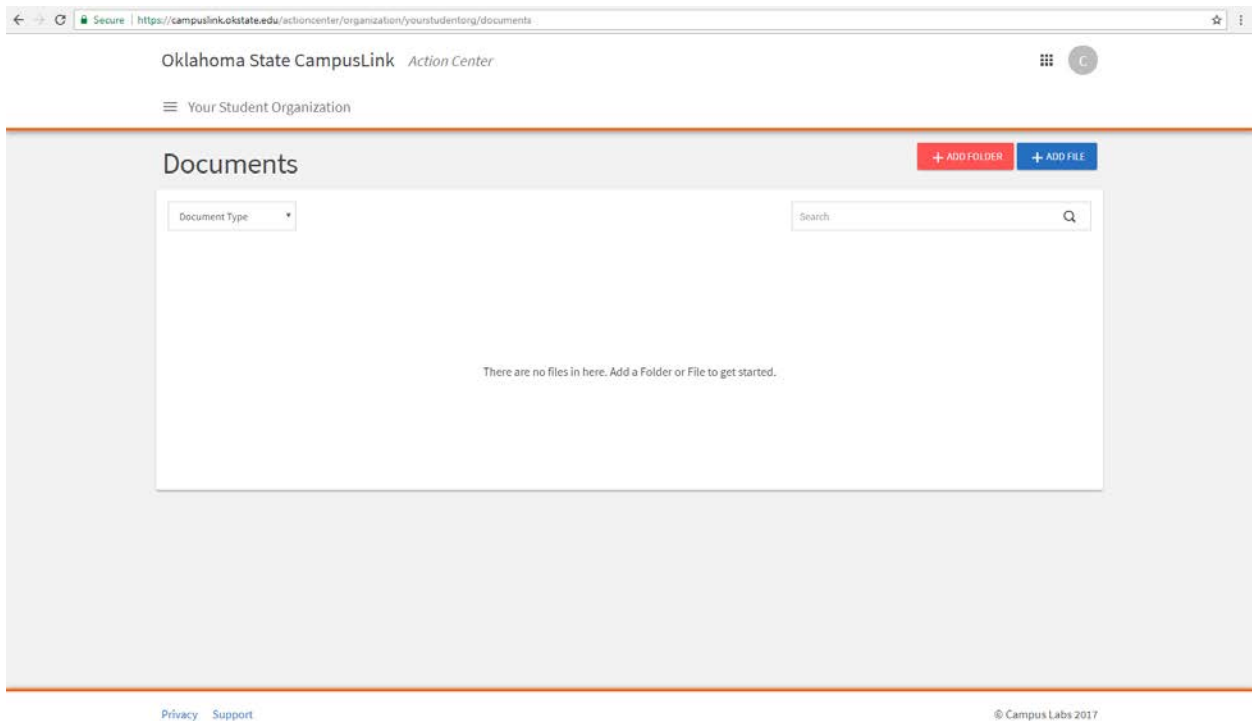
Step Five: If you are looking to simply upload a single document, you may do so by clicking on the blue *Add File* button. This will open the upload area for files on CampusLink. In order to upload a file, click on the *Choose File* area, and select the file you wish to add. Make sure to add or edit the title