

# How to **UPLOAD** **DOCUMENTS** on **CampusLink**



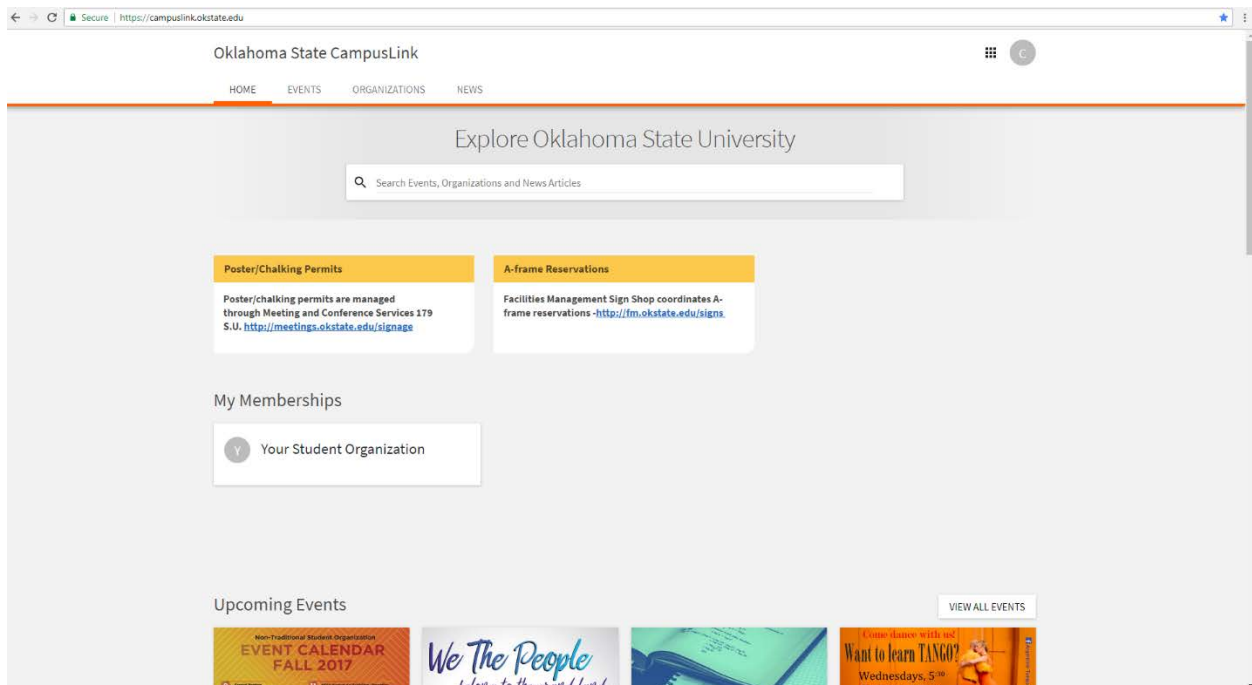
DEPARTMENT OF  
Leadership  
& Campus Life

**Campus**  
**Link**  
*organizing your campus life.*

## 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](mailto:campuslife@okstate.edu).

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



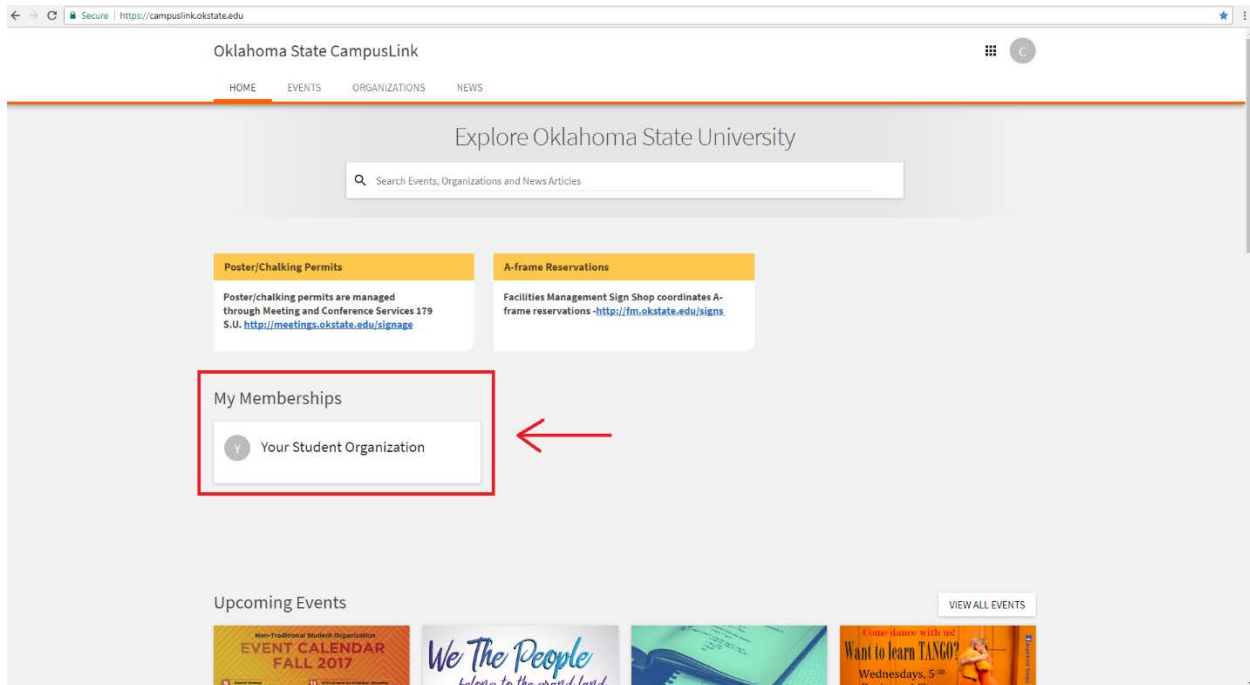
The screenshot shows the Oklahoma State CampusLink website. The browser address bar displays "Secure | https://campuslink.okstate.edu". The website header includes "Oklahoma State CampusLink" and navigation tabs for "HOME", "EVENTS", "ORGANIZATIONS", and "NEWS". Below the header is a search bar with the text "Explore Oklahoma State University" and "Search Events, Organizations and News Articles".

