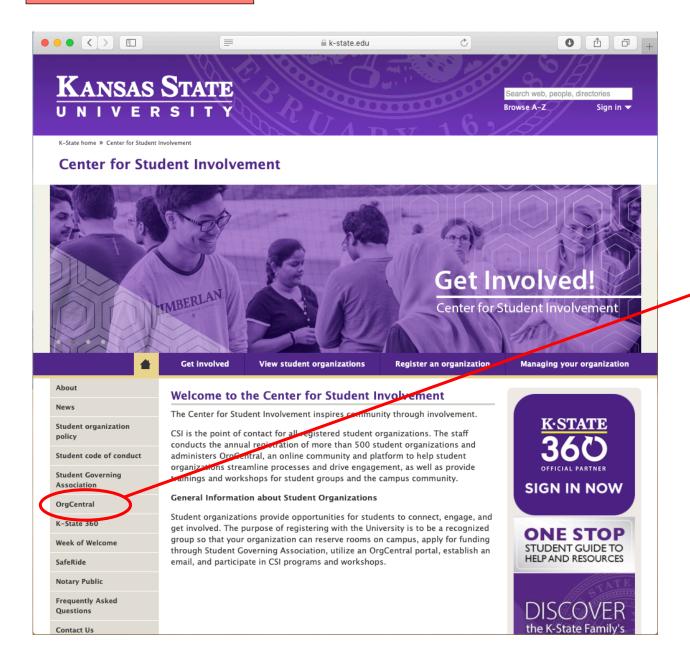
ISO Online Registration Guide

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.
 - o If your organization does not have a copy of their constitution from last year, a copy can be requested by contacting Ashley Douglass (<u>aldouglass@k-state.edu</u>).
- 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

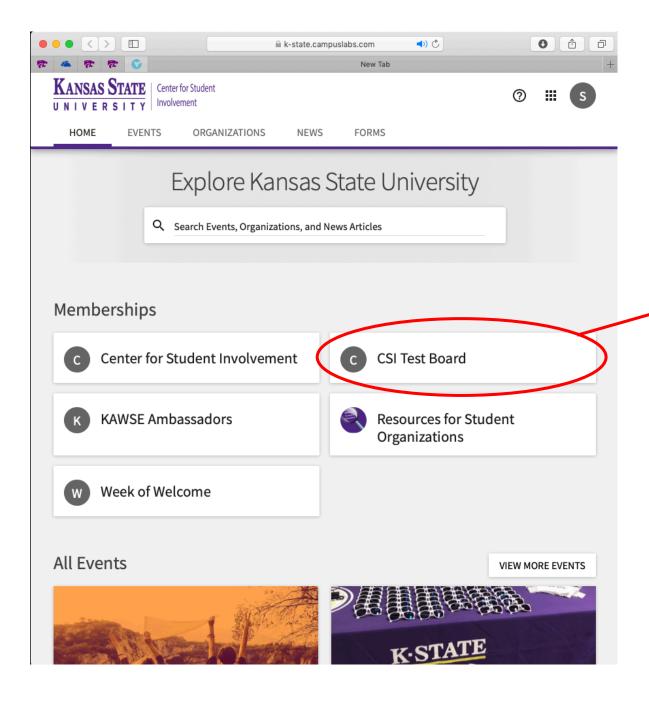


You can access OrgCentral by visiting the Center for Student Involvement website and selecting "OrgCentral" on the left menu, or visit and bookmark the web address:

