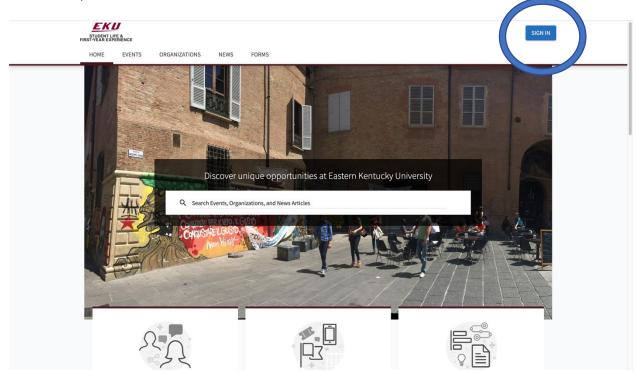
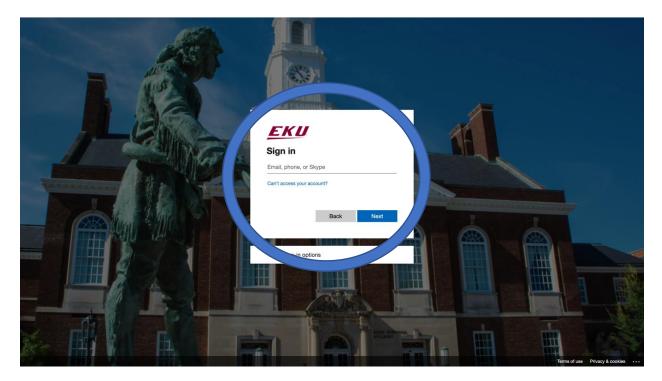
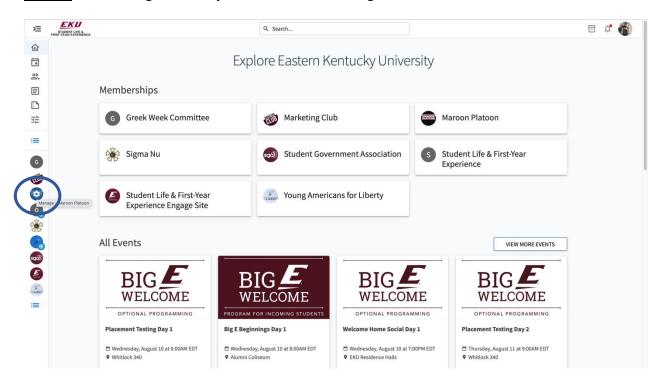
Updating Forms Section

<u>Step 1:</u> Go to <u>https://eku.campuslabs.com/engage/</u> and click "Sign In" at the top right corner (as seen below).



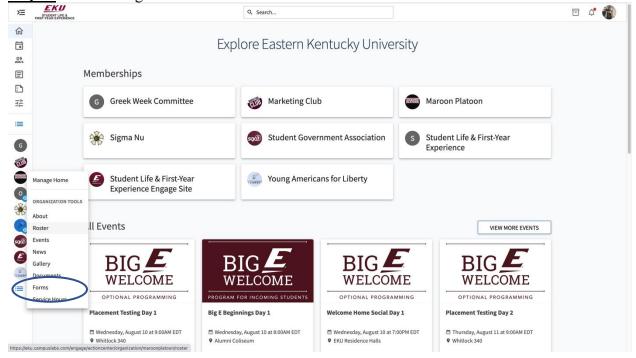
Step 2: Enter your EKU Email credentials to log into the system.





<u>Step 3:</u> Find the organization you would like to manage on the left menu.

Step 4: Click the organization on the left menu and click the "News" button.



<u>Step 5</u>: From this page you will be able to create forms for your organization. You can create forms by clicking the 3 dots next to the "Forms" icon, you can also edit existing forms by clicking the 3 dots next to them.

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<u>Step 6</u>: By clicking "Create Form" you can edit the form name and the properties of the form. To create the form's questions make sure you enter in the date you want it to be enabled and click the enable icon, then click save.

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Step 7: After naming the form and enabling it you will be able to see the "Reviewers" "Outline" and "Edit Questions" icons. The "Reviewers" icon can be used to give permission to people in or outside of your organization to approve and review submissions on your form. The "Outline" icon will allow you to overview your form and see the different pages for each section. The "Edit Questions" icon will allow you to create different questions from templates to add to your form.

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Step 8: By Clicking "Edit Questions" you will be able to create different pages and add questions under each page.

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