Two informational boxes are visible:

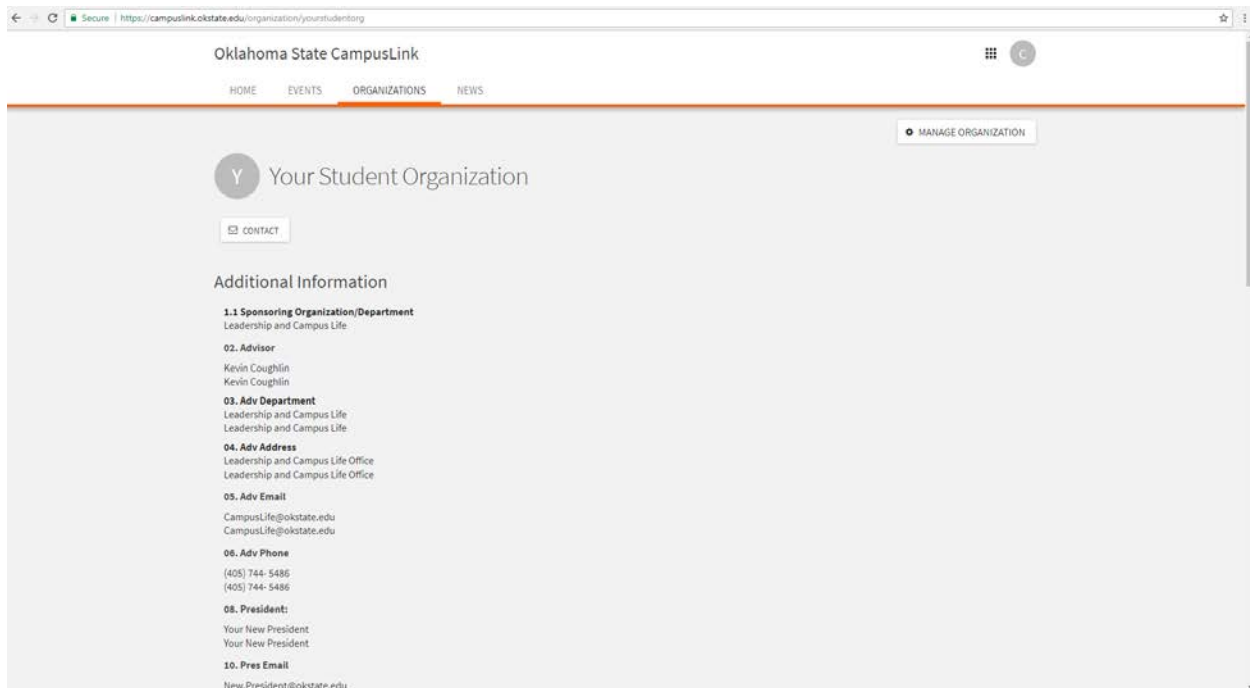
- Poster/Chalking Permits:** Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. <http://meetings.okstate.edu/signage>
- A-frame Reservations:** Facilities Management Sign Shop coordinates A-frame reservations - <http://fm.okstate.edu/signs>

