

## 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](mailto: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

KANSAS STATE UNIVERSITY

Search web, people, directories  
Browse A-Z Sign in ▾

K-State home » Center for Student Involvement

### Center for Student Involvement

Get Involved! Center for Student Involvement

Get Involved View student organizations Register an organization Managing your organization

- About
- News
- Student organization policy
- Student code of conduct
- Student Governing Association
- OrgCentral**
- K-State 360
- Week of Welcome
- SafeRide
- Notary Public
- Frequently Asked Questions
- Contact Us

#### Welcome to the Center for Student Involvement

The Center for Student Involvement inspires community through involvement.

CSI is the point of contact for all registered student organizations. The staff conducts the annual registration of more than 500 student organizations and administers OrgCentral, an online community and platform to help student organizations streamline processes and drive engagement, as well as provide trainings and workshops for student groups and the campus community.

#### General Information about Student Organizations

Student organizations provide opportunities for students to connect, engage, and get involved. The purpose of registering with the University is to be a recognized group so that your organization can reserve rooms on campus, apply for funding through Student Governing Association, utilize an OrgCentral portal, establish an email, and participate in CSI programs and workshops.

**K-STATE 360**  
OFFICIAL PARTNER  
SIGN IN NOW

**ONE STOP**  
STUDENT GUIDE TO  
HELP AND RESOURCES

DISCOVER  
the K-State Family's

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](https://k-state.campuslabs.com/engage)

Log in with your K-State EID & password

## Access Your Student Organization's Portal

The screenshot shows a web browser window with the URL [k-state.campuslabs.com](https://k-state.campuslabs.com). The page header includes the Kansas State University logo and the text "Center for Student Involvement". A navigation menu contains "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". The main content area features the heading "Explore Kansas State University" and a search bar. Below this is a "Memberships" section with a grid of organization cards. The "CSI Test Board" card is circled in red. Other cards include "Center for Student Involvement", "KAWSE Ambassadors", "Resources for Student Organizations", and "Week of Welcome". At the bottom, there is an "All Events" section with a "VIEW MORE EVENTS" button and two event images.

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"

KANSAS STATE UNIVERSITY | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

CSI Test Board  
Member Since July 2019

This is a test organization

Additional Information

**Type of Organization**  
Independent Student Organization

Officers

**DEPARTMENTAL ADVISOR**  
Hallie Loschen

**PRESIDENT**  
Sara Heiman

MANAGE ORGANIZATION

CONTACT

VIEW FULL ROSTER

Select "Manage Organization" button in upper right-hand corner of your organization's portal page

Select "Re-Register This Organization"

CSI Test Board - Kansas State University

CSI Test Board - Organization Home

**KANSAS STATE UNIVERSITY** | Center for Student Involvement | Action Center

CSI Test Board

CSI Test Board

3 Members

Primary Contact: Christa Dell'Isola

This organization is eligible for re-registration.

RE-REGISTER THIS ORGANIZATION

Select "Re-Register This Organization" button.  
Remember: Only Primary Contacts and Presidents  
will be able to complete this form.

## Step 1 - Instructions

CSI Test Board - Kansas State University

Kansas State University - Instructions

**KANSAS STATE UNIVERSITY** Center for Student Involvement *Action Center*

CSI Test Board

Form Fields Marked with an asterisk (\*) are required.

# Independent Student Organizations - Step 1 of 7

Please review the following instructions.

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

**NEXT**

Privacy Support Release Notes

This is the beginning of the re-registration form.

Whoever 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 – General Information

CSI Test Board - Kansas State University

Kansas State University - Profile

**KANSAS STATE UNIVERSITY** Center for Student Involvement Action Center

CSI Test Board

Form Fields Marked with an asterisk (\*) are required.

### Independent Student Organizations - Step 2 of 7

Provide some basic information about your organization.

<b>*Official Organization Name</b> CSI Test Board	Acronym/Nickname
--	------------------

**\*Organization Description Summary**  
This is a test organization

226 characters remaining

Organization Description

This is a test organization

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

CSI Test Board - Kansas State University

Kansas State University - Profile

### Website

\*Organization Web Site 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 CONTINUED



**Step 2 – General Information CONTINUED**

CSI Test Board - Kansas State University | Kansas State University - Profile

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**Email**  
CSItest@k-state.edu

---

**Street Address**  
918 N 17th St

---

Street Address Line 2

---

City	State/Province	ZIP/Postal Code
Manhattan	KS	66502

---

Country

---

Phone Number	Extension
785-532-7239	

---

Fax Number

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**Step 2 CONTINUED**

**Step 2 – General Information CONTINUED**

CSI Test Board - Kansas State University | Kansas State University - Profile

**City**  
Manhattan

**State/Province**  
KS

**ZIP/Postal Code**  
66502

**Country**

**Phone Number**  
785-532-7239

**Extension**

**Fax Number**

**\* Type of Organization**

Departmental Student Organization

Independent Student Organization

**PREVIOUS** | **NEXT**

**Step 2 CONTINUED**

## Step 3 – Profile Picture

The screenshot shows a web browser window with the URL [k-state.campuslabs.com](https://k-state.campuslabs.com). The page title is "Independent Student Organizations - Step 3 of 7". The header includes the Kansas State University logo, "Center for Student Involvement", and "Action Center". A navigation menu shows "CSI Test Board". A note states "Form Fields Marked with an asterisk (\*) are required." The main content area is titled "Profile Picture" and contains the text "Current organization profile picture". Below this is a file selection interface with a "Choose File" button and the text "no file selected". At the bottom of the form are "PREVIOUS" and "NEXT" buttons. A yellow callout box on the right side of the page contains the text: "Step 3 allows you to upload a profile picture for your organization." The footer includes links for "Privacy", "Support", and "Release Notes", and a copyright notice "© Campus Labs 2019".