k-state.campuslabs.com/engage

Log in with your K-State EID & password

Access Your Student Organization's Portal

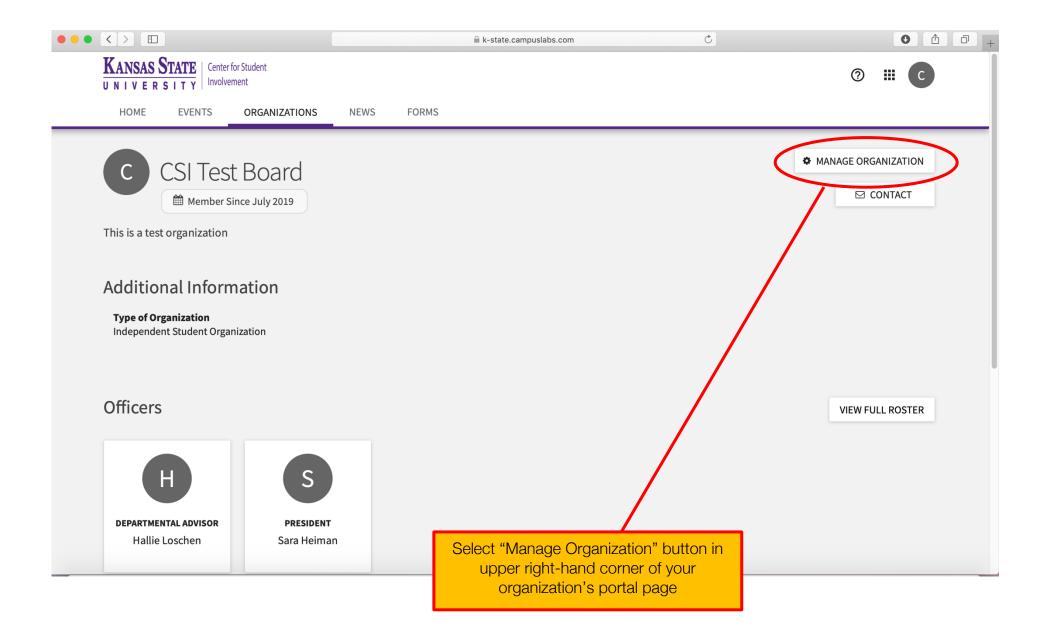


Once you have logged in with your K-State EID & password, you will be taken to your homescreen.

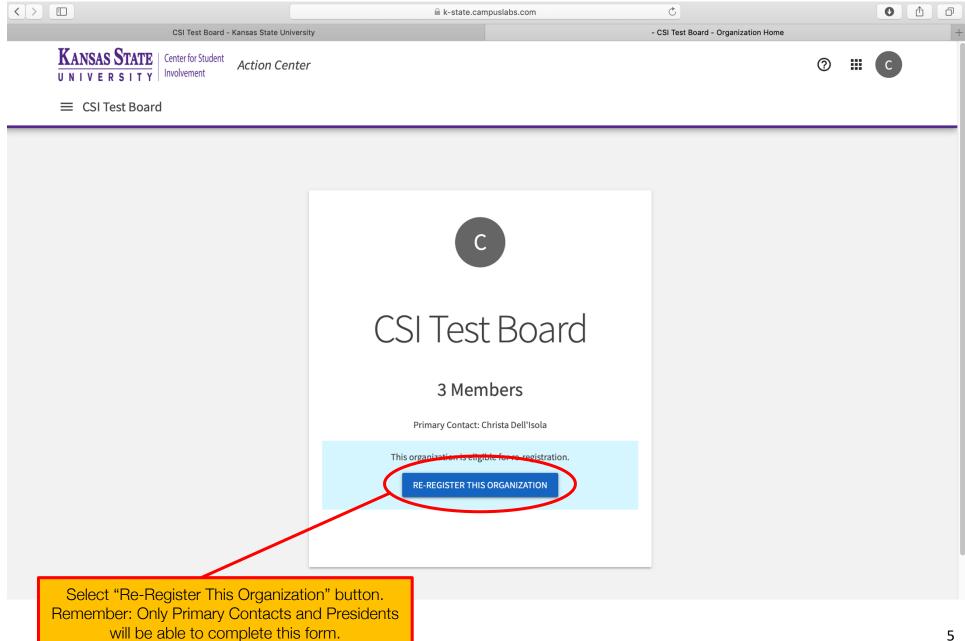
Under "Memberships" you will see a button for every organization of which you are listed on their roster.

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.

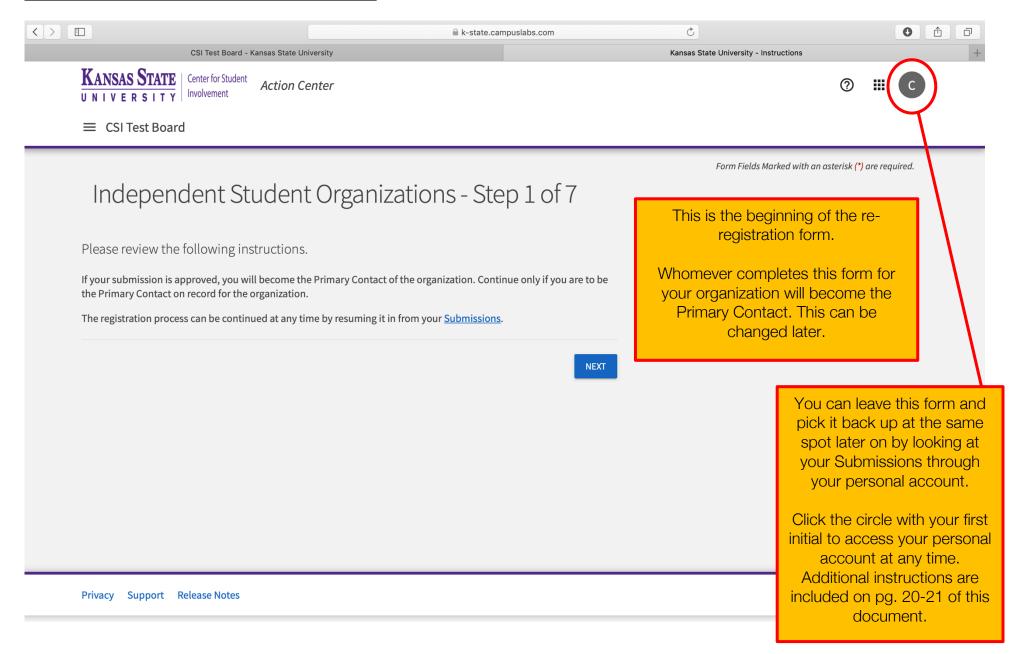
Select "Manage Organization"