of that document before posting, as well as the document type and permissions. Then click on the blue *Add* button at the bottom.
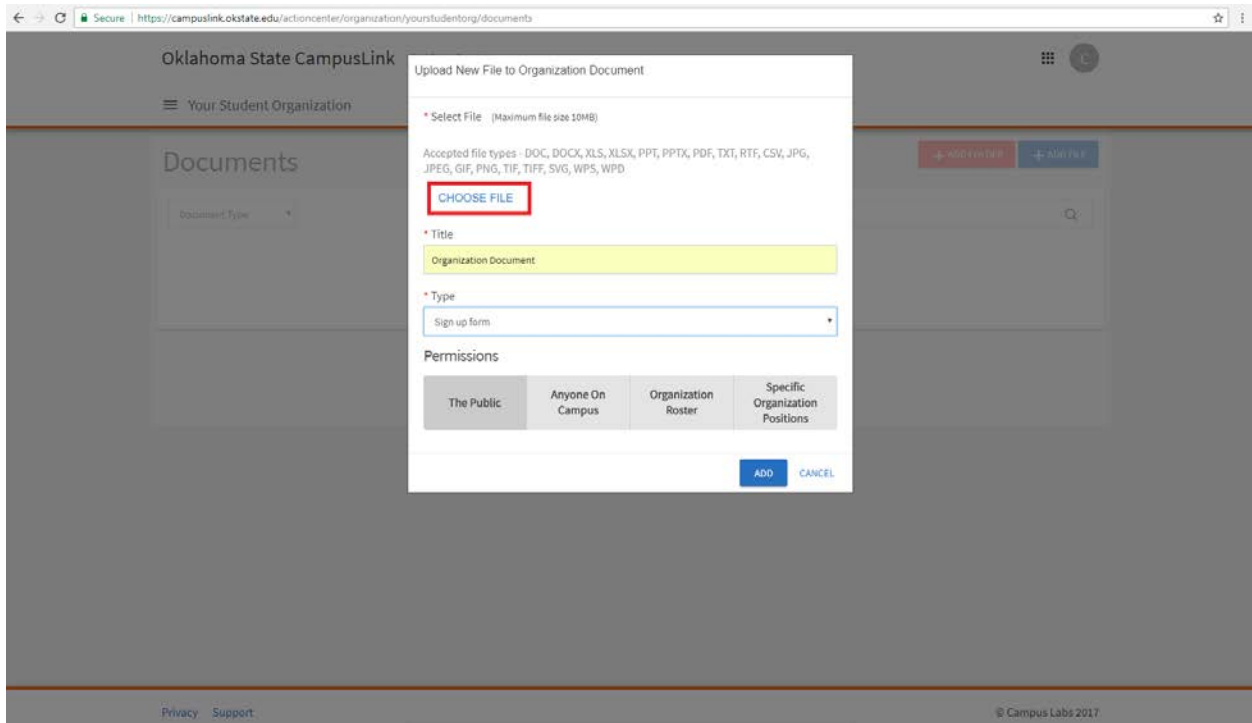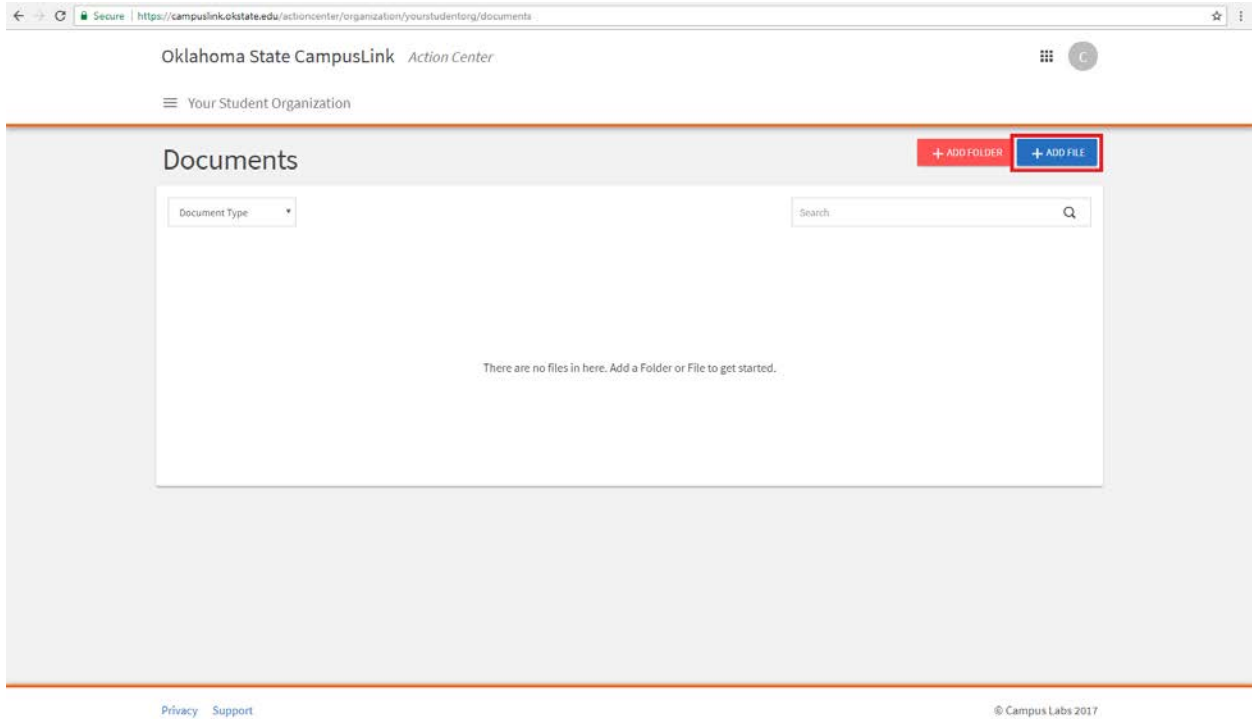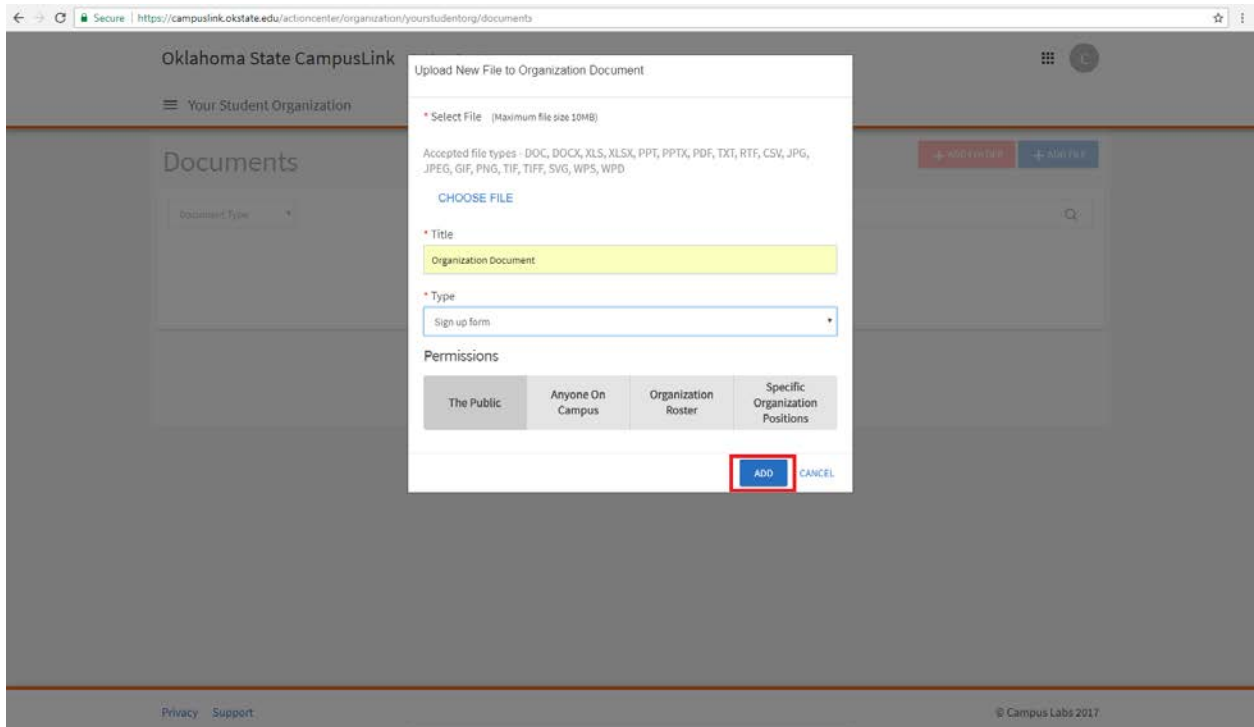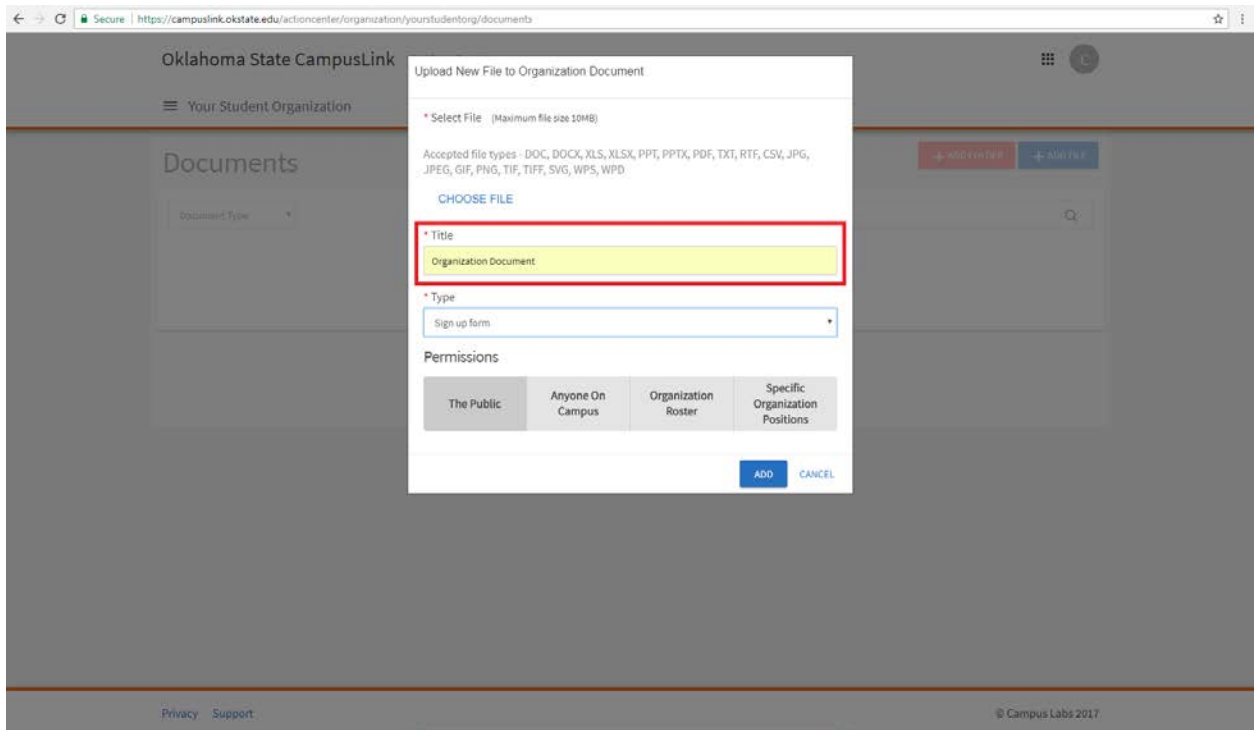
Step Six: If you are planning to upload many of the same type