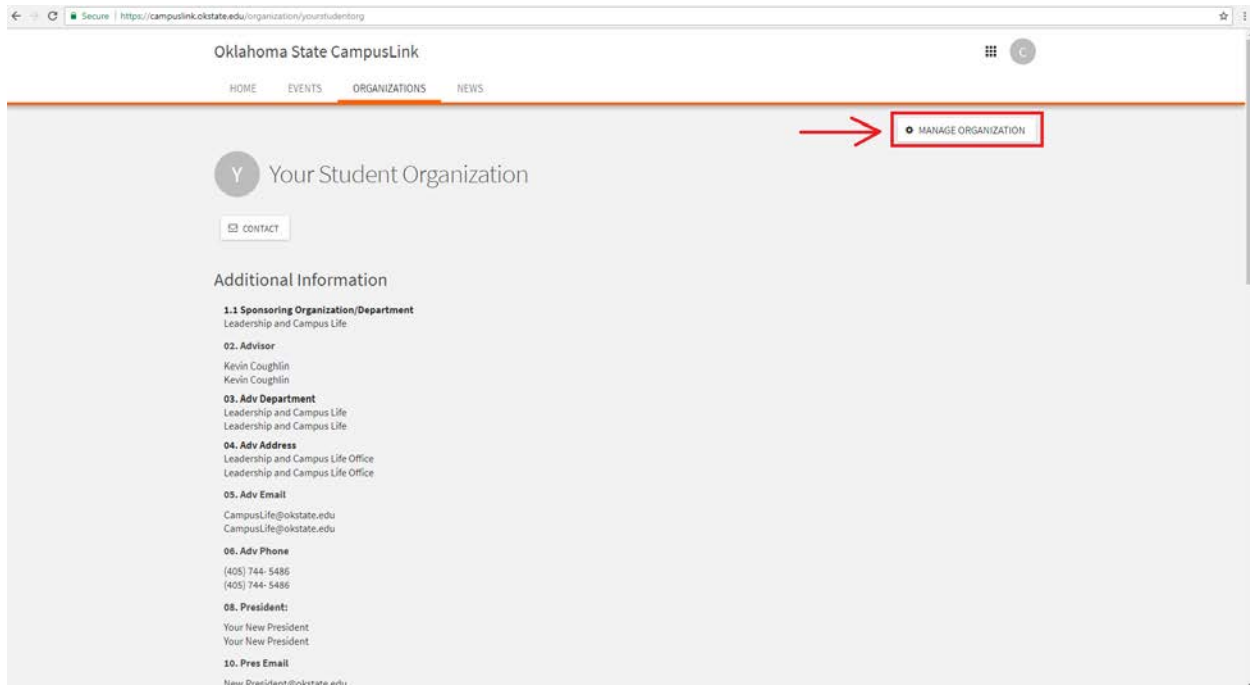
The "My Memberships" section shows a button for "Your Student Organization".

The "Upcoming Events" section features three event cards: "Non-Traditional Student Organization EVENT CALENDAR FALL 2017", "We The People *belong to the shared land...*", and "Want to learn TANGO? Wednesdays, 5<sup>PM</sup> Business Class". A "VIEW ALL EVENTS" button is located to the right of the event cards.

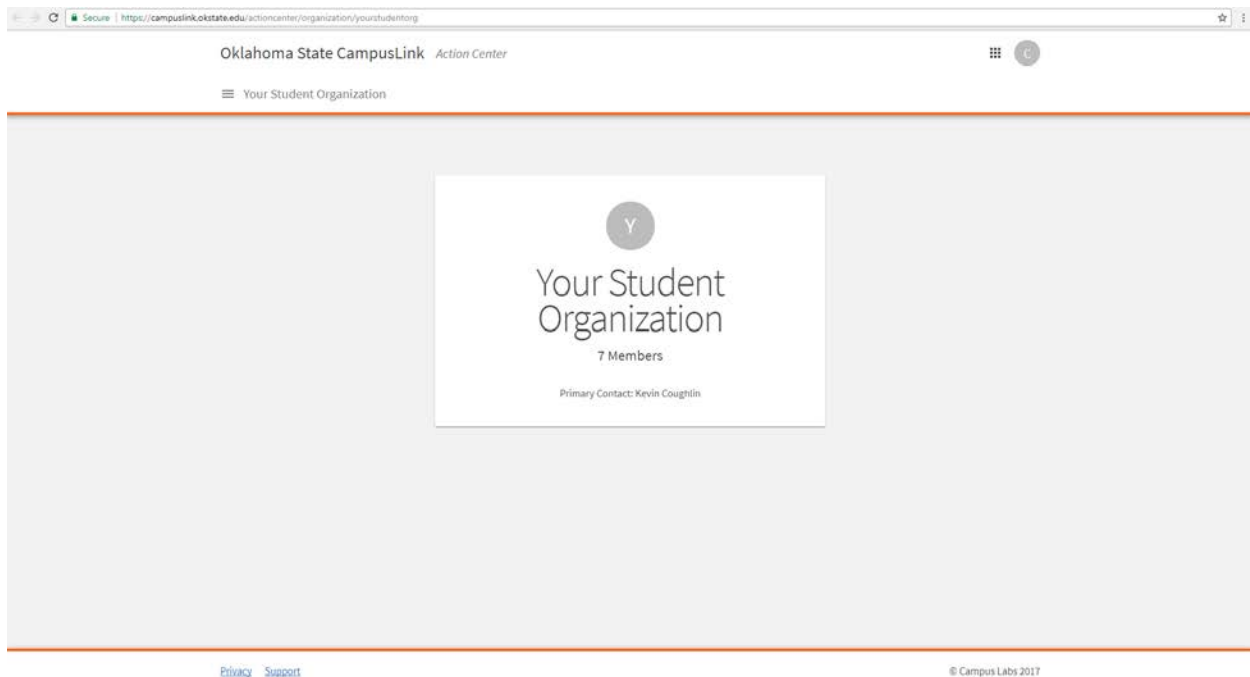



**Step Two:** After clicking on the organization name, you will be directed to your organization's home page. From this screen, you will need to click on the Manage Organization button at the top right of the screen.