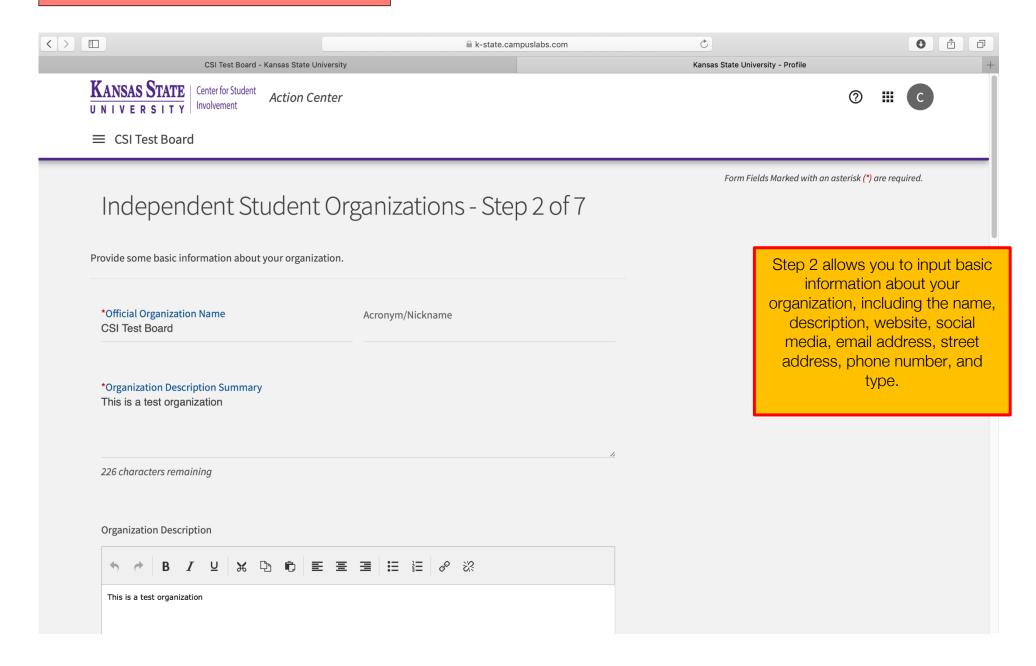
Select "Re-Register This Organization"



