New Organization Online Registration Guide

Important Reminders

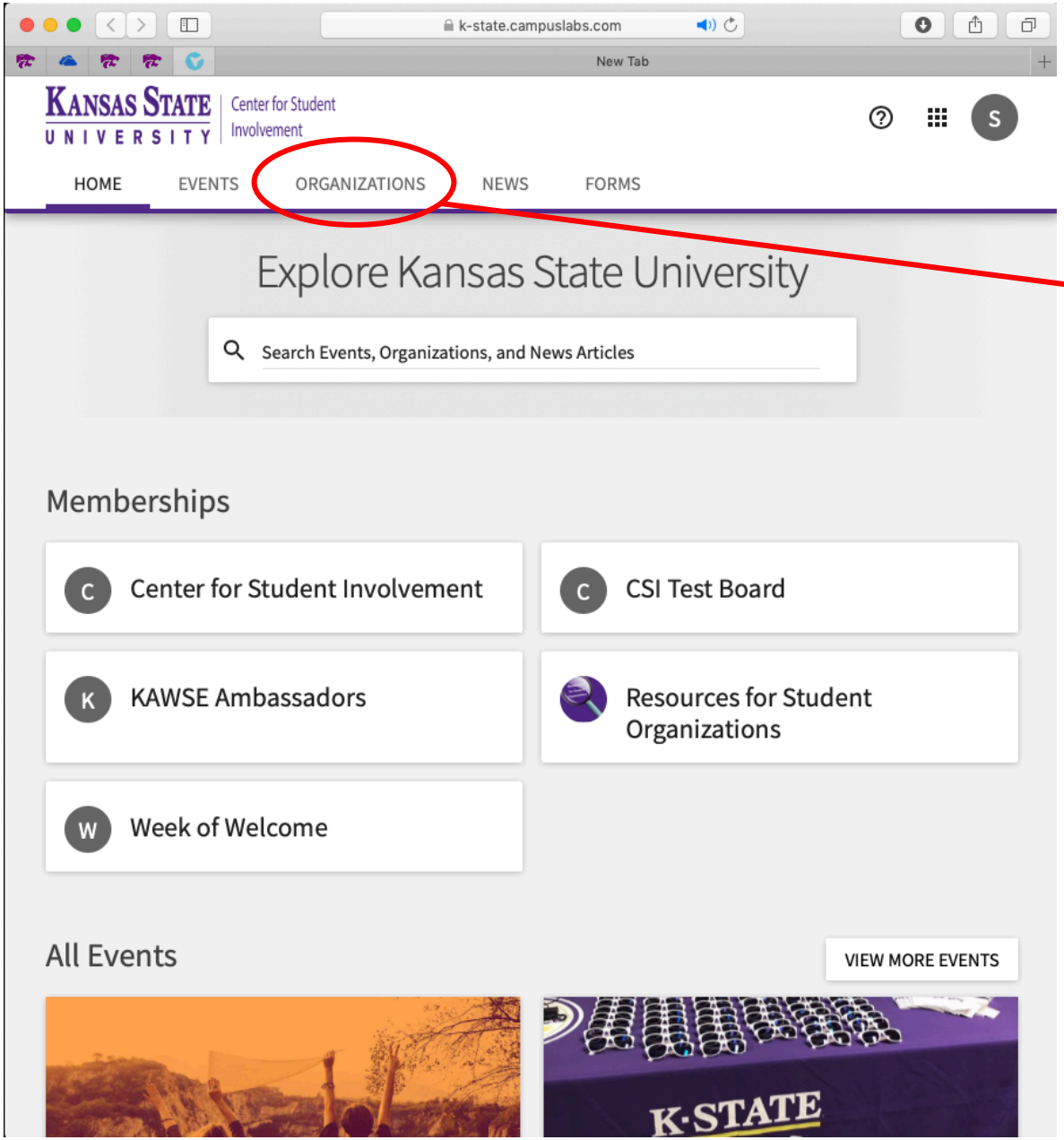
- Always use @k-state.edu when entering in K-State contacts, Do Not use @ksu.edu
- A constitution is required to complete online registration.
    - Constitution requirements can be found in the Student Organization Policy, Chapter 8540, Section .040 Registration Requirements, #4).
- The online registration 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.
    - Depending on your organization type (Departmental vs. Independent) additional forms may be required. The Center for Student Involvement will follow up with you after reviewing your initial submission.

