

DSO Online Registration Guide

Important Reminders

- Only Primary Contacts and Presidents may complete the online registration form for their organization
- Always use @k-state.edu when entering in K-State contacts, DO NOT USE @ksu.edu
- A constitution is required to complete online registration.
 - If your organization does not have a copy of their constitution from last year, a copy can be requested by contacting Ashley Douglass (aldouglass@k-state.edu).
- The online registration form is only one part of the registration process.
 - At least one student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
 - Your Advisor must complete the Advisor Acknowledgement Form.
 - Your sponsoring college/department/unit administrator must complete the College/Department/Unit Sponsorship Form.

Access OrgCentral



You can access OrgCentral by visiting the Center for Student Involvement website and selecting "OrgCentral" on the left menu, or visit and bookmark the web address: k-state.campuslabs.com/engage

Log in with your K-State EID & password

Access Your Student Organization's Portal

The screenshot shows a web browser window with the URL k-state.campuslabs.com. The page header includes the Kansas State University logo and the text "Center for Student Involvement". A navigation menu contains "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". The main content area features the heading "Explore Kansas State University" and a search bar. Below this is a "Memberships" section with a grid of organization cards. The "CSI Test Board" card is circled in red. Other cards include "Center for Student Involvement", "KAWSE Ambassadors", "Resources for Student Organizations", and "Week of Welcome". At the bottom, there is an "All Events" section with a "VIEW MORE EVENTS" button and two event images.

Once you have logged in with your K-State EID & password, you will be taken to your home screen.

Under "Memberships" you will see a button for every organization of which you are listed on their roster.

You can go directly to your organization's portal by selecting it from your memberships list. For this example, we will be using "CSI Test Board" as our organization.

Select "Manage Organization"

The screenshot shows a web browser window with the URL k-state.campuslabs.com. The page header includes the Kansas State University logo and the text "Center for Student Involvement". The navigation menu contains "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". The main content area displays the profile for the "CSI Test Board" organization, which is a test organization. It includes a "Member Since July 2019" badge, a "Type of Organization" section (Independent Student Organization), and an "Officers" section with two members: Hallie Loschen (Departmental Advisor) and Sara Heiman (President). In the upper right-hand corner of the organization's portal page, there are three buttons: "MANAGE ORGANIZATION" (circled in red), "CONTACT", and "VIEW FULL ROSTER". A red line connects the "MANAGE ORGANIZATION" button to a yellow callout box at the bottom of the page.

Select "Manage Organization" button in upper right-hand corner of your organization's portal page

Select "Re-Register This Organization"

CSI Test Board - Kansas State University

Center for Student Involvement

Action Center

CSI Test Board

CSI Test Board

3 Members

Primary Contact: Christa Dell'Isola

This organization is eligible for re-registration.

RE-REGISTER THIS ORGANIZATION

Select "Re-Register This Organization" button.
Remember: Only Primary Contacts and Presidents
will be able to complete this form.

Step 1 - Instructions

The screenshot shows a web browser window with the URL k-state.campuslabs.com. The page title is "CSI Test Board - Kansas State University" and the browser tab is "Kansas State University - Instructions". The page header includes the Kansas State University logo, "Center for Student Involvement", and "Action Center". A navigation menu shows "CSI Test Board". A red circle highlights a user profile icon with the letter 'C' in the top right corner. A yellow box with a red border contains text explaining that this is the beginning of the re-registration form and that the primary contact will be whoever completes it. Another yellow box with a red border explains that users can return to the form later via their personal account by clicking the profile icon. The main content area is titled "Departmental Student Organization Registration - Step 1 of 8" and includes instructions to review the following instructions. A "Registration Instructions" section states that users will become the Primary Contact if approved and provides a link to "Submissions". A blue "NEXT" button is visible at the bottom of the main content area. The footer contains links for "Privacy", "Support", and "Release Notes".

