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.
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

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” button in upper right-hand corner of your organization’s portal page.
Select “Re-Register This Organization” button. Remember: Only Primary Contacts and Presidents will be able to complete this form.
This is the beginning of the re-registration form.

Whomever 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

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.
### Website

*Organization Web Site URL*
CSItest

https://k-state.campuslabs.com/engage/organization/CSItest

---

### Social Media

<table>
<thead>
<tr>
<th>Facebook Page URL</th>
<th>Twitter Username</th>
<th>YouTube Channel URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flickr Feed URL</td>
<td>Instagram Page URL</td>
<td>Google+ Page URL</td>
</tr>
<tr>
<td>LinkedIn Page URL</td>
<td>Pinterest Page URL</td>
<td>Tumblr Page URL</td>
</tr>
<tr>
<td>Vimeo Page URL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Step 2 CONTINUED**
## Step 2 – General Information CONTINUED

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><a href="mailto:CSITest@k-state.edu">CSITest@k-state.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Address</strong></td>
<td>918 N 17th St</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Manhattan</td>
</tr>
<tr>
<td><strong>State/Province</strong></td>
<td>KS</td>
</tr>
<tr>
<td><strong>ZIP/Postal Code</strong></td>
<td>66503</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>785-532-7239</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td></td>
</tr>
</tbody>
</table>
Step 2 – General Information CONTINUED

Country

Phone Number
785-532-7239

Fax Number

* Type of Organization

- Departmental Student Organization
- Independent Student Organization
Departmental Student Organization Registration - Step 3 of 8

Current organization profile picture

Choose File  no file selected

Step 3 allows you to upload a profile picture for your organization.
Step 4 – Add Members

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

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

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 outlines the requirements of Departmental Student Organizations.
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.
### 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](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
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

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

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

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

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.
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

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

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