REGISTERING AN ORGANIZATION

- Log in to OrgLINK: [https://shsu.collegiatelink.net/](https://shsu.collegiatelink.net/). Click the “log in” link in the top right hand corner. When logged into your SHSU account on-campus or via remote connect, you should be automatically redirected to the ORGLink home page (single sign-on). If you are not logged in to your SHSU account, you will need to log in manually and use your SHSU username and password.
- Go to your organization’s site. (Browse organizations)
- **If your organization must register, a Register button will display on your homepage during the appropriate time period.**
- Click “Register”.
- Follow the steps outlined by your campus, updating any information as needed.
- Click “Next” at the bottom of the page to continue to the next step.
- You will have the opportunity to review each step prior to submitting the completed registration.
- Click the link associated with each step to review and update the information.
- Click “Submit for Approval” when all information has been included.

**All registration submissions must be reviewed and approved by a campus administrator. You can view the status of your submissions and/or update any submissions still in “In Progress” status.**

VIEW/UPDATE SUBMISSIONS

- Log in to OrgLINK: [https://shsu.collegiatelink.net/](https://shsu.collegiatelink.net/).
- Go to the My Involvement tab at the top of the page.
- Click Submissions.
- Click the third tab to review Organization Registrations submissions.
- Locate the submission you’d like to view/update in the list.
- The current status is listed in the second column.
- Click “View” (magnifying glass) to the far right of the submission to review your submission and/or any comments a campus administrator made regarding your submission.
- You will be taken to the final review screen where you can return to any step to make the appropriate updates.
- Once all steps have been updated, click “Submit for Approval”.

REVIEW

These instructions shall be reviewed every three months. Staff questions/complaints (in regards to log-in and use) should be kept on file until review unless request can be met before that time. Review committee shall consist of the following people:

- Director of Leadership Initiatives
- Assistant Director of Student Activities

Any instructional changes shall be provided to Student Activities employees within three (3) days of review.