CSI Test Board - Kansas State University

Kansas State University - Instructions

KANSAS STATE UNIVERSITY | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 1 of 8

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

NEXT

Privacy Support Release Notes

This is the beginning of the re-registration form.

Whoever completes this form for your organization will become the Primary Contact. This can be changed later.

You can leave this form and pick it back up at the same spot later on by looking at your Submissions through your personal account.

Click the circle with your first initial to access your personal account at any time. Additional instructions are included on pg. 24-25 of this document.

Step 2 – General Information

CSI Test Board - Kansas State University

Kansas State University - Profile

KANSAS STATE UNIVERSITY Center for Student Involvement *Action Center*

CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 2 of 8

Provide some basic information about your organization.

*Official Organization Name CSI Test Board	Acronym/Nickname
*Organization Description Summary This is a test organization	

226 characters remaining

Organization Description

Step 2 allows you to input basic information about your organization, including the name, description, website, social media, email address, street address, phone number, and type.

Step 2 – General Information CONTINUED

Website

*Organization Web Site URL
CSIttest

<https://k-state.campuslabs.com/engage/organization/CSIttest>

External Website

Social Media

Facebook Page URL	Twitter Username	YouTube Channel URL
Flickr Feed URL	Instagram Page URL	Google+ Page URL
LinkedIn Page URL	Pinterest Page URL	Tumblr Page URL
Vimeo Page URL		

Step 2 CONTINUED

Step 2 – General Information CONTINUED

The screenshot shows a web browser window with the address bar displaying 'k-state.campuslabs.com'. The page title is 'CSI Test Board - Kansas State University'. The form contains the following fields:

- Email:** CSItest@k-state.edu
- Street Address:** 918 N 17th St
- Street Address Line 2:** (empty)
- City:** Manhattan
- State/Province:** KS
- ZIP/Postal Code:** 66503
- Country:** (empty)
- Phone Number:** 785-532-7239
- Extension:** (empty)
- Fax Number:** (empty)

Step 2 CONTINUED

Step 2 – General Information CONTINUED

Country

Phone Number
785-532-7239

Extension

Fax Number

* Type of Organization

Departmental Student Organization

Independent Student Organization

PREVIOUS NEXT

Step 2 CONTINUED

Privacy Support Release Notes © Campus

Step 3 – Profile Picture

The screenshot shows a web browser window with the URL `k-state.campuslabs.com`. The page title is "Kansas State University - Profile Picture". The header includes the Kansas State University logo, "Center for Student Involvement", and "Action Center". A navigation menu shows "CSI Test Board". The main content area is titled "Departmental Student Organization Registration - Step 3 of 8". A note states "Form Fields Marked with an asterisk (*) are required." Below the title is a section for "Current organization profile picture" with a "Choose File" button and "no file selected" text. At the bottom of the form are "PREVIOUS" and "NEXT" buttons. The footer contains links for "Privacy", "Support", and "Release Notes", and a copyright notice "© Campus Labs 2019".

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 3 of 8

Current organization profile picture

Choose File no file selected

PREVIOUS NEXT

Privacy Support Release Notes © Campus Labs 2019

Step 3 allows you to upload a profile picture for your organization.

Step 4 – Add Members

CSI Test Board - Kansas State University

Kansas State University - Roster

KANSAS STATE UNIVERSITY | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 4 of 8

Select members to fill the Positions in your Organization.

At least 1 Departmental Advisor ✓

At least 1 President ✓

Add individual Members or Positions | **Add multiple Members in bulk**

Position: Member

* Email:

First Name:

Last Name:

Step 4 allows you to add/manage memberships for your organization.

You must use @k-state.edu when adding K-State contacts. DO NOT use @ksu.edu

DSO's are required to designate at least one member as President and at least one Departmental Advisor.

DSO's must have at least 5 members, 100% of whom must be K-State students.