**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.






# 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

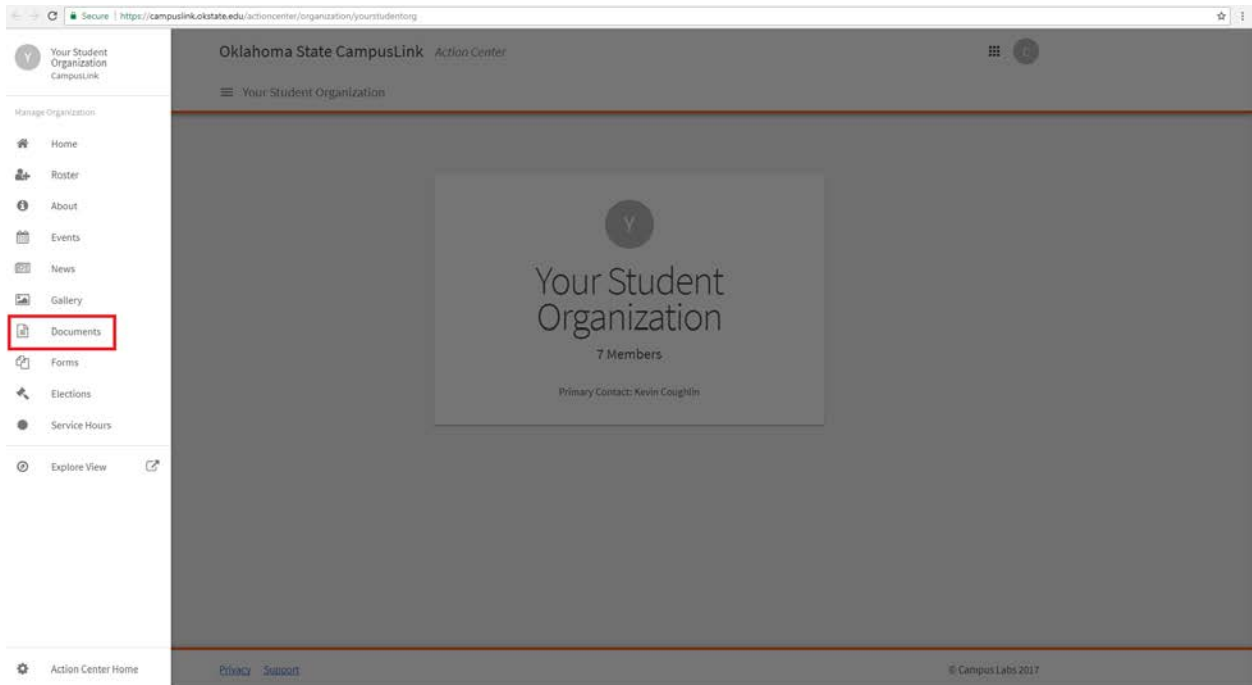
Action Center Home



