Managing Documents

STEP 1

Visit eku.campuslabs.com/engage, and click "Sign In" in the upper right corner (as seen below). 😵 Explore - Eastern Kentucky Unive 🗙 🕂 ☆ 0 🖪 EKU 0 STUDENT LIFE & FIRST-YEAR EXPERIENCE HOME EVENTS ORGANIZATIONS NEW. FORMS Discover unique opportunities at Eastern Kentucky University Q Search Events, Organizations, and News Articles

STEP 2

Enter your EKU Email credentials to log

into the system.



STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



STEP 4

Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.

| STUDENT LIFE & FIRST YEAR EXPERIENCE HOME EVENTS ORGANIZATIONS NEWS FORMS | © ₩ D |
|--|------------------|
| TEST | |
| Contact Information 521 Lancaster Ave Rowlett 115 Richmond, KY 40475 United States E: dylan.bogard@eku.edu P: 859-622-3855 | |
| All Events | VIEW MORE EVENTS |
| There are currently no upcoming events. <u>View past events.</u> | |



Edit, download, or share current documents by selecting the three dots next to the document name.



STEP 7

STEP 9 Add new documents to your organization site by clicking "Add File" in the top right. ENU III 🚳 STUDENT LIFE & FIRST-YEAR EXPERIENCE ≡ TEST + ADD FOL + ADD FILE Documents Document Type ۳ Search Q Constitution/Bylaws - 10/16/19 4:06 PM * : **STEP 10** Set permissions and upload your file to the organization page. Hit "Add" to save.

| ≡ TEST | | |
|-----------------------------|---|-----|
| | * Select File (Maximum file size 10MB) | |
| Documents | Accepted file types - DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, + ADD FOLDE JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD | |
| Document Type | Choose File No file chosen * Title | Q |
| Constitution/Bylaws -101619 | ster u Type Default | 4 I |
| | Permissions The Public Anyone On Campus Organization Roster Specific Organization Positions | |
| | ADD CANCEL | |
| | | |

STEP 11 Create folders to organize your documents by clicking "Add Folder" in the top right. ENU III 🚳 STUDENT LIFE & FIRST-YEAR EXPERIENCE ≡ TEST + ADD FOLDER + ADD FILE Documents Document Type ۳ Search Q Constitution/Bylaws - 10/16/19 4:06 PM * : **STEP 12** Set permissions for your folder. Hit "Add" to save. III 🚳 STUDENT LIFE & FIRST-YEAR EXPERIENCE Add Fo Form Fields Marked with an asterisk ≡ TEST * Title Permissions Specific Organization Anyone On Campus Organization The Public Roster Positions <u>*</u> :