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

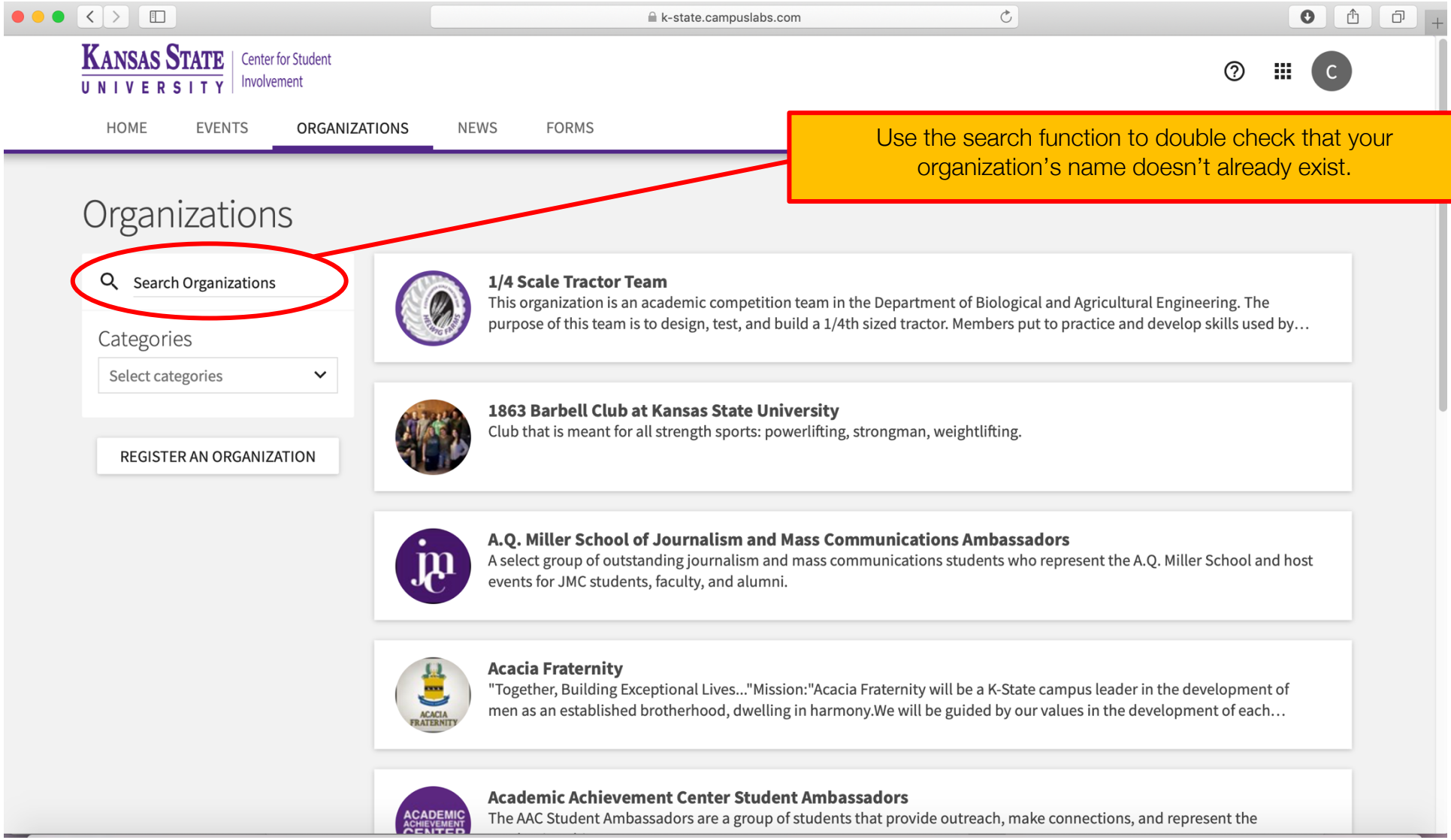
Select “Organizations” Tab



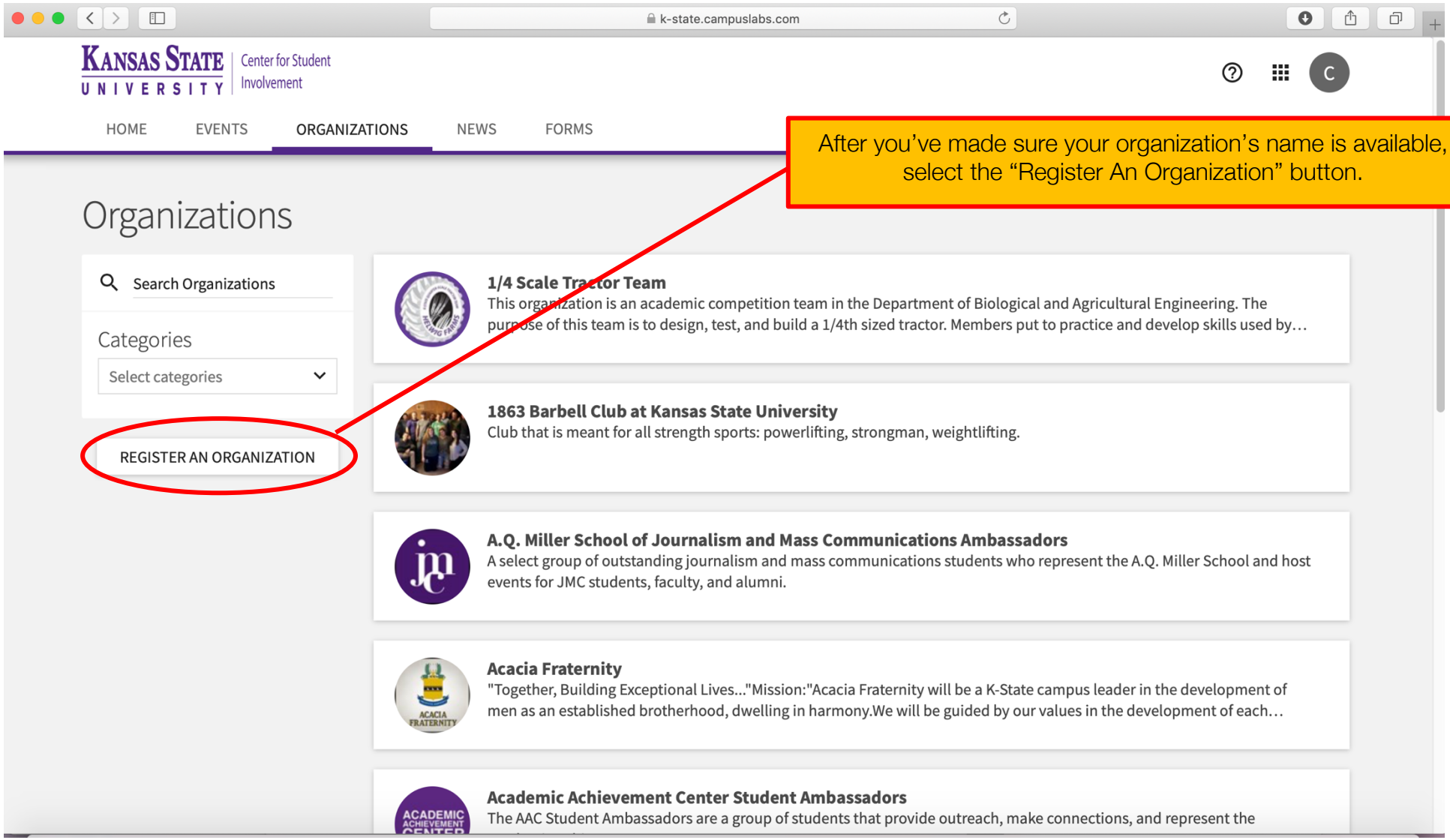
Once you have logged in with your K-State EID & password, you will be taken to your home screen.

Select the “Organizations” tab.

Double Check Your Organization's Name

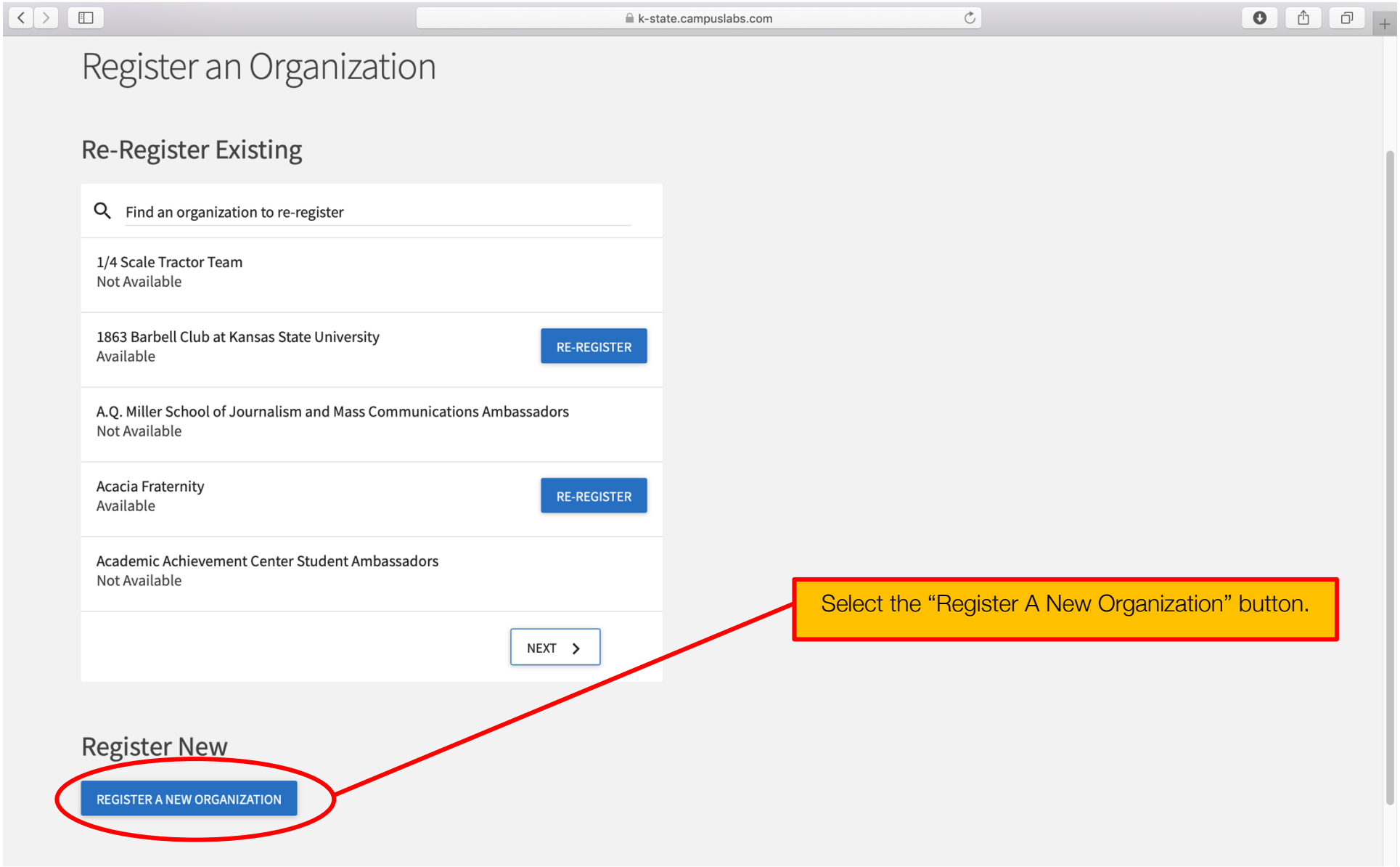


Register An Organization

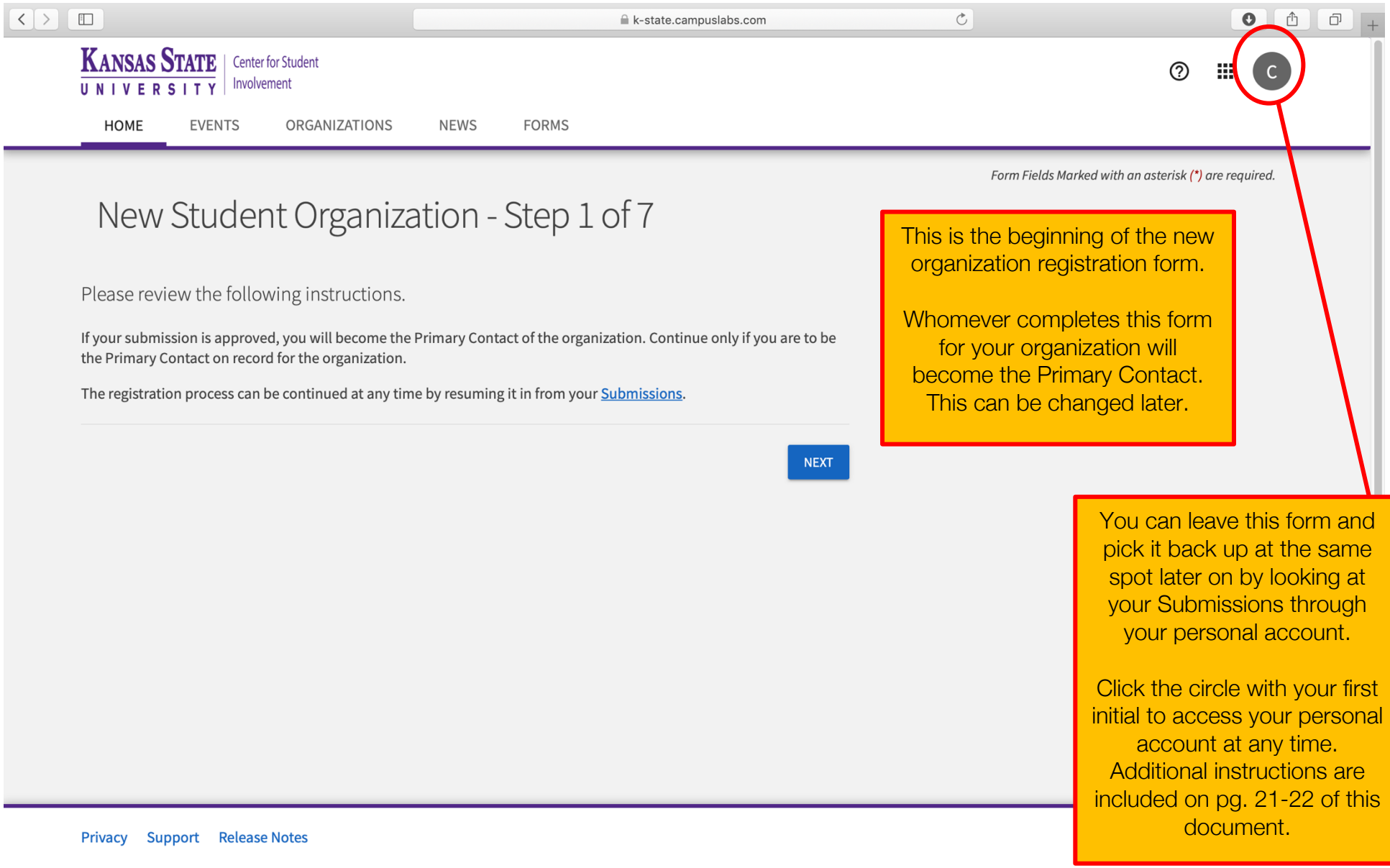


After you've made sure your organization's name is available, select the "Register An Organization" button.