Step 4 – Add Members CONTINUED

The screenshot shows a web browser window with the URL `k-state.campuslabs.com`. The page title is "Step 4 of 8" and the subtitle is "Select members to fill the Positions in your Organization." Below the subtitle, there are two requirements: "At least 1 Departmental Advisor" and "At least 1 President", each followed by a green checkmark icon. There are two tabs: "Add individual Members or Positions" and "Add multiple Members in bulk". The "Add multiple Members in bulk" tab is selected and highlighted with a purple border. Below the tabs, there is a text box with instructions: "All members may be added in bulk by separating email addresses with a comma, semicolon or line return." To the right of this text is a large text input field labeled "Email Addresses". At the bottom left of the form area is a blue "ADD" button.

Step 4 CONTINUED

You may also add members in bulk via email address.

Only use `@k-state.edu` for K-State contacts.

DO NOT use `@ksu.edu`

Step 4 – Add Members CONTINUED

CSI Test Board - Kansas State University

Kansas State University - Roster

REMOVE

Email	First Name	Last Name	Positions	
<input type="checkbox"/> christadellisola@k-state.edu	Christa	Dell'Isola	Member	EDIT POSITION
<input type="checkbox"/> hallieloschen@k-state.edu	Hallie	Loschen	Member Departmental Advisor	EDIT POSITION
<input type="checkbox"/> sjheiman@k-state.edu	Sara	Heiman	Member President	EDIT POSITION

Showing 1 - 3 of 3

Roster Requirements

Does your Organization Roster meet all Position requirements?

- At least 1 Departmental Advisor
- At least 1 President

Step 4 CONTINUED

You can review/manage your membership list and positions on this page as well.

Only use @k-state.edu for K-State contacts.
DO NOT use @ksu.edu

Step 5 – DSO Agreements

The screenshot shows a web browser window with the URL k-state.campuslabs.com. The page title is "CSI Test Board - Kansas State University" and the browser tab is "Kansas State University - Form". The header includes the Kansas State University logo, "Center for Student Involvement", and "Action Center". A navigation menu shows "CSI Test Board". A note states: "Form Fields Marked with an asterisk (*) are required." The main heading is "Departmental Student Organization Registration - Step 5 of 8". Below this is the title "Departmental Student Org Registration Form 2019-2020". A light blue box contains the following text:

Sponsoring Department
Every DSO must be sponsored by an official K-State college, department or unit. By submitting the name and email of the appropriate administrator, they will be contacted by OrgSync in order to verify they are willing to accept the responsibility associated with sponsoring your organization.

Before listing an administrator on this form, be sure that your organization has contacted them first and discussed with them the status of your organization. Details about what it means to sponsor a DSO are available on our website, www.ksu.edu/student-involvement. Familiarize yourself with this information and share it with the administrator when visiting with them.

If you have not contacted the appropriate administrators, please save your registration form and contact them before proceeding.

Submitting a constitution
Later in the registration process you will be asked to provide a copy of your organization's constitution. A DSO is required to include a statement in its constitution that states that the department sponsoring the organization has final say in matters of the organization. A sample constitution is available at: <https://orgsync.com/108788/files/740697/show>.

A yellow callout box on the right side of the page contains the text: "Step 5 outlines the requirements of Departmental Student Organizations."

Step 5 – DSO Agreements CONTINUED

CSI Test Board - Kansas State University

Kansas State University - Form

* Sponsoring Department

What college is your organization affiliated with?

* **Dean, Department Head or Director's name**

Please enter the name of the dean, department head, or director of the college, department or unit that is sponsoring your DSO. This is NOT just the previous advisor of your organization but should be the person in charge of your college/department/unit.

* **Dean, Department Head or Director's title**

* **Dean, Department Head or Director's email address**

Please list the @k-state.edu email address of the dean, department head, or director of the K-State college, department or unit that is sponsoring your student organization. This will send a copy of the registration form and an agreement form to the email address. Registration forms will only be approved with the required authority's agreement.

Please do not enter a student's name. A student would not have the authority to approve a department's sponsorship of an organization.

Step 5 CONTINUED

In this step you are required to provide contact information for your sponsoring college/department/unit.