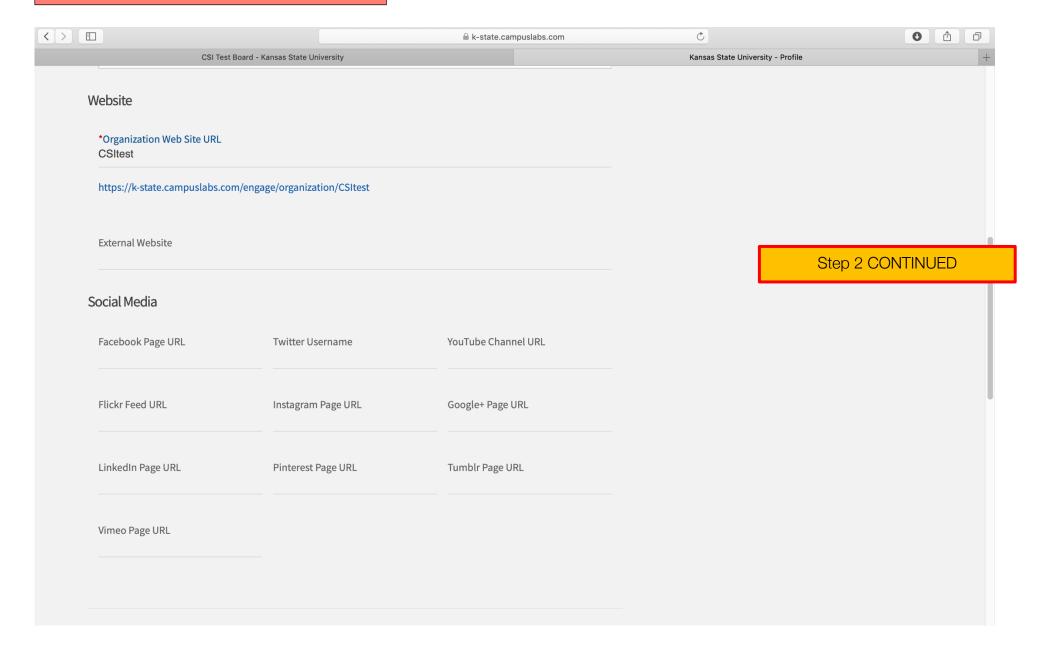
Step 1 - Instructions



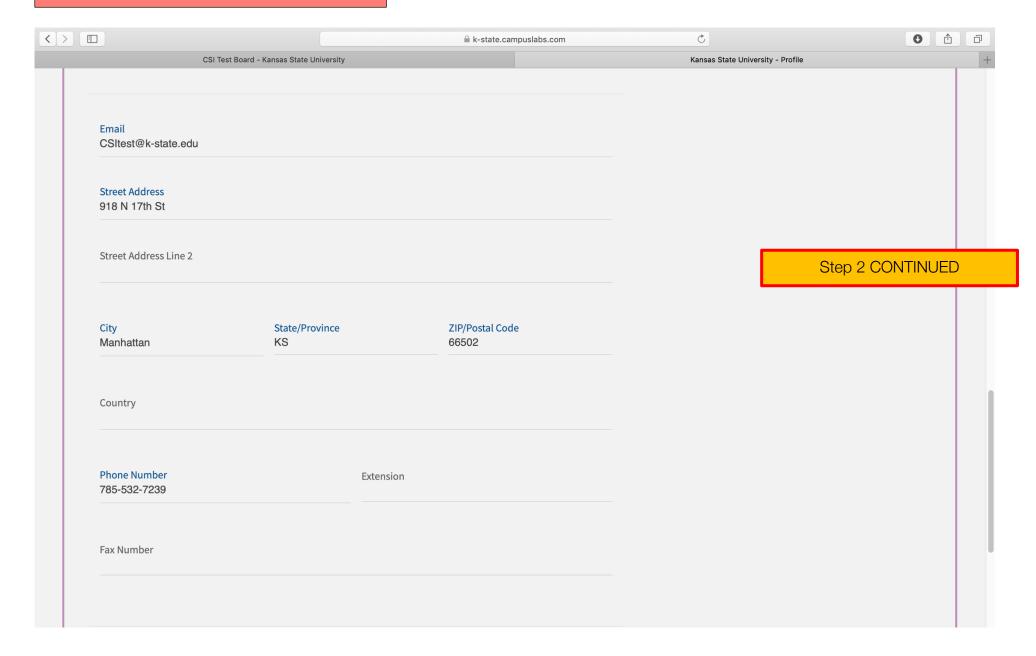
Step 2 - General Information



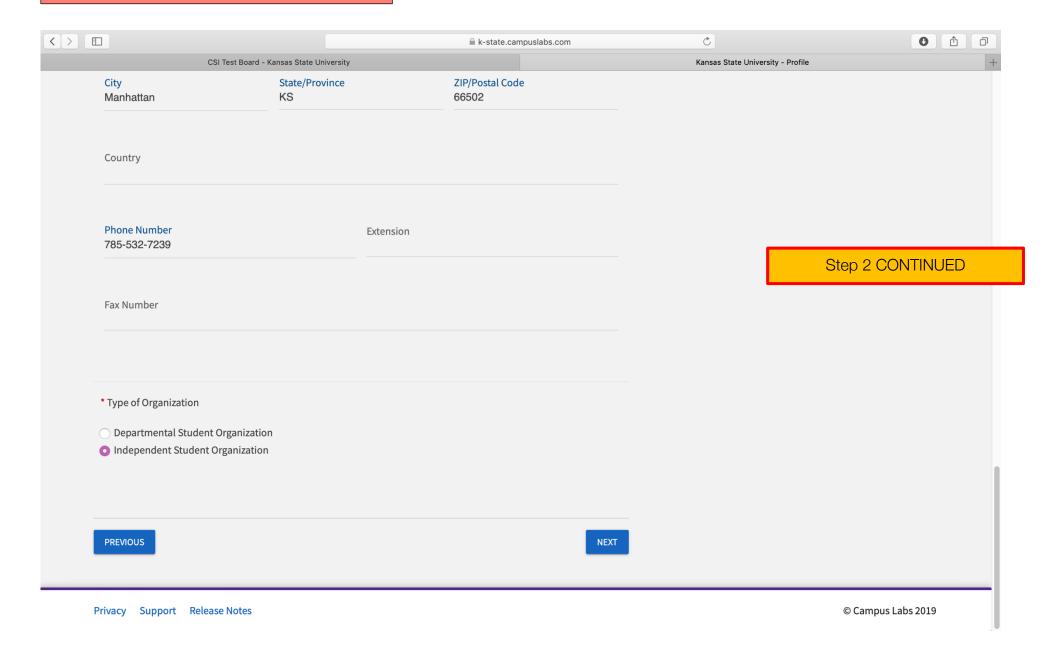
Step 2 – General Information CONTINUED



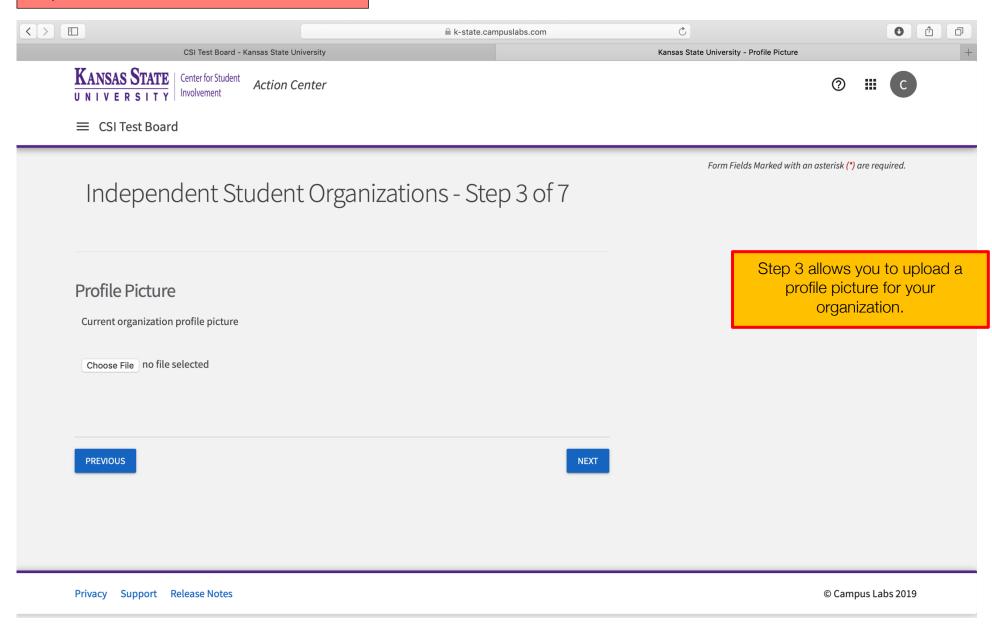
Step 2 – General Information CONTINUED



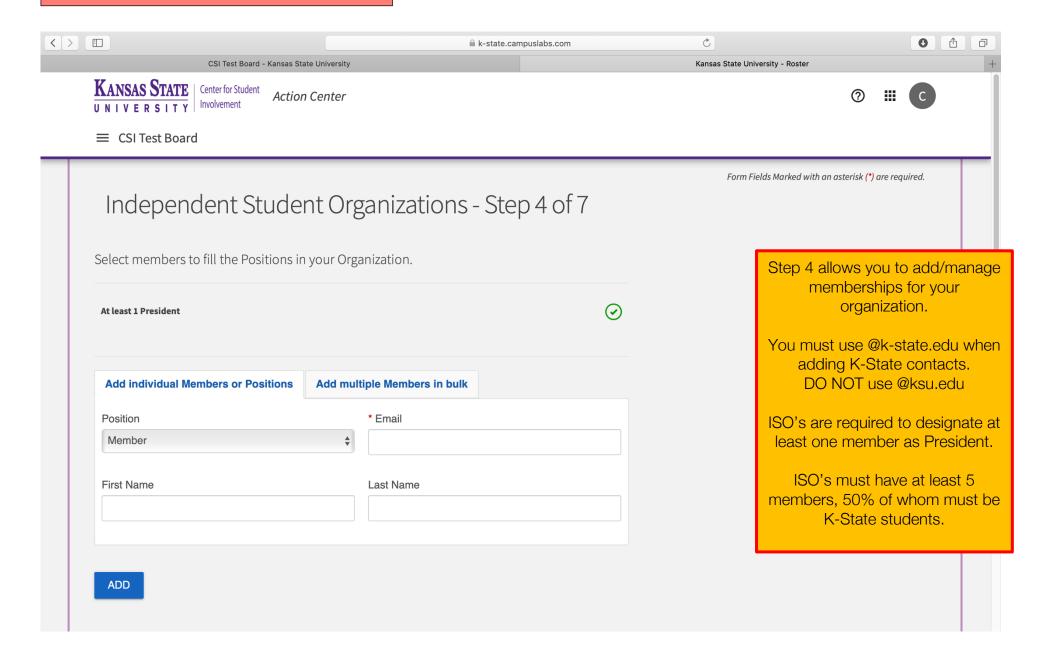