Select “Register A New Organization”



Step 1 - Instructions



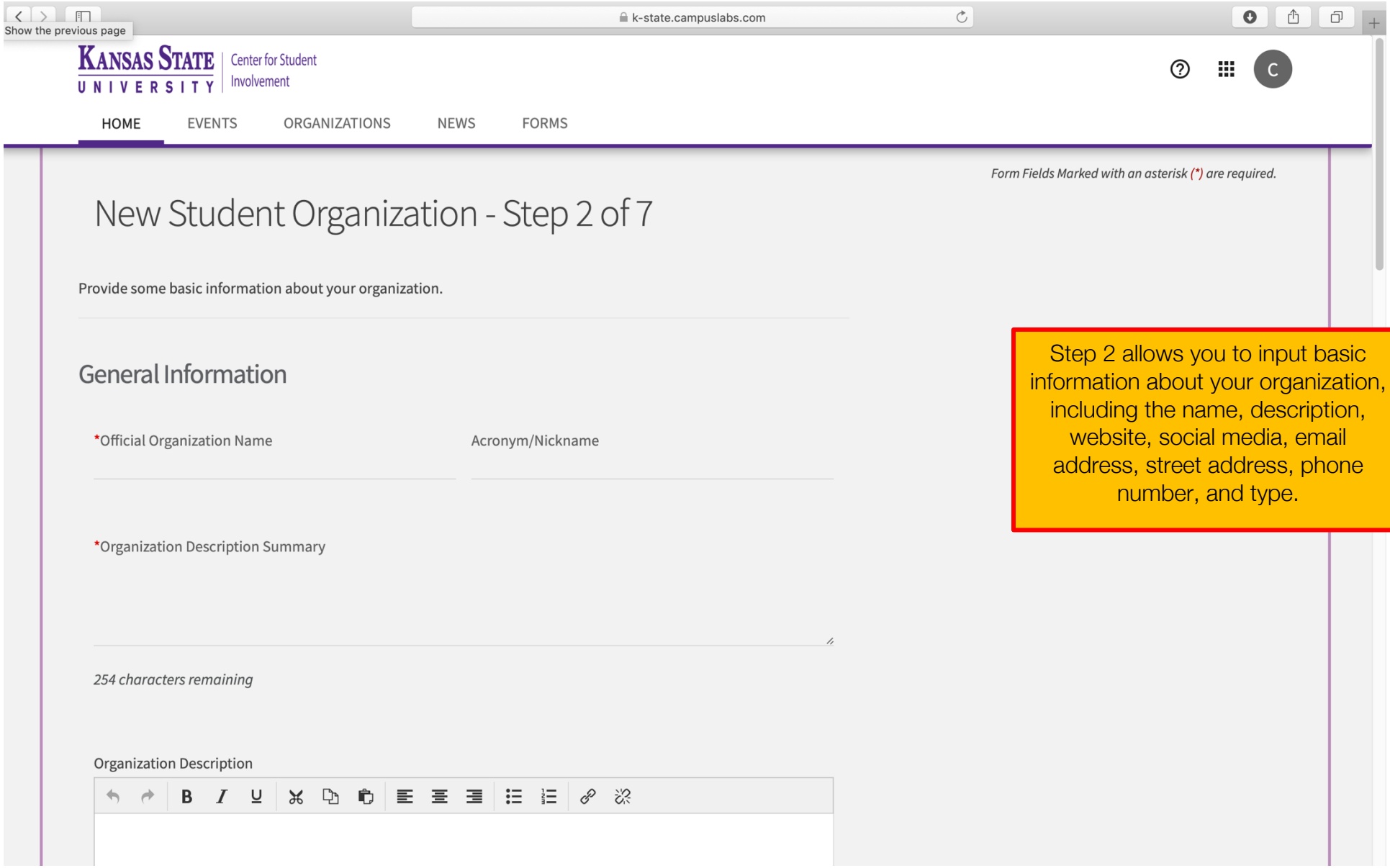
This is the beginning of the new organization registration form.

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.

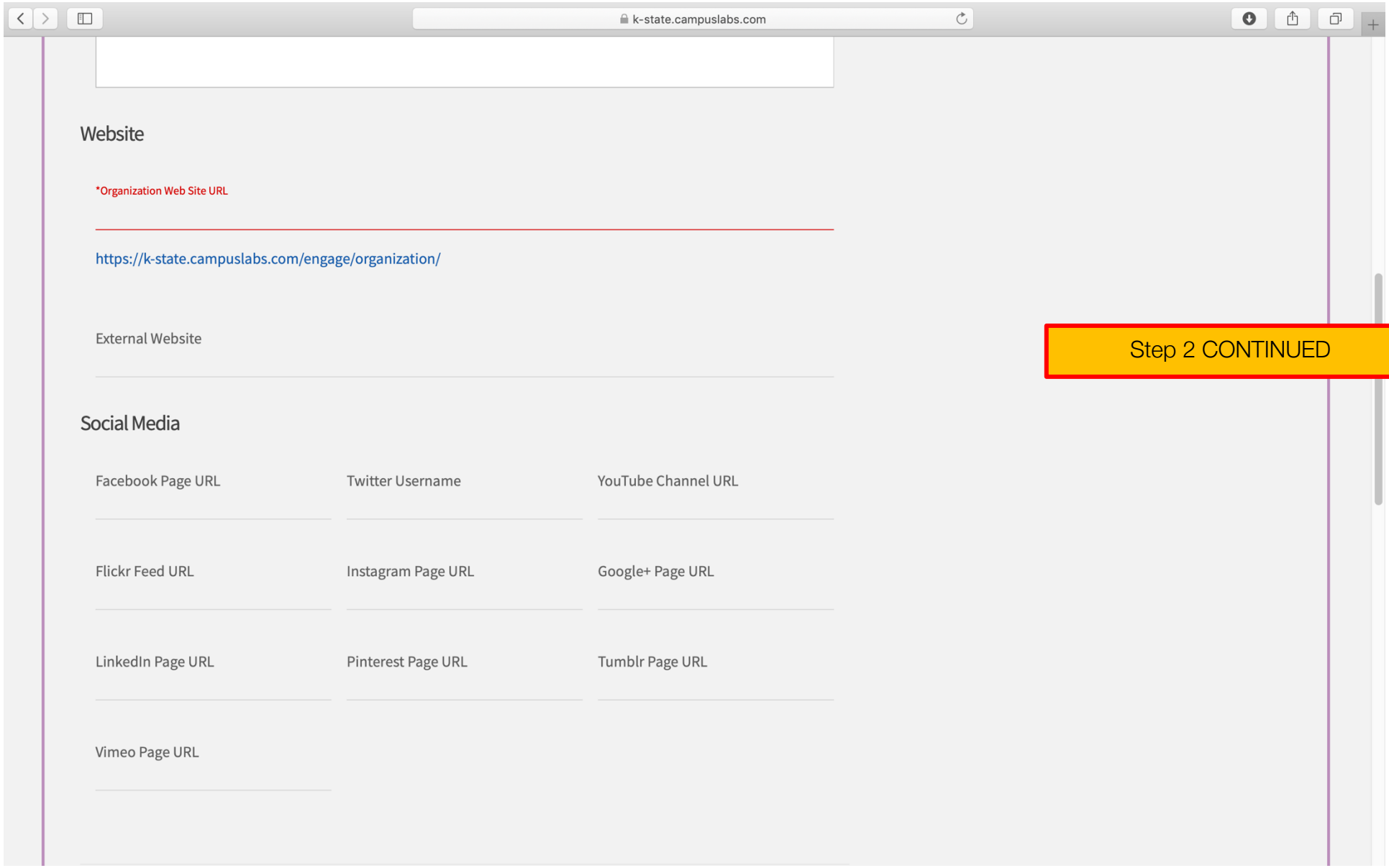
Click the circle with your first initial to access your personal account at any time. Additional instructions are included on pg. 21-22 of this document.