This is a good reminder to notify your sponsoring Dean/Department Head/Director that they are required to complete the College/Department/Unit Sponsorship Form.

Step 5 – DSO Agreements CONTINUED

CSI Test Board - Kansas State University

Kansas State University - Form

Accounting Requirements

All funds related to a DSO are required to be held in university accounts maintained by the sponsoring department. The accounts should be separate from existing departmental accounts. DSOs may also have an account through the KSU Foundation. Details about the accounting requirements of a DSO are available in the student organization policy at <http://www.k-state.edu/policies/ppm/8500/8540.html>

* Required

I understand the accounting requirements of a departmental student organization

Membership Requirements

All registered organizations must acknowledge and abide by the following:

The established policy of the Board of Regents prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the state universities. All fraternal and campus related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

In addition, this policy does not prohibit a student organization that is organized around shared religious beliefs from requiring leaders or members to adhere to the organization's sincerely held religious beliefs, comply with the organizations sincerely held religious beliefs, comply with the organization's sincere religious standards of conduct, and be committed to furthering the organization's religious missions, beliefs, observance requirements and standards of conduct as defined by the organization or the religion on which the association is based.

* Required

Step 5 CONTINUED

Carefully reach each policy outlined in this step. If you have any questions, please contact the Center for Student Involvement.

Step 5 – DSO Agreements CONTINUED

organizations sincerely held religious beliefs, comply with the organization's sincere religious standards of conduct, and be committed to furthering the organization's religious missions, beliefs, observance requirements and standards of conduct as defined by the organization or the religion on which the association is based.

* Required
 I have read, understand, and agree to the membership policy described above.

Policies

The complete Student Organization Policy is available in the Policies and Procedures Manual at: <http://www.k-state.edu/policies/ppm/8500/8540.html>. Before agreeing to the statement below, please read the policy.

By submitting this registration form you are agreeing to the requirements listed in that policy.

* Required
 I have read, understand, and agree to the conditions of our registration on behalf of myself and my organization

* Required
 I am acknowledging that I have not completed registration until all steps are completed including Registration Form, Department sponsorship form, advisor acknowledgement form, in-person training.

[PREVIOUS](#) [NEXT](#)

[Privacy](#) [Support](#) [Release Notes](#) © Campus Labs 2019

Step 5 CONTINUED

Carefully reach each policy outlined in this step. If you have any questions, please contact the Center for Student Involvement.

Step 6 – Upload a Current Constitution

CSI Test Board - Kansas State University

Kansas State University - Constitution / Bylaws

KANSAS STATE UNIVERSITY | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 6 of 8

Select a file to upload as your organization's constitution/bylaws.

* Upload Constitution/Bylaws
Choose File no file selected

PREVIOUS NEXT

Privacy Support Release Notes

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Step 6 is where you will be required to upload a current constitution.

Constitution requirements can be found in the [student organization policy](#) (Chapter 8540, .040 Registration Requirements, #4)

If your organization does not have a copy of your constitution from last year and would like to request one, please contact Ashley Douglass at aldouglass@k-state.edu.

Step 7 – Select Categories

CSI Test Board - Kansas State University

Kansas State University - Organization Categories

KANSAS STATE UNIVERSITY | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 7 of 8

Select the categories that your organization belongs in.

Available Categories	Assigned Categories
Academic Competition Team	Academic
Fraternity / Sorority	Community Service
General University	
Honorary	
Multicultural	
Religious	
Special Interest	
Sport Club	

Step 7 allows you to designate the appropriate categories that apply to your organization.

Selecting the appropriate categories for your organization can be a useful recruitment tool as this is a common feature used to browse and search for organizations.

Step 8 – Select Interests

CSI Test Board - Kansas State University

Kansas State University - Interests

KANSAS STATE UNIVERSITY | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Departmental Student Organization Registration - Step 8 of 8

Select interests that represent your organization.