Step 2 – General Information CONTINUED



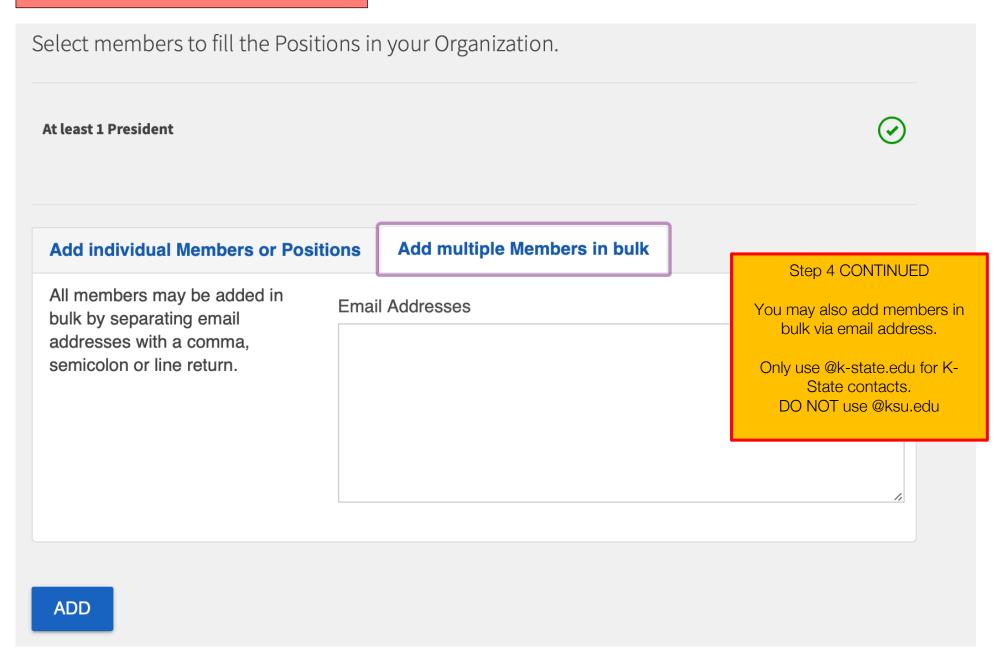
Step 3 – Profile Picture



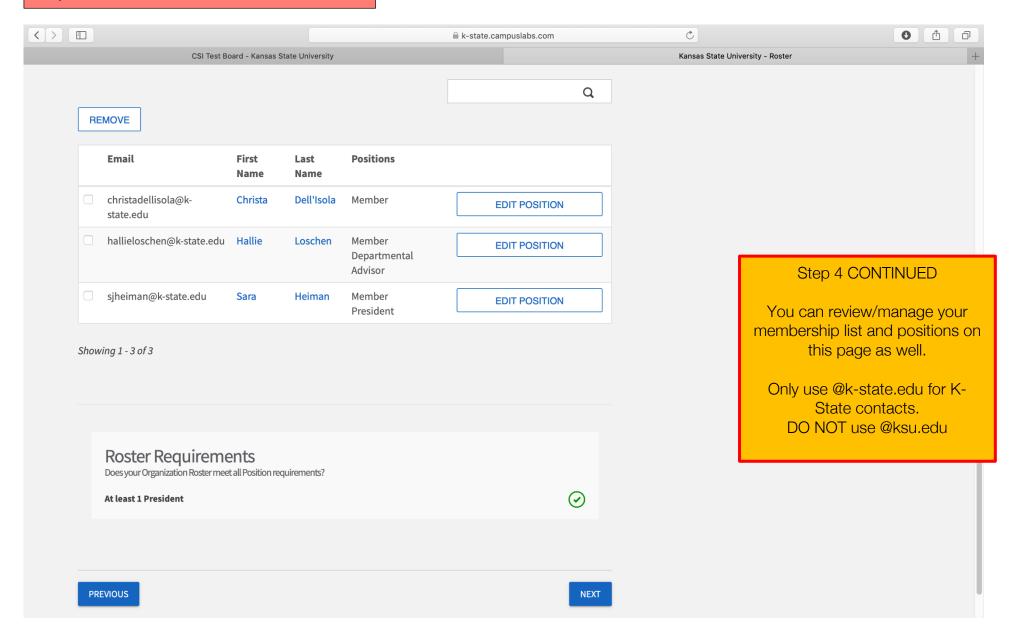
Step 4 - Add Members



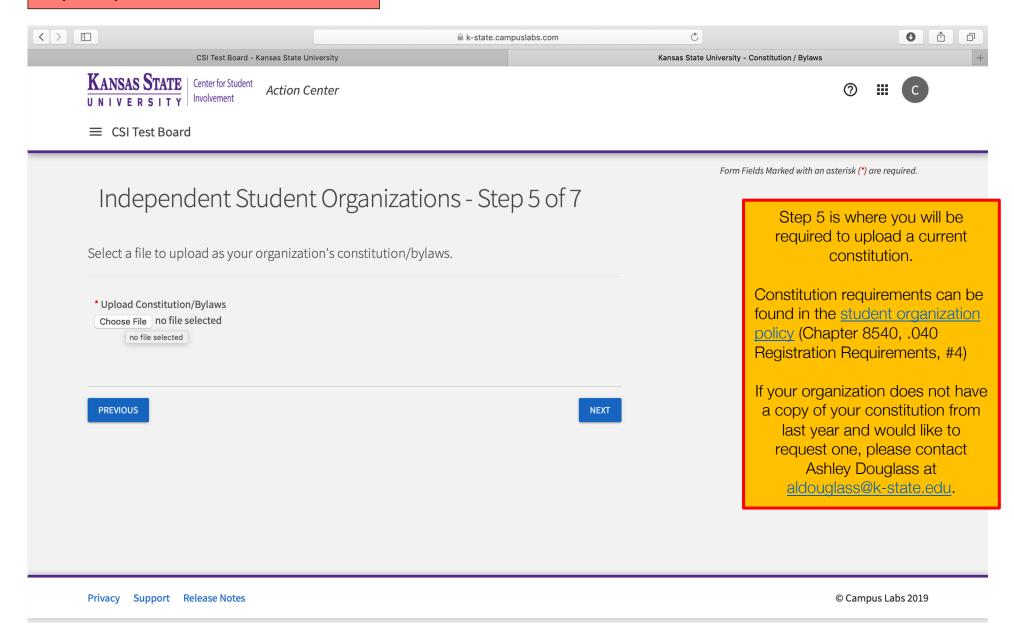
Step 4 – Add Members CONTINUED



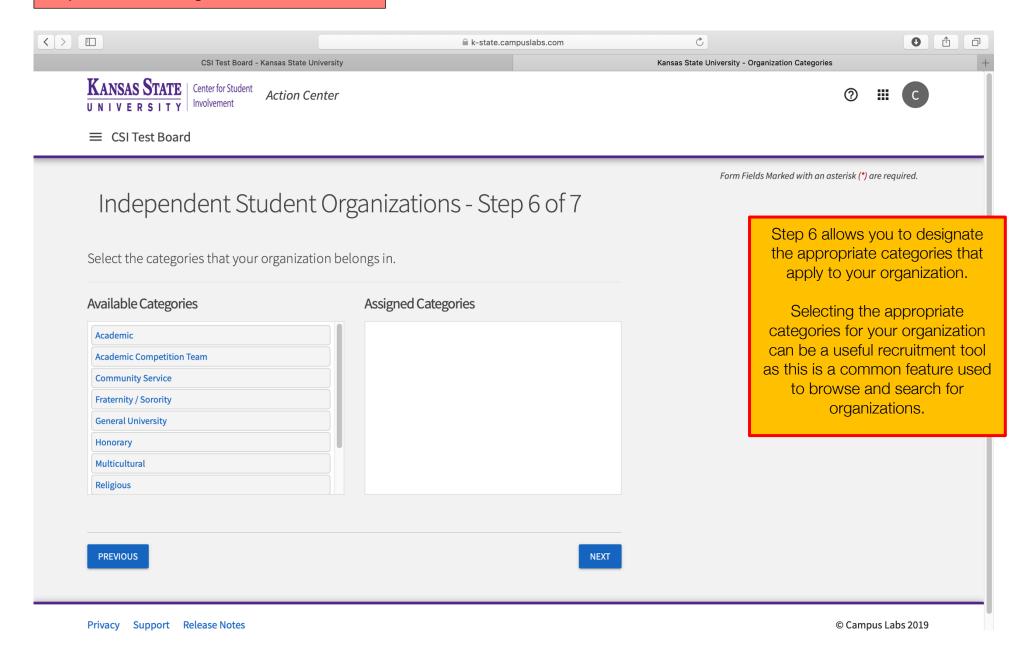
Step 4 - Add Members CONTINUED