of document, such as meeting minutes, you can create a separate folder for all of these documents as well. In order to do this, click on the red *Add Folder Button* and include the Title for the folder and set the access permissions for the folder.
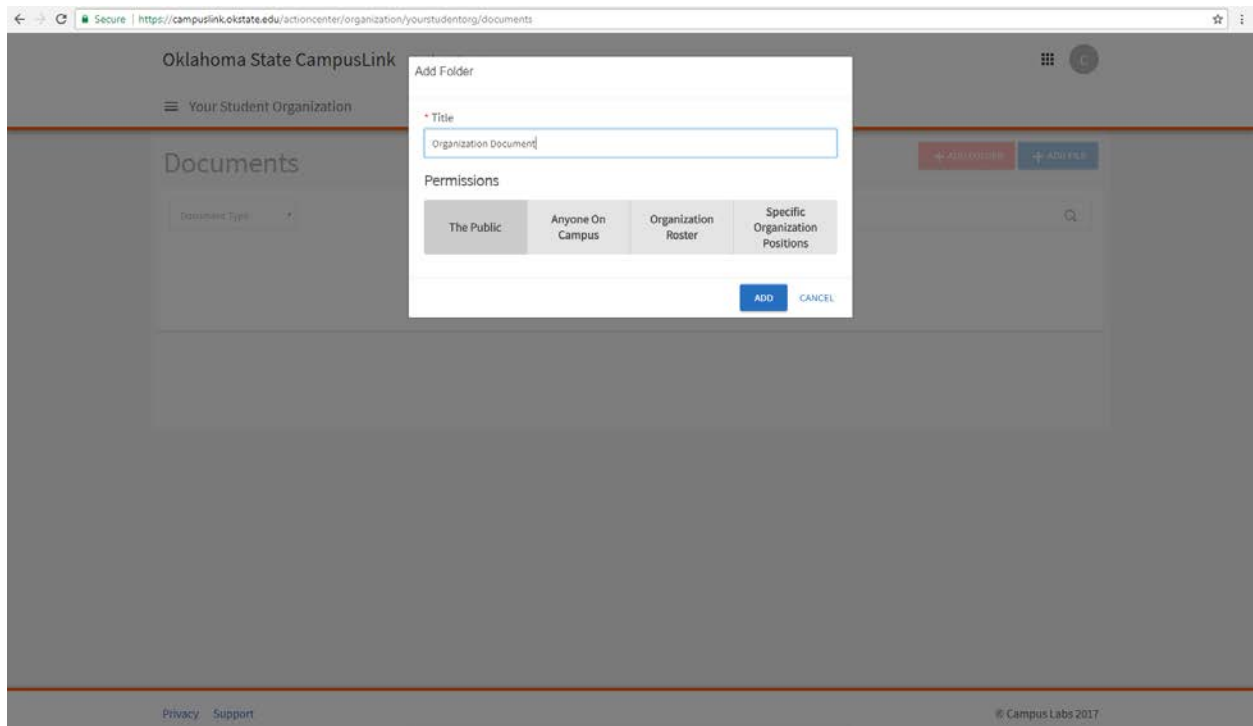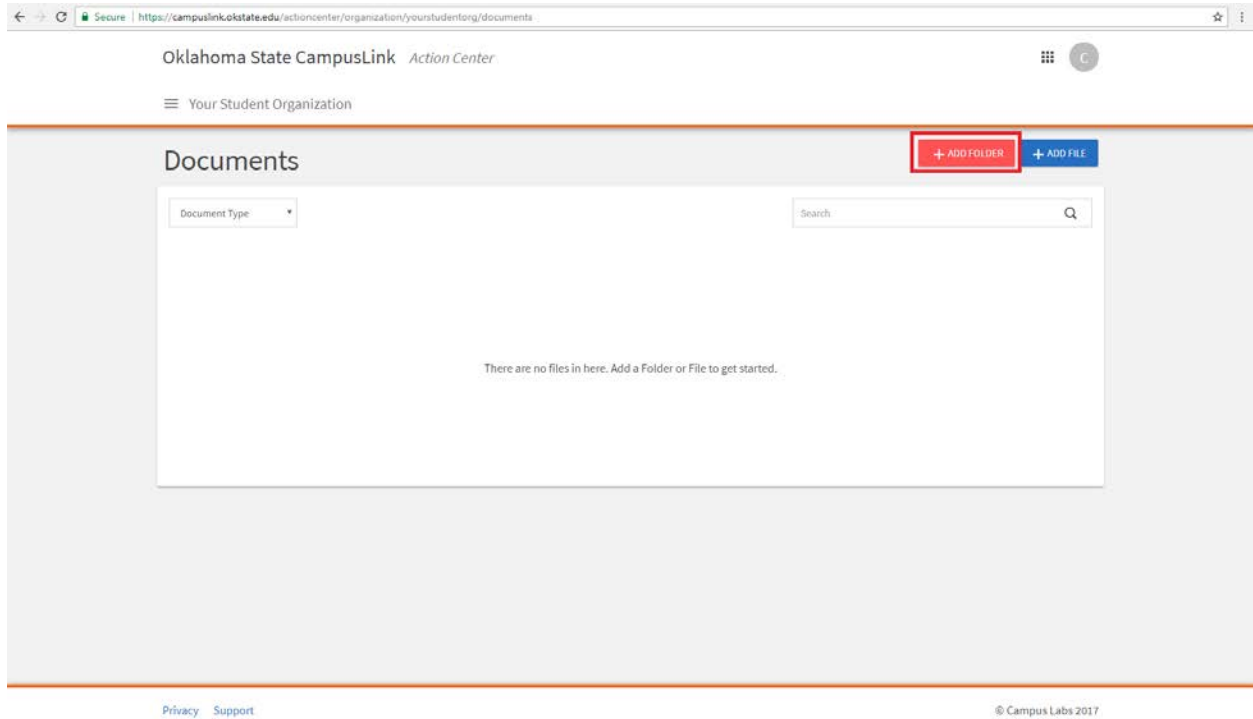
Step Seven: In order to add files to this newly created folder, click on the folder name. This will bring you into the content area of the selected folder. In order to add files to this folder, click on the blue _Add File_ button in the top right and follow the instructions laid out in step five.

Oklahoma State CampusLink *Action Center*

⠿ C

☰ Your Student Organization

Documents

+ ADD FOLDER   + ADD FILE

Document Type ▼		Search 🔍

DOCUMENTS HOME • ORGANIZATION DOCUMENT

There are no files in here. Add a Folder or File to get started.

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⠿ C

☰ Your Student Organization

Documents

+ ADD FOLDER   **+ ADD FILE**

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