Step 2 – General Information



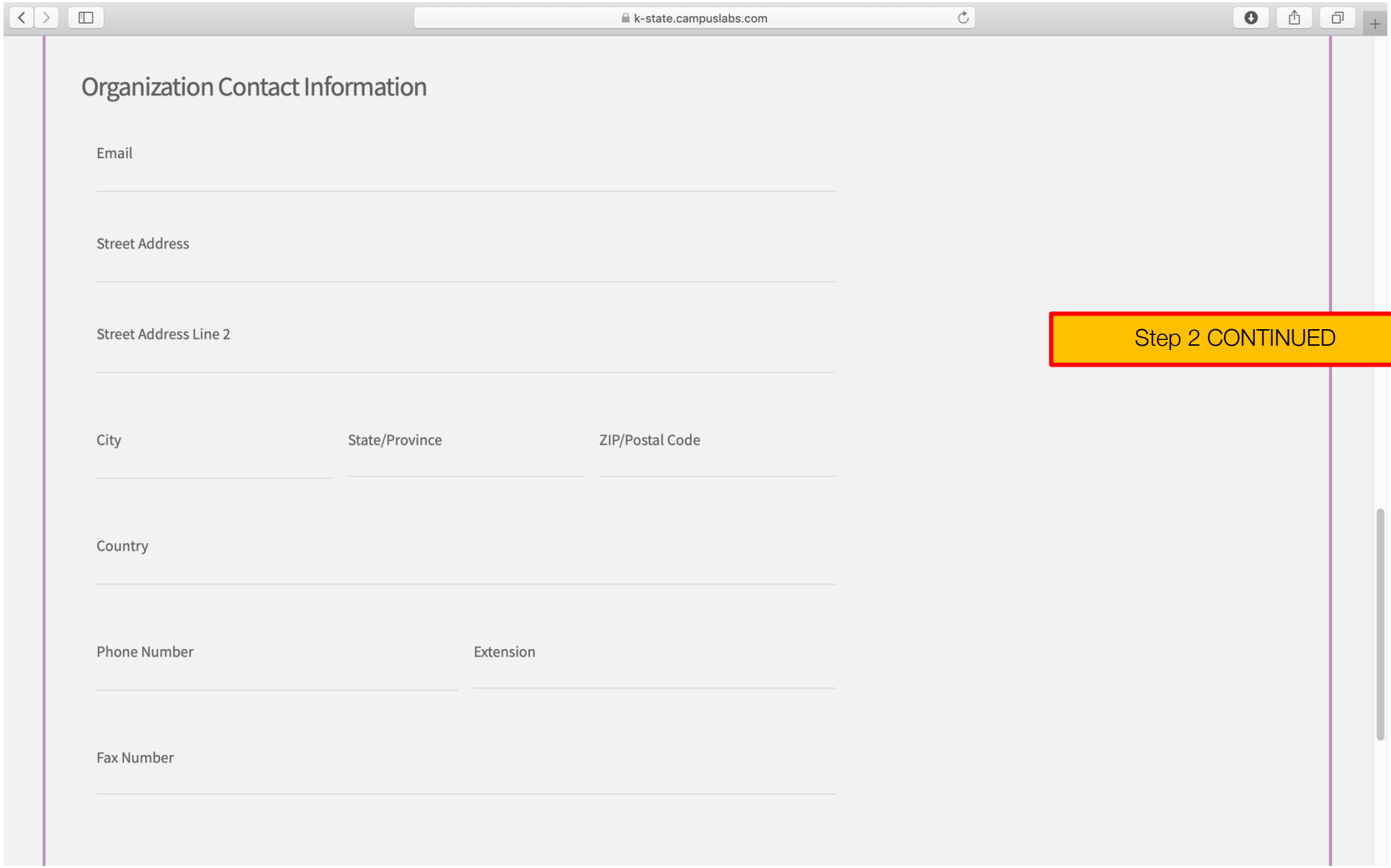
Step 2 allows you to input basic information about your organization, including the name, description, website, social media, email address, street address, phone number, and type.