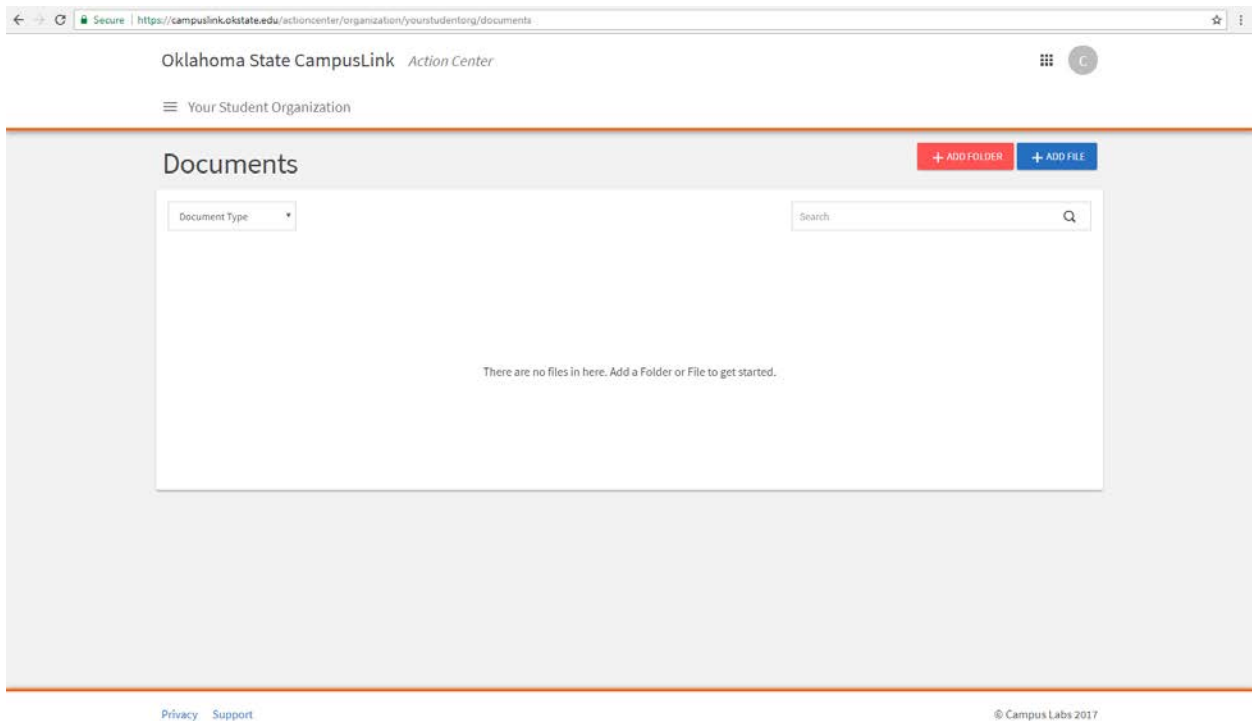
# Your Student Organization

7 Members

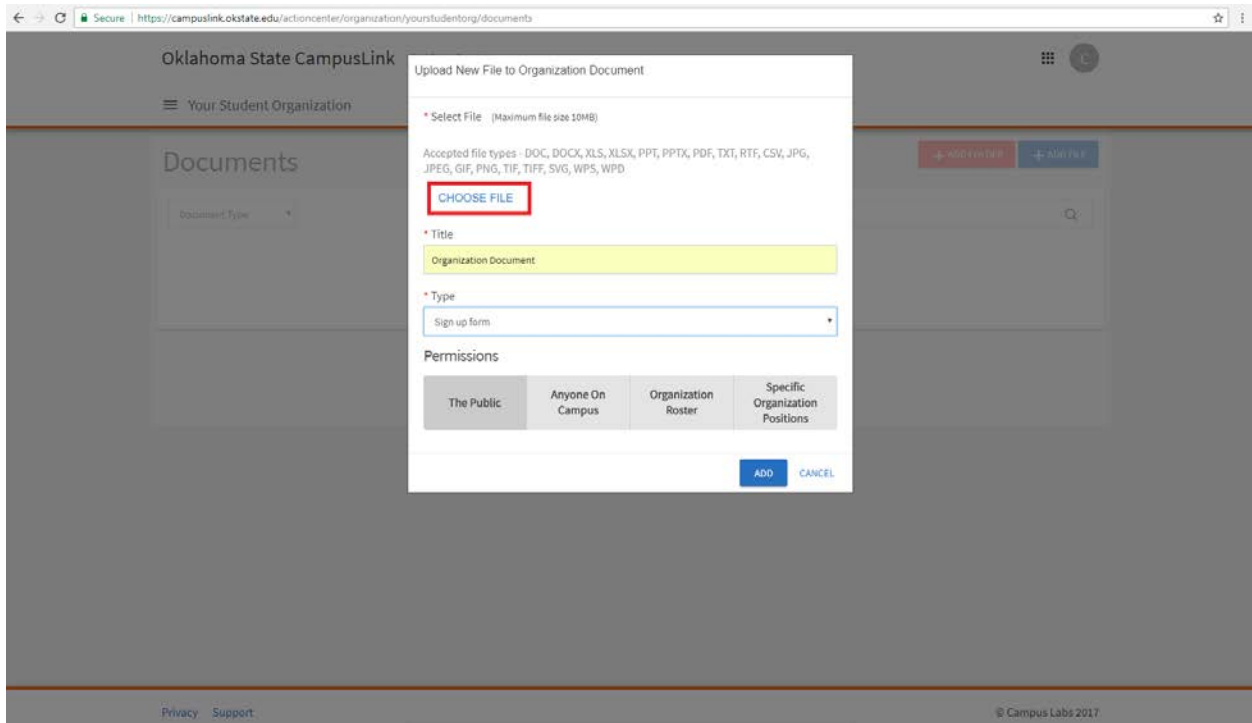
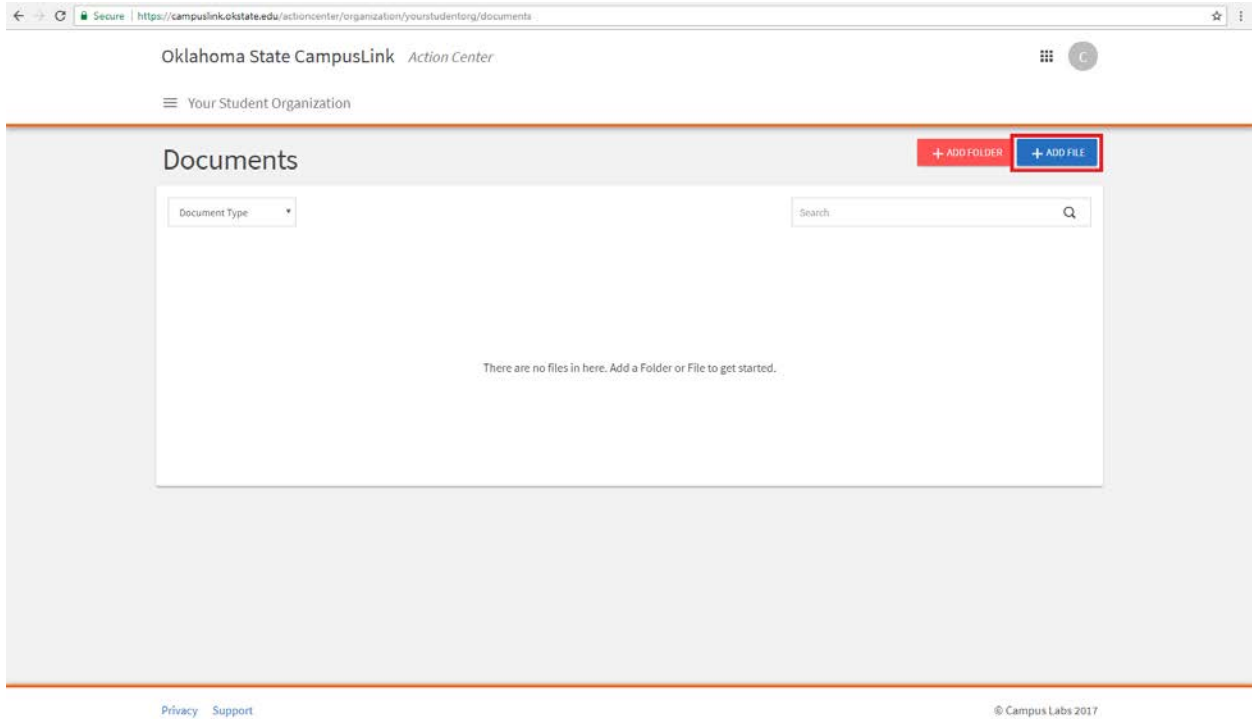
Primary Contact: Kevin Coughlin

