ISO 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.
  - If your organization designates an Advisor, the advisor will need to complete the Advisor Acknowledgement 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

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

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. 20-21 of this document.
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 Website URL
CSItest

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

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 – General Information CONTINUED**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:CSItest@k-state.edu">CSItest@k-state.edu</a></td>
</tr>
<tr>
<td>Street Address</td>
<td>918 N 17th St</td>
</tr>
<tr>
<td>City</td>
<td>Manhattan</td>
</tr>
<tr>
<td>State/Province</td>
<td>KS</td>
</tr>
<tr>
<td>ZIP/Postal Code</td>
<td>66502</td>
</tr>
<tr>
<td>Phone Number</td>
<td>785-532-7239</td>
</tr>
</tbody>
</table>
Step 2 – General Information CONTINUED

<table>
<thead>
<tr>
<th>City</th>
<th>State/Province</th>
<th>ZIP/Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manhattan</td>
<td>KS</td>
<td>66502</td>
</tr>
</tbody>
</table>

Country

Phone Number
785-532-7239

Fax Number

* Type of Organization

- Departmental Student Organization
- Independent Student Organization

[Previous] [Next]
Step 3 – Profile Picture

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

ISO’s are required to designate at least one member as President.

ISO’s must have at least 5 members, 50% of whom must be K-State students.
Select members to fill the Positions in your Organization.

**At least 1 President**

**Add individual Members or Positions**

All members may be added in bulk by separating email addresses with a comma, semicolon or line return.

**Add multiple Members in bulk**

Email Addresses

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

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 – Upload a Current Constitution

Step 5 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 aidouglass@k-state.edu.
Step 6 – Select Categories

Step 6 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 7 – Select Interests

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.
After you complete Step 7, you will be taken to a screen to review your submission. (Please note the example used here is from a DSO re-registration form, however this is very similar to how the ISO submission summary page will look).

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 Independent Student Organizations
- One student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
- If your organization designated an Advisor, that Advisor must complete the Advisor Acknowledgement 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.