Step 5 - Upload a Current Constitution

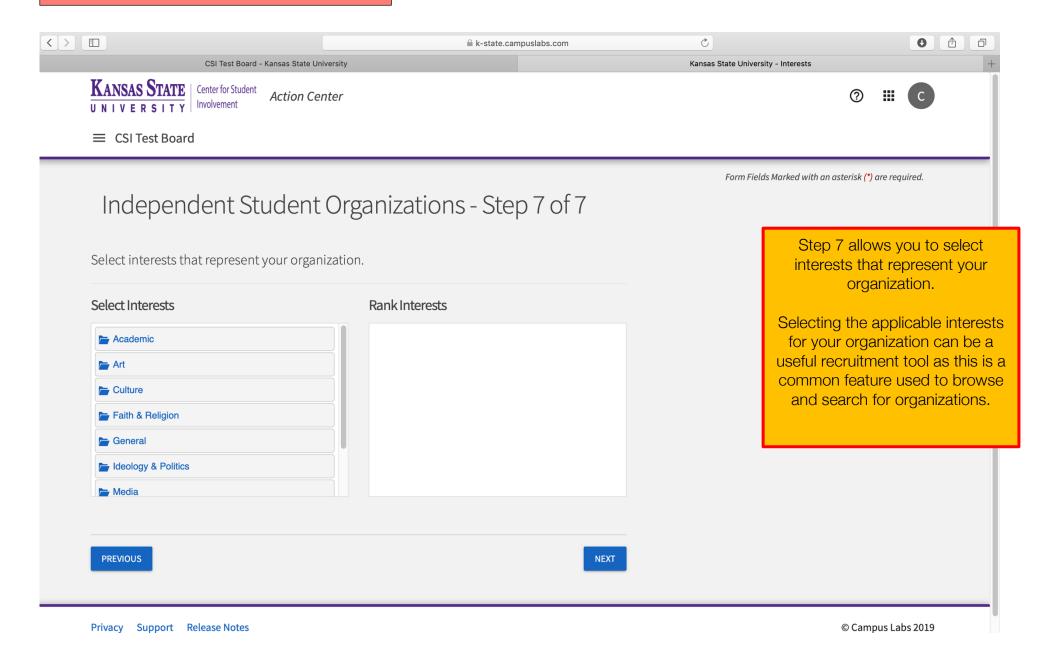


Step 6 - Select Categories



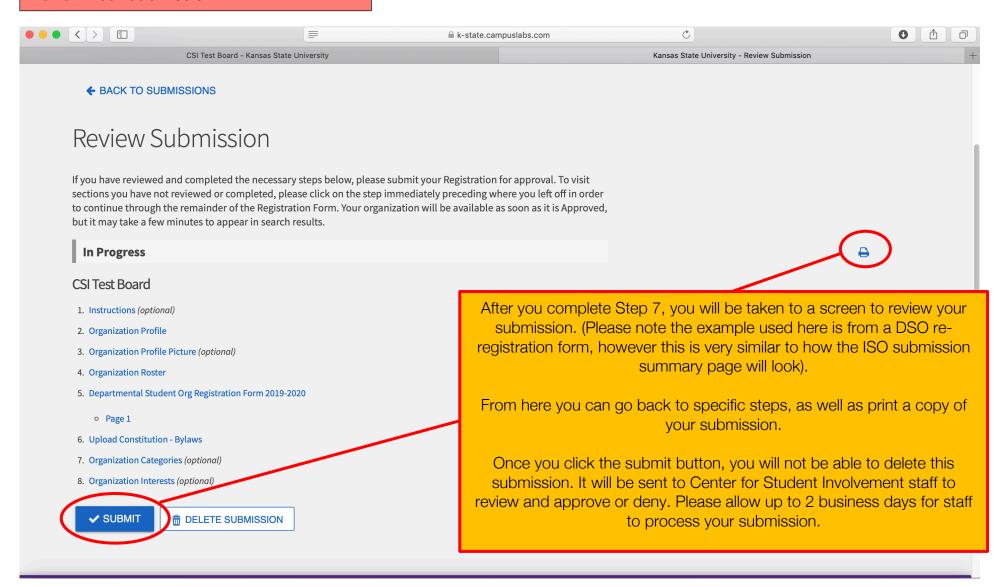
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Step 7 - Select Interests



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Review 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 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