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

## Step 4 – Add Members

CSI Test Board - Kansas State University

Kansas State University - Roster

**KANSAS STATE UNIVERSITY** | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (\*) are required.

### Independent Student Organizations - Step 4 of 7

Select members to fill the Positions in your Organization.

**At least 1 President** ✓

**Add individual Members or Positions** | **Add multiple Members in bulk**

Position:

\* Email:

First Name:

Last Name:

**ADD**

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.

Step 4 – Add Members CONTINUED

Select members to fill the Positions in your Organization.

At least 1 President



Add individual Members or Positions

Add multiple Members in bulk

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

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

ADD

## Step 4 – Add Members CONTINUED

CSI Test Board - Kansas State University

Kansas State University - Roster

REMOVE

Email	First Name	Last Name	Positions	
<input type="checkbox"/> christadellisola@k-state.edu	Christa	Dell'Isola	Member	EDIT POSITION
<input type="checkbox"/> hallieloschen@k-state.edu	Hallie	Loschen	Member Departmental Advisor	EDIT POSITION
<input type="checkbox"/> sjheiman@k-state.edu	Sara	Heiman	Member President	EDIT POSITION

Showing 1 - 3 of 3

### Roster Requirements

Does your Organization Roster meet all Position requirements?

**At least 1 President**

PREVIOUS

NEXT

Step 4 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

CSI Test Board - Kansas State University

Kansas State University - Constitution / Bylaws

**KANSAS STATE UNIVERSITY** | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (\*) are required.

### Independent Student Organizations - Step 5 of 7

Select a file to upload as your organization's constitution/bylaws.

\* Upload Constitution/Bylaws

Choose File no file selected

no file selected

PREVIOUS

NEXT

Privacy Support Release Notes

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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 [aldouglass@k-state.edu](mailto:aldouglass@k-state.edu).

## Step 6 – Select Categories

CSI Test Board - Kansas State University

Kansas State University - Organization Categories

**KANSAS STATE UNIVERSITY** | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (\*) are required.

### Independent Student Organizations - Step 6 of 7

Select the categories that your organization belongs in.

#### Available Categories

- Academic
- Academic Competition Team
- Community Service
- Fraternity / Sorority
- General University
- Honorary
- Multicultural
- Religious

#### Assigned Categories

PREVIOUS NEXT

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

CSI Test Board - Kansas State University

Kansas State University - Interests

**KANSAS STATE UNIVERSITY** | Center for Student Involvement | Action Center

CSI Test Board

Form Fields Marked with an asterisk (\*) are required.

### Independent Student Organizations - Step 7 of 7

Select interests that represent your organization.

#### Select Interests

- Academic
- Art
- Culture
- Faith & Religion
- General
- Ideology & Politics
- Media

#### Rank Interests

PREVIOUS

NEXT

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

CSI Test Board - Kansas State University

Kansas State University - Review Submission

[← BACK TO SUBMISSIONS](#)


### Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

**In Progress**

#### CSI Test Board

1. [Instructions](#) *(optional)*
2. [Organization Profile](#)
3. [Organization Profile Picture](#) *(optional)*
4. [Organization Roster](#)
5. [Departmental Student Org Registration Form 2019-2020](#)
  - [Page 1](#)
6. [Upload Constitution - Bylaws](#)
7. [Organization Categories](#) *(optional)*
8. [Organization Interests](#) *(optional)*



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.

## 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 [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](mailto:Studentinvolvement@k-state.edu)

(785) 532-6541

[www.k-state.edu/studentinvolvement](http://www.k-state.edu/studentinvolvement)

## How to Access Your Submissions

The screenshot shows a web browser window with the URL [k-state.campuslabs.com](http://k-state.campuslabs.com). The user is logged in as Sara Heiman. The account menu is open, showing options: Event History, Memberships, Experiences, Service Hours, Submissions (circled in red), Notifications, and Downloads. A red line connects the 'Submissions' link to a yellow callout box on the right. The background of the page shows the Kansas State University logo and navigation tabs: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS. Below the navigation is a search bar and a 'Memberships' section with cards for 'Center for Student Involvement', 'CSI Test Board', 'KAWSE Ambassadors', and 'Week of Welcome'. At the bottom right, there is a 'Sign Out' button.

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

The screenshot shows a web browser at [k-state.campuslabs.com](http://k-state.campuslabs.com). The page title is "My Submissions". The navigation menu includes HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. Below the navigation, there are tabs for FORMS, ELECTIONS, ORGANIZATION REGISTRATIONS (highlighted with a red circle), and EVENTS. A "Filter by Status" dropdown is set to "All". A search bar is present. Below the filter is a table of submissions:

Name	Status	Status Date	Date Completed	Action
CSI Test	Denied	7/30/2019 10:42 AM	7/30/2019 10:40 AM	<a href="#">View</a> <a href="#">Print</a>
CSI Test Board	Denied	7/30/2019 10:05 AM	7/30/2019 10:03 AM	<a href="#">View</a> <a href="#">Print</a>

Showing 1 - 2 of 2

Footer: [Privacy](#) [Support](#) [Release Notes](#) [Marketing Kit](#) © Campus Labs 2019

Select the "Organization Registrations" Tab to view any of your personal in-progress or submitted registrations forms.