Step 2 – General Information CONTINUED

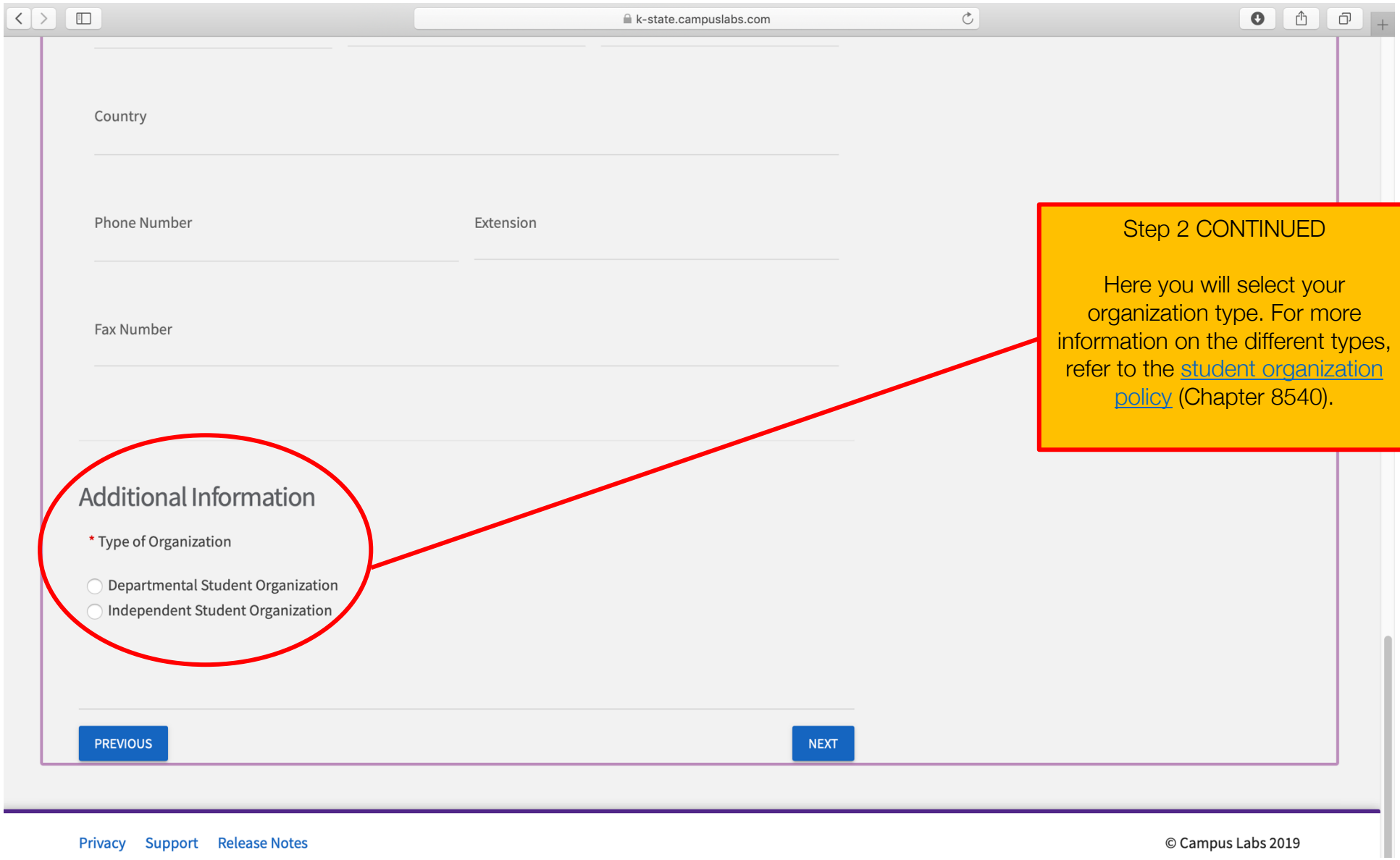


Step 2 CONTINUED

Step 2 – General Information CONTINUED



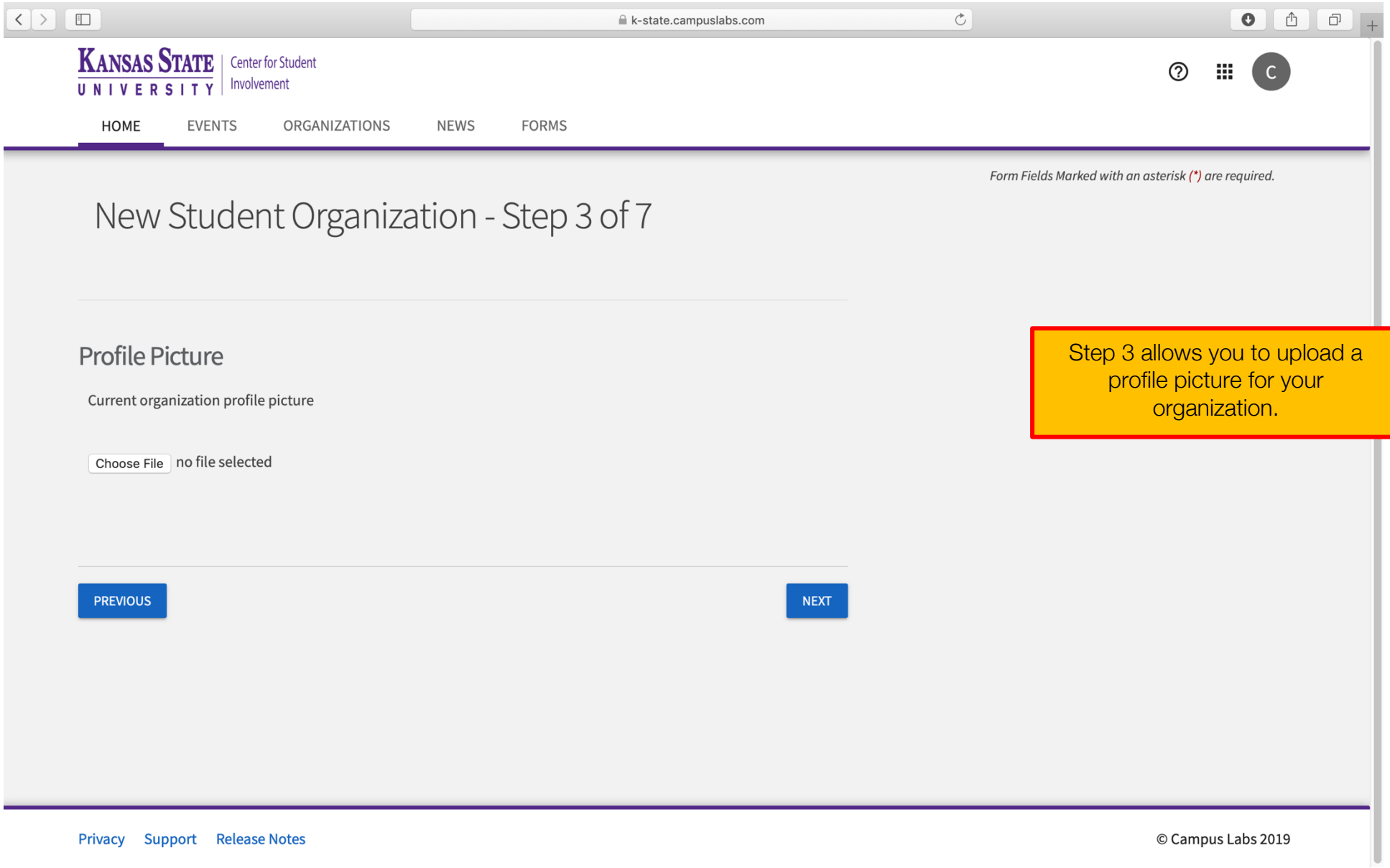
Step 2 – General Information CONTINUED



Step 2 CONTINUED

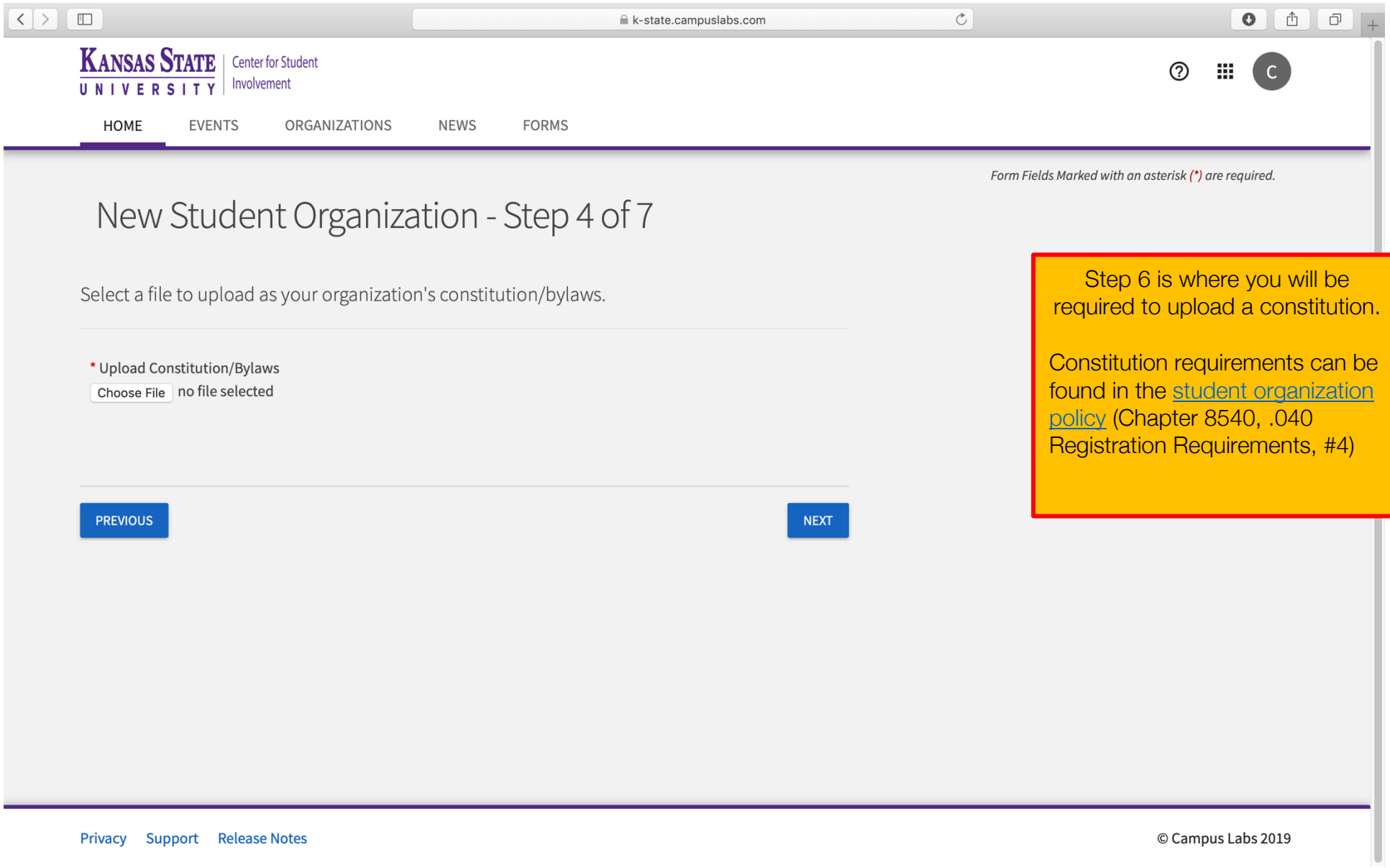
Here you will select your organization type. For more information on the different types, refer to the student organization policy (Chapter 8540).