Select Interests

- + For Men
- + For Women
- + Governance
- + Graduate Student Oriented
- + Living Group
- + Off Campus
- + On Campus

Rank Interests

- 1 Competitive
- 2 Leadership

Step 8 allows you to select interests that represent your organization.

Selecting the applicable interests for your organization can be a useful recruitment tool as this is a common feature used to browse and search for organizations.

Review Your Submission

CSI Test Board - Kansas State University

Kansas State University - Review Submission

[← BACK TO SUBMISSIONS](#)

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

In Progress

CSI Test Board

1. [Instructions](#) *(optional)*
2. [Organization Profile](#)
3. [Organization Profile Picture](#) *(optional)*
4. [Organization Roster](#)
5. [Departmental Student Org Registration Form 2019-2020](#)
 - [Page 1](#)
6. [Upload Constitution - Bylaws](#)
7. [Organization Categories](#) *(optional)*
8. [Organization Interests](#) *(optional)*

[Print](#)

After you complete Step 8, you will be taken to a screen to review your submission. From here you can go back to specific steps, as well as print a copy of your submission.

Once you click the submit button, you will not be able to delete this submission. It will be sent to Center for Student Involvement staff to review and approve or deny. Please allow up to 2 business days for staff to process your submission.

The Next Step

What's Next?

Center for Student Involvement staff will review and approve/deny submissions. Please allow up to 2 business days for staff to process your submission.

Additional Registration Requirements for Departmental Student Organizations

- At least one student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
- Your Advisor must complete the Advisor Acknowledgement Form.
- Your sponsoring college/department/unit administrator must complete the College/Department/Unit Sponsorship Form.

Check Your Registration Status

Visit the [Center for Student Involvement website](#) to check your organization's registration status in our shared database. Please allow up to 2 business days for the database to be updated.

Questions

Visit the [Center for Student Involvement website](#) for more information.

Center for Student Involvement
114 K-State Student Union
Studentinvolvement@k-state.edu
(785) 532-6541
www.k-state.edu/studentinvolvement

How to Access Your Submissions

The screenshot shows a web browser window with the URL `k-state.campuslabs.com`. The page header includes the Kansas State University logo and navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A search bar is present with the text "Search Events, Organizations, and News Articles". The main content area is titled "Explore Kansas State University" and features a "Memberships" section with cards for "Center for Student Involvement", "CSI Test Board", "KAWSE Ambassadors", "Resources for Organizations", and "Week of Welcome". Below this is an "All Events" section. On the right side, a user account menu is open for "Sara Heiman". The menu items are: Event History, Memberships, Experiences, Service Hours, Submissions (highlighted with a red circle), Notifications, and Downloads. At the bottom of the menu is a "Sign Out" button with an external link icon.

Whether you wish to pick back up where you left off on a partially completed form, or review the information you have submitted, you can access/review your submissions via your personal account.

Click the circle with your first initial to access your personal account at any time.

Select "Submissions" to access your submission history.

How to Access Your Submissions

The screenshot shows a web browser at the URL k-state.campuslabs.com. The page header includes the Kansas State University logo and the text 'Center for Student Involvement'. A navigation menu contains 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content area is titled 'My Submissions' and features a sub-menu with 'FORMS', 'ELECTIONS', 'ORGANIZATION REGISTRATIONS', and 'EVENTS'. The 'ORGANIZATION REGISTRATIONS' tab is circled in red. Below the sub-menu is a 'Filter by Status' dropdown set to 'All' and a search bar. A table displays two rows of submission data:

Name	Status	Status Date	Date Completed	Action
CSI Test	Denied	7/30/2019 10:42 AM	7/30/2019 10:40 AM	 
CSI Test Board	Denied	7/30/2019 10:05 AM	7/30/2019 10:03 AM	 

Below the table, it says 'Showing 1 - 2 of 2'. The footer contains links for 'Privacy', 'Support', 'Release Notes', and 'Marketing Kit', along with the copyright notice '© Campus Labs 2019'.

Select the "Organization Registrations" Tab to view any of your personal in-progress or submitted registrations forms.