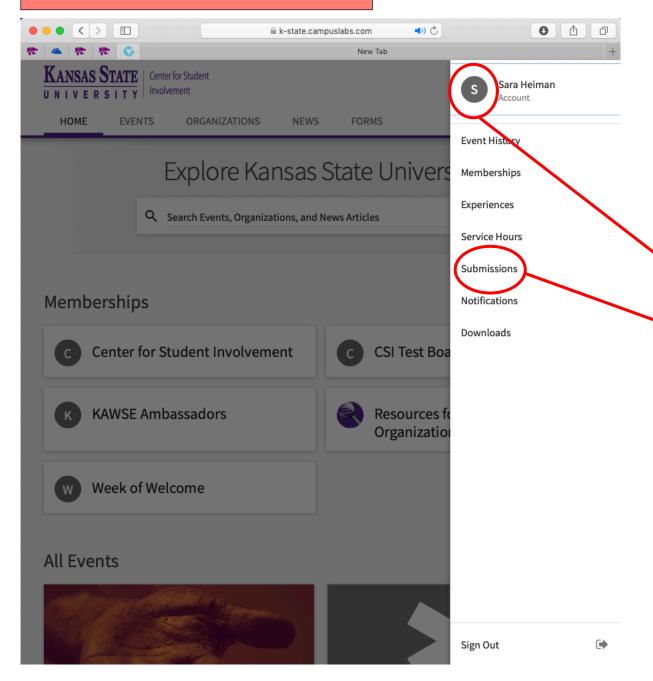
Visit the <u>Center for Student Involvement website</u> to check your organization's registration status in our shared database. Please allow up to 2 business days for the database to be updated.

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