Step 3 – Profile Picture



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

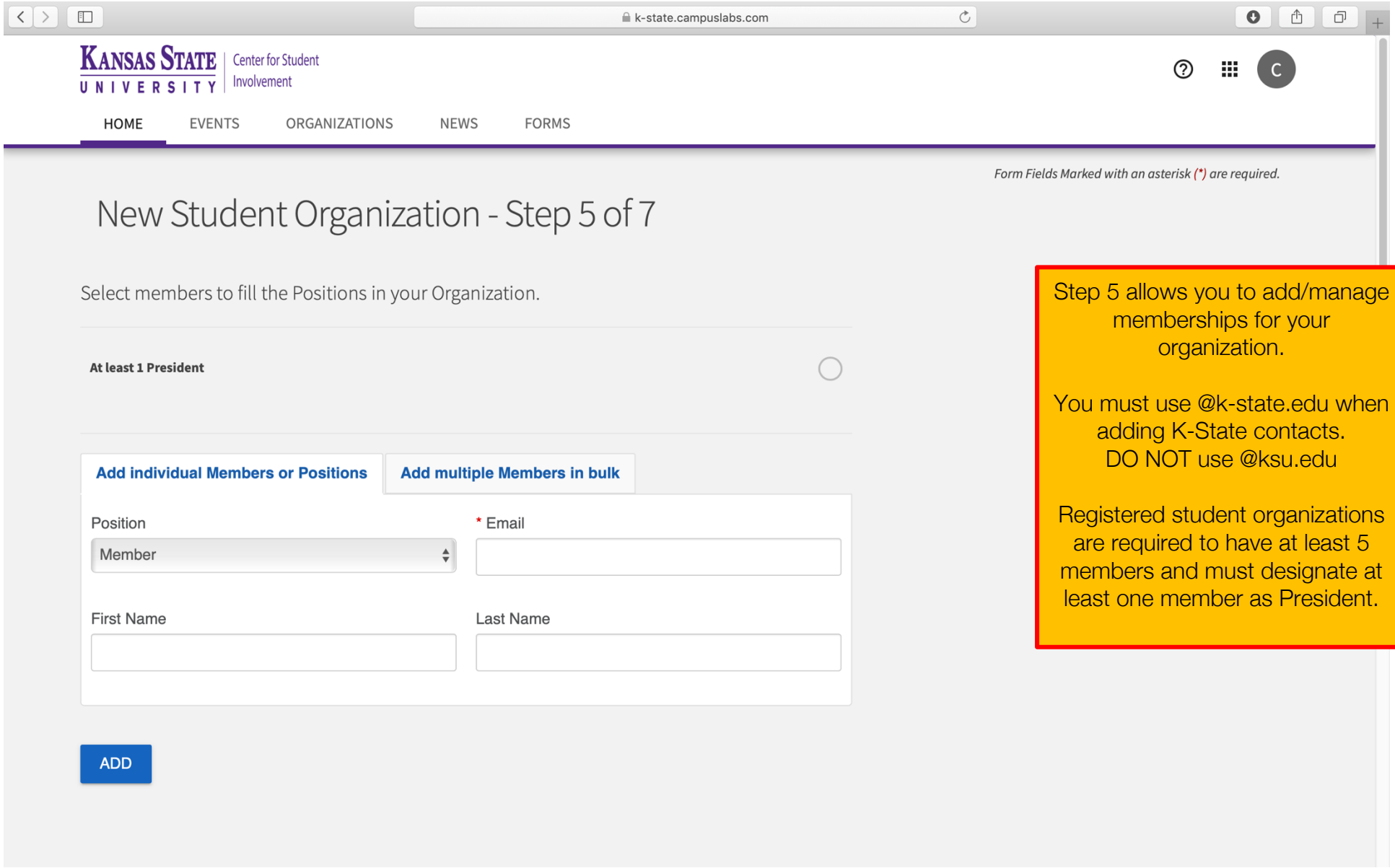
Step 4 – Upload a Current Constitution



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

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

Step 5 – Add Members

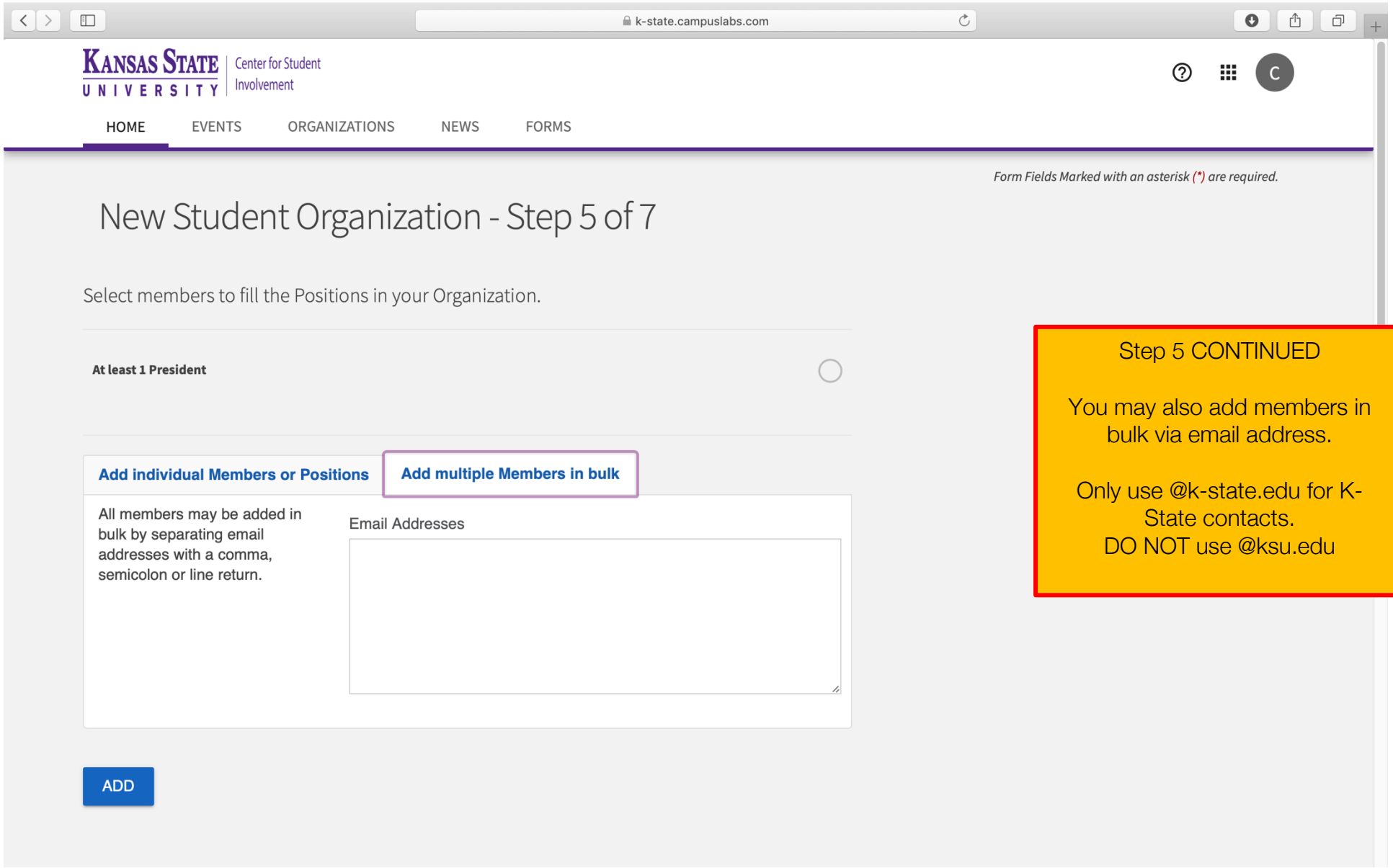


Step 5 allows you to add/manage memberships for your organization.

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

Registered student organizations are required to have at least 5 members and must designate at least one member as President.