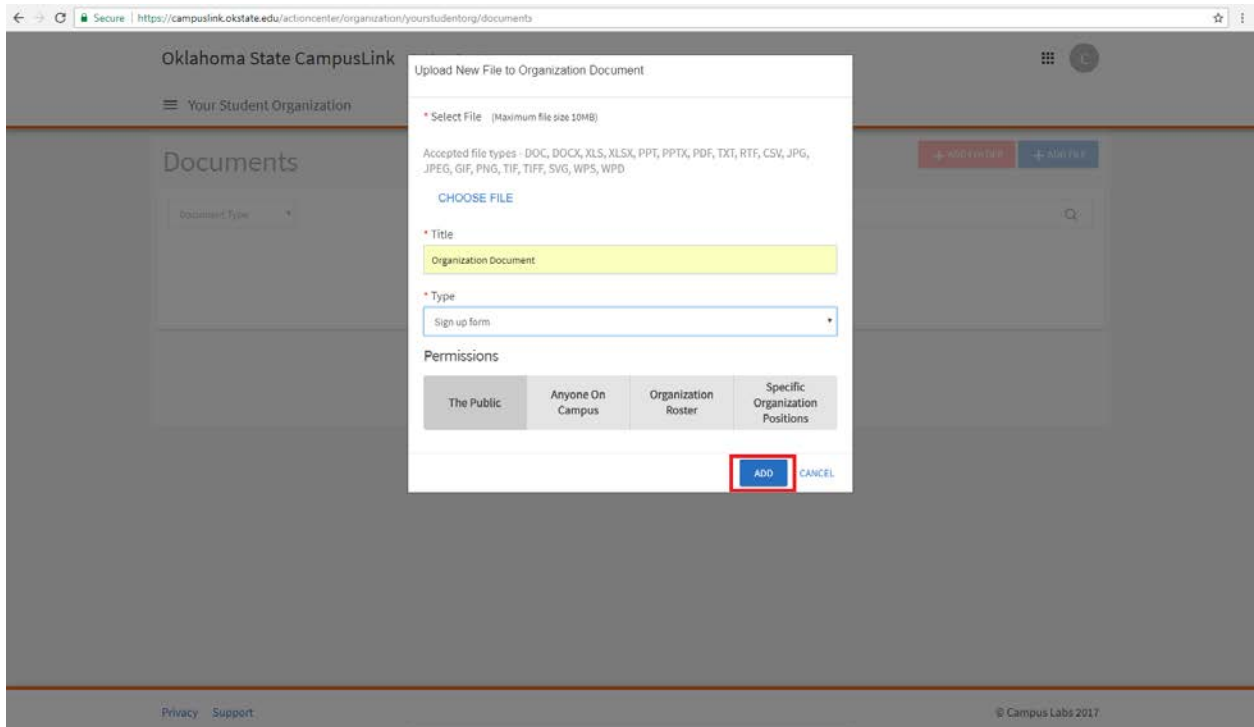
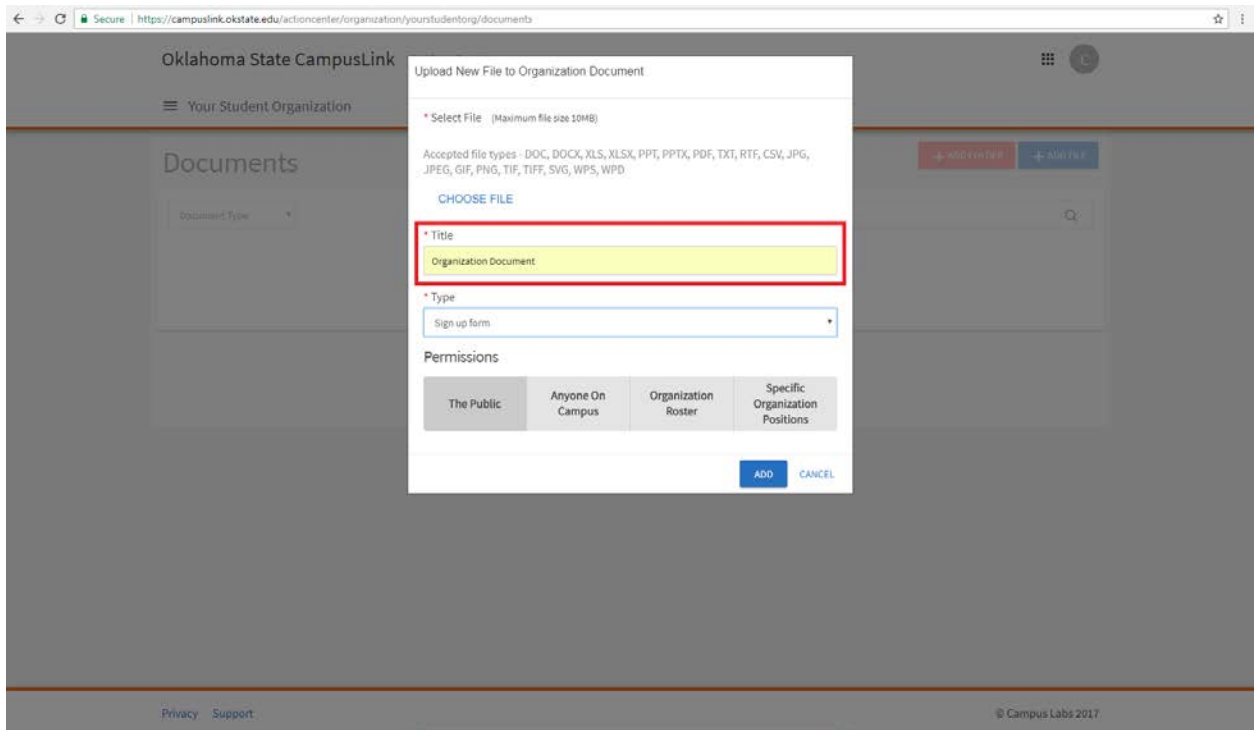