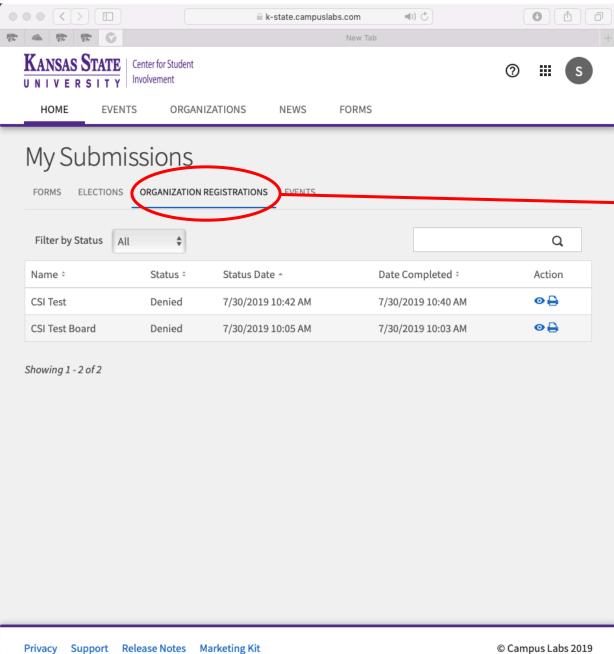


Whether you wish to pick back up where you left off on a partially completed form, or review the information you have submitted, you can access/review your submissions via your personal account.

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.

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