Step 5 – Add Members CONTINUED

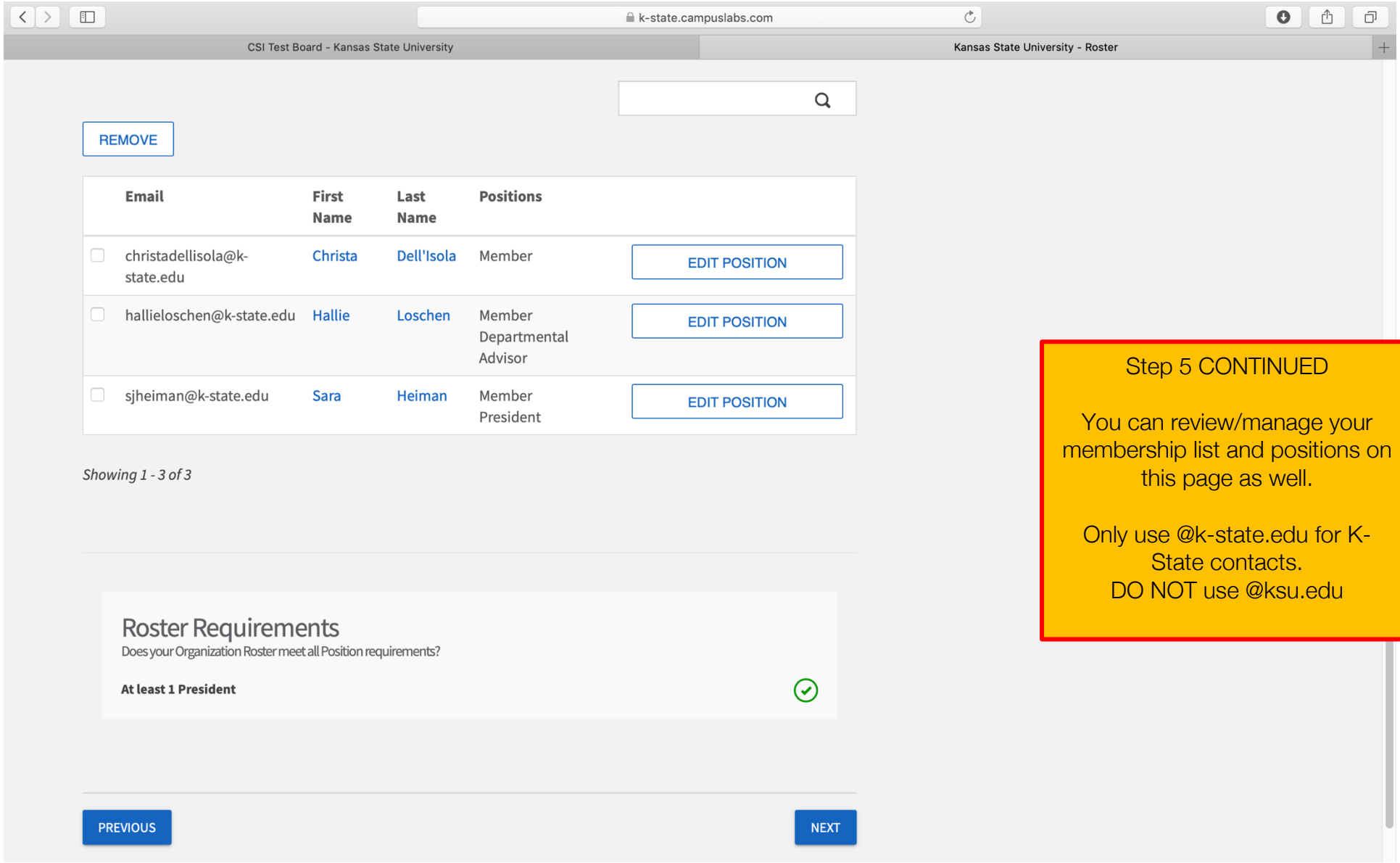


Step 5 CONTINUED

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 5 – Add Members CONTINUED

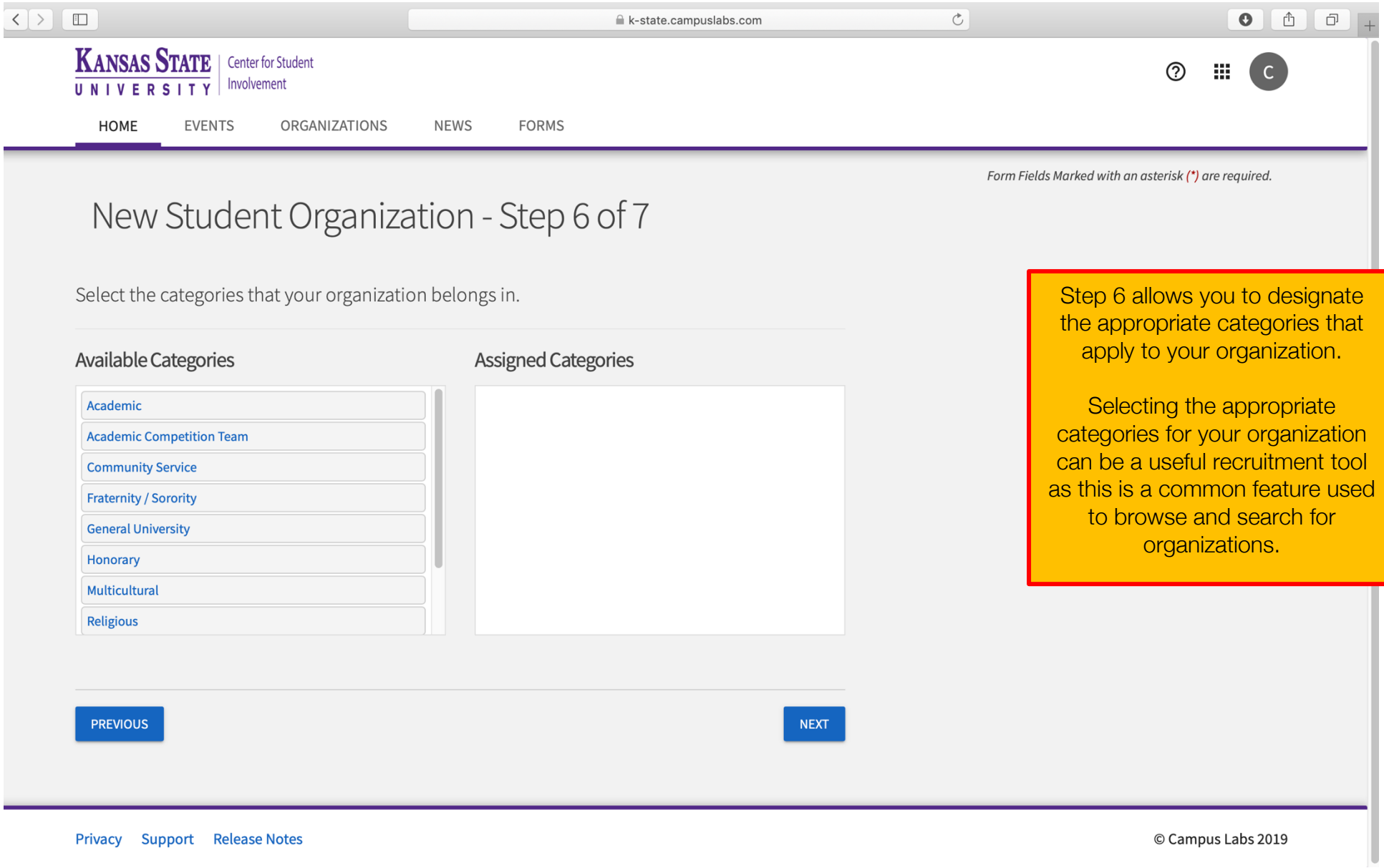


Step 5 CONTINUED

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

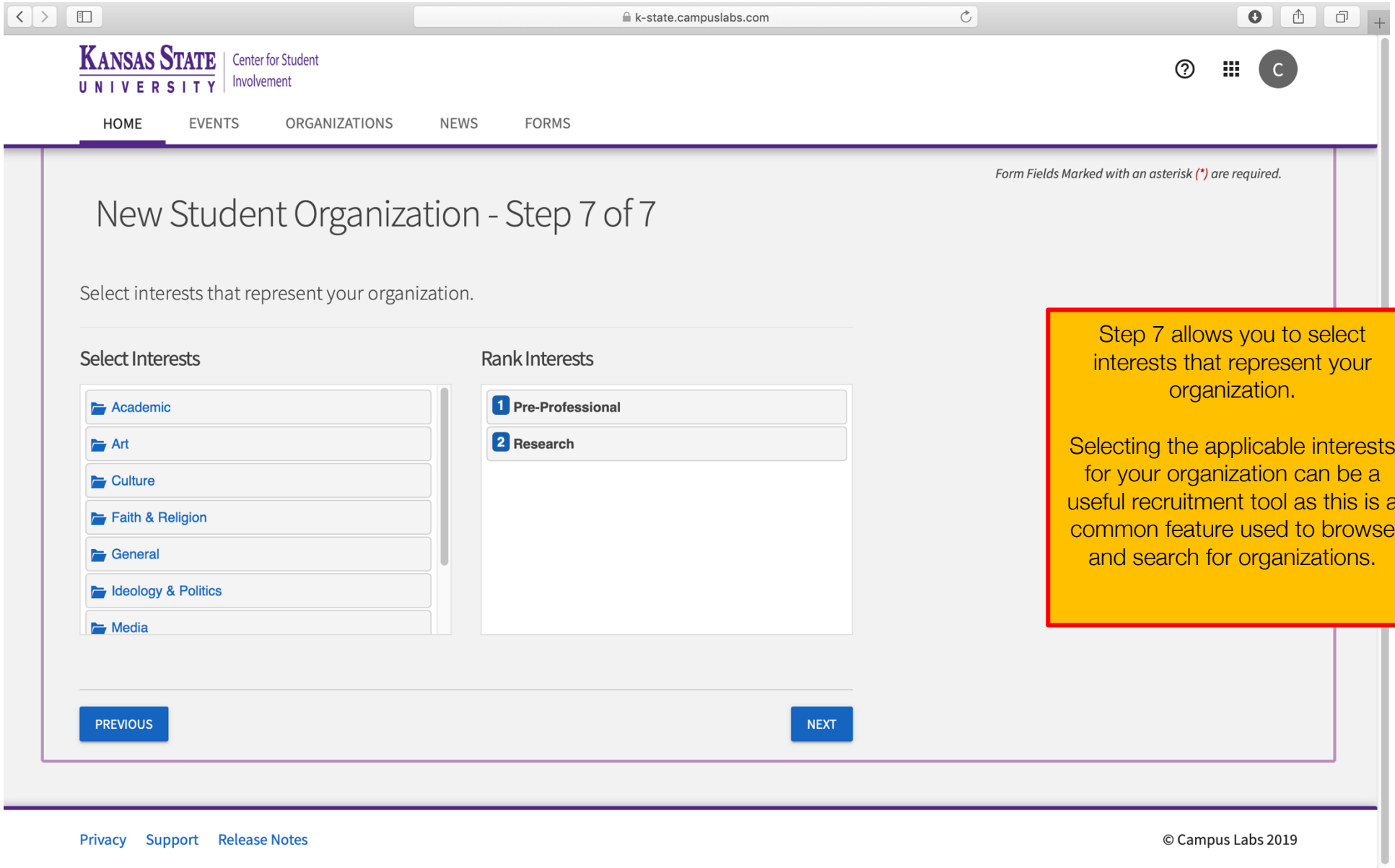
Step 6 – Select Categories



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.

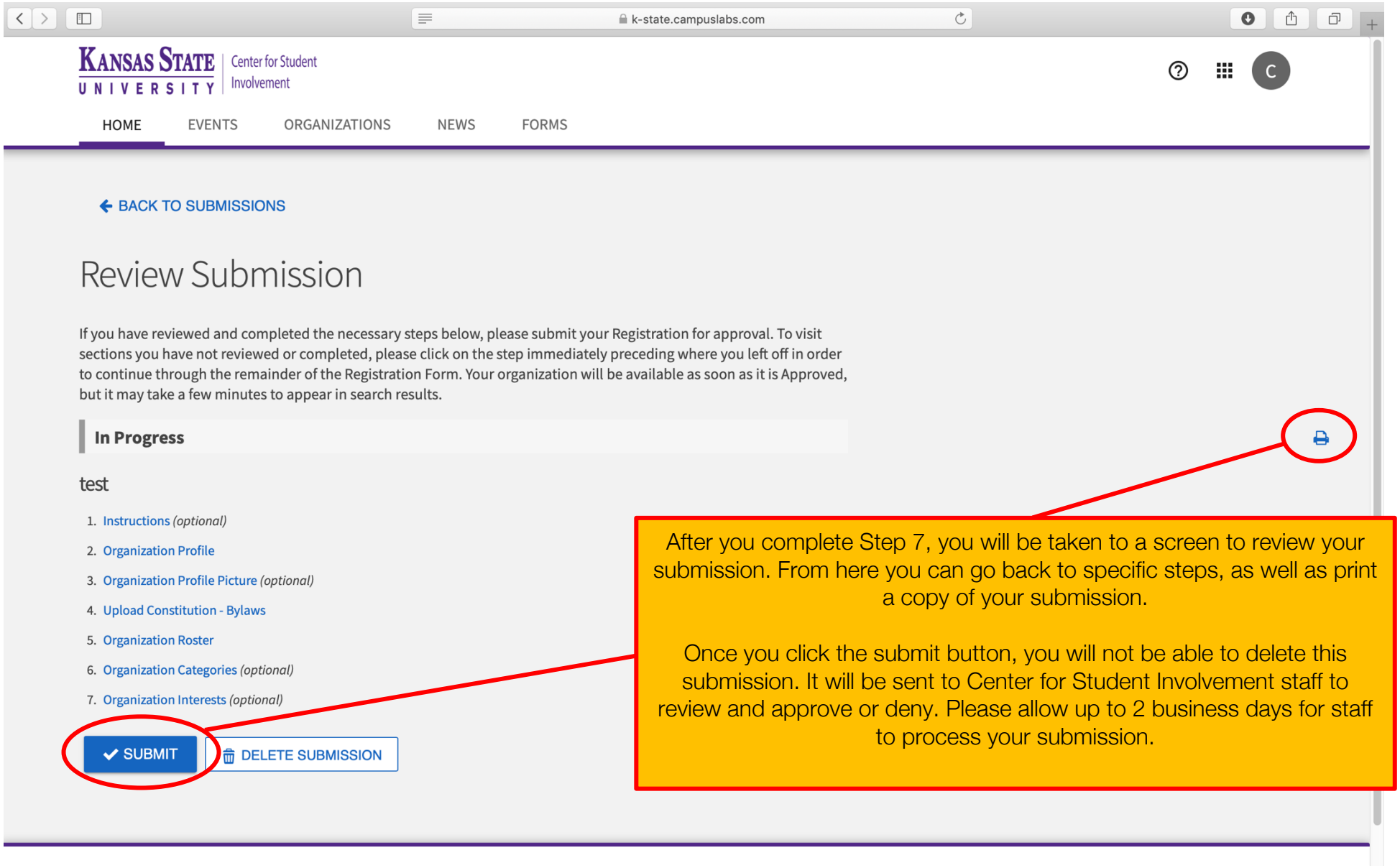
Step 7 – Select Interests



Step 7 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 7, 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 New Student Organizations