**Step Four:** This will direct you to the *Documents* section of your organization's CampusLink page. Here you can upload any pertinent documents from your organization such as constitutions, meeting minutes, as well as officer transitional materials.



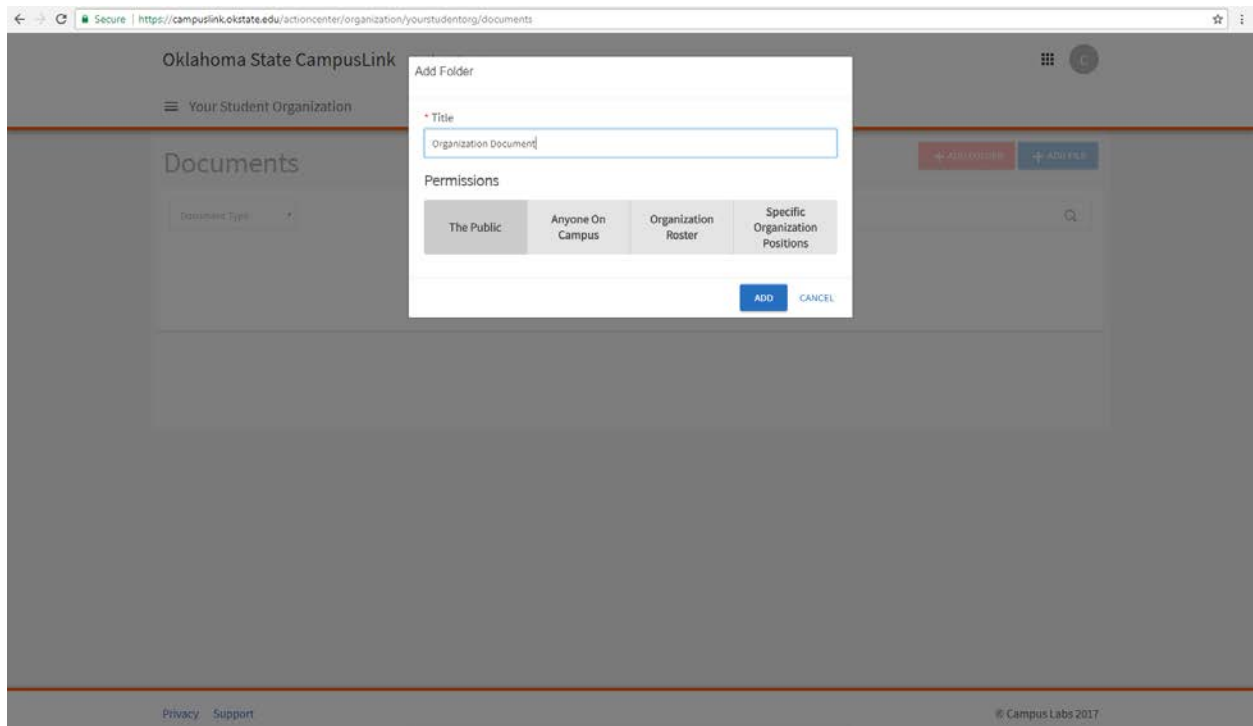
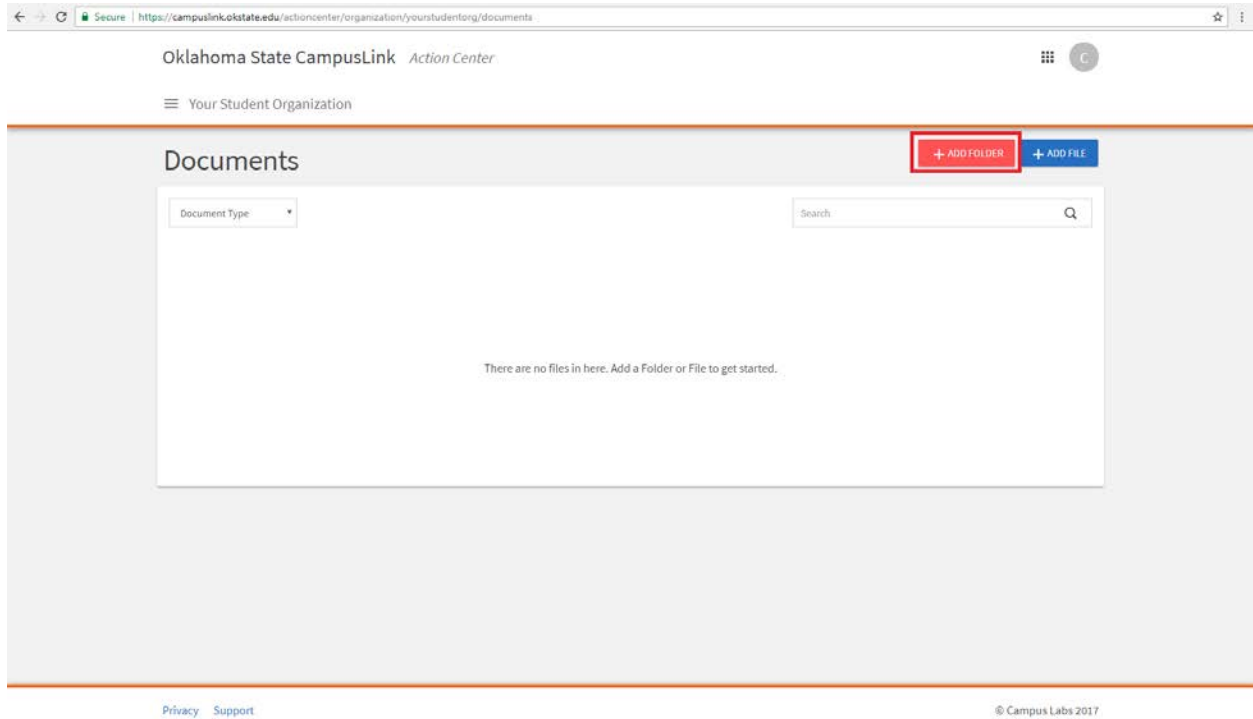
**Step Five:** If you are looking to simply upload a single document, you may do so by clicking on the blue Add File button. This will open the upload area for files on CampusLink. In order to upload a file, click on the Choose File area, and select the file you wish to add. Make sure to add or edit 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.

The screenshot displays the 'Documents' section of the Oklahoma State CampusLink Action Center. The page header includes the site name and a navigation menu. The main content area features a 'Documents' title, a search bar, and a filter for 'Document Type'. A single document entry, 'Organization Document', is listed and highlighted with a red rectangular box. To the right of the document list are two buttons: '+ ADD FOLDER' (red) and '+ ADD FILE' (blue). The footer contains links for 'Privacy' and 'Support', and a copyright notice for '© Campus Labs 2017'.

## 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.

## 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.