- At least one student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
- Depending on your organization type (Departmental vs. Independent) additional forms may be required. The Center for Student Involvement will follow up with you after reviewing your initial submission.

Check Your Registration Status

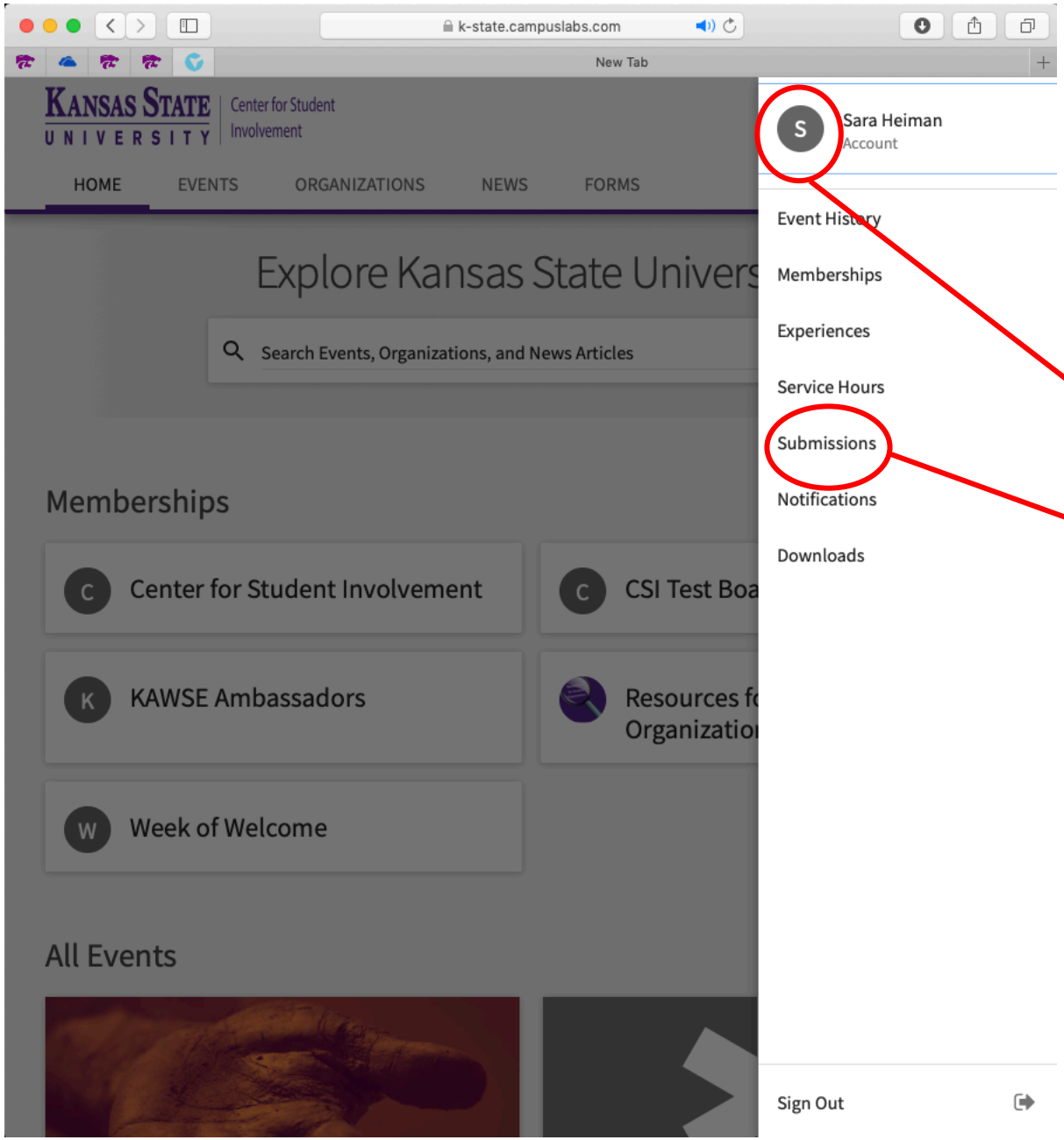
Visit the Center for Student Involvement website to check your organization's registration status in our shared database. Please allow up to 2 business days for the database to be updated.

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

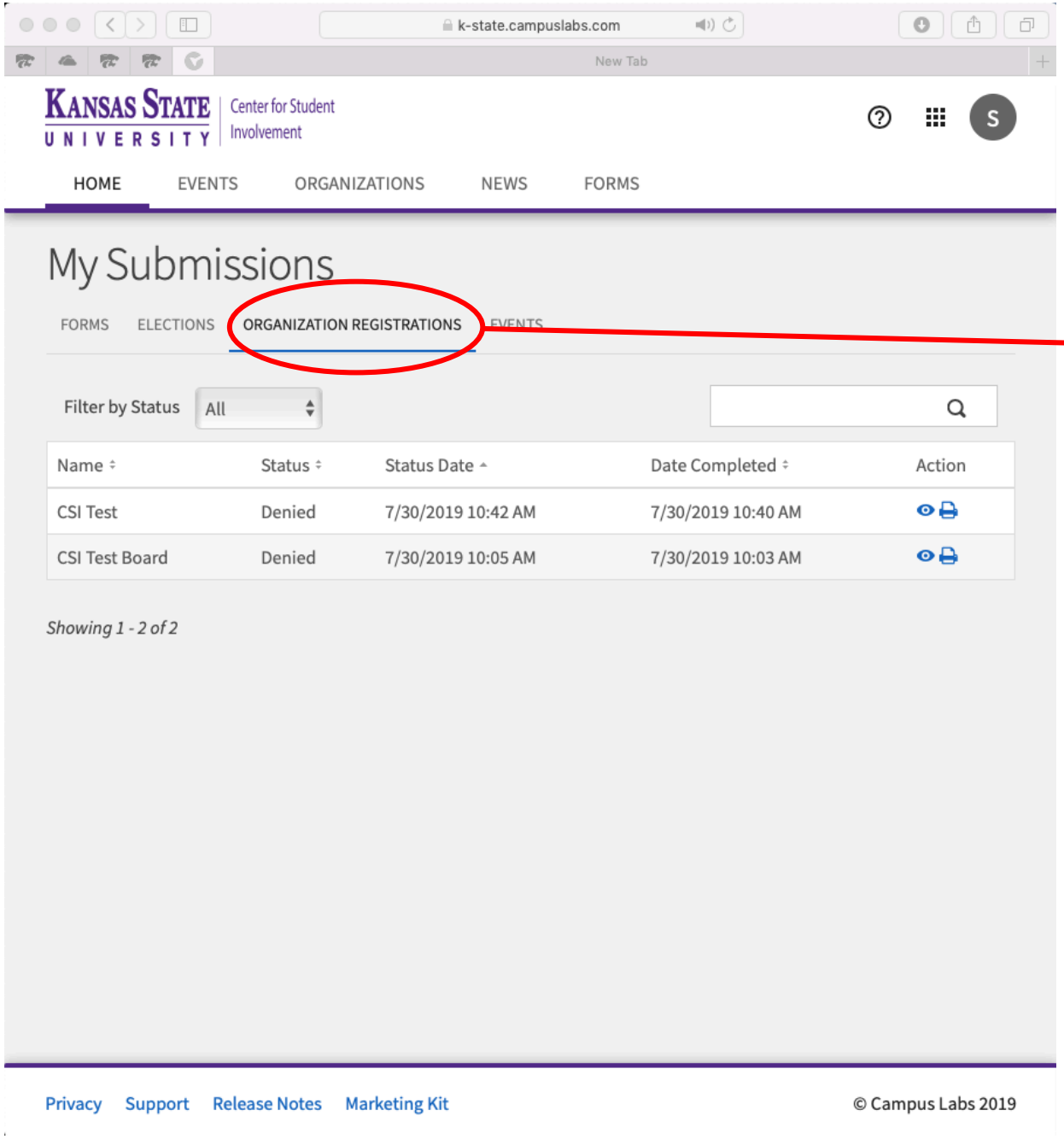


Whether you wish to pick back up where you left off on a partially completed form, or review the information you have submitted, you can access/review your submissions via your personal account.

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.