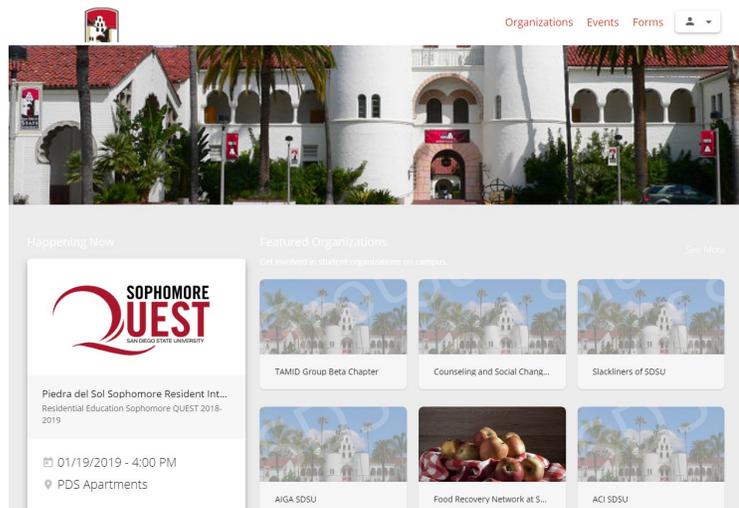# Presence Student Organization Guide

Presence Student Portal

➢ Visit *sdsu.presence.io* to access the Presence Student Portal. Anyone can access this part of the website without an account.

➢ On the "**Organizations**" tab, you will find all organization and department pages. This feature acts as a **virtual student organization exposition**. You can search for specific organizations, look up groups with key words, or browse by category**.**
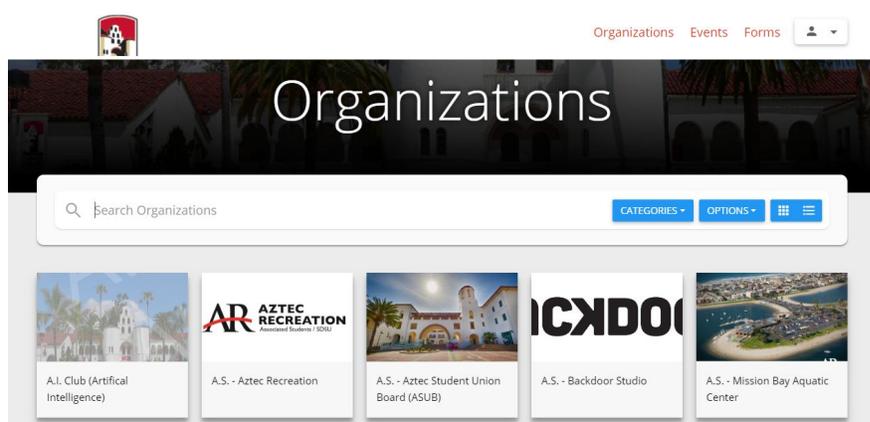
➢ On each Presence page, you are able to view an organization or department's **"Details"**, including their description, pictures, meeting time, meeting location, and upcoming events. Additionally, people can contact your organization directly with the **"Contact"** button. Members of your organization can also select the **"Join"** button to become a part of the group in order to receive

notifications and access to features specific to your page.

➤ On the **"Events"** tab, you can find all events that have been added to Presence.
You can search or view events within a specific date range or sort your search
by **Category**, **Organization** or **Tags.** These events also populate on the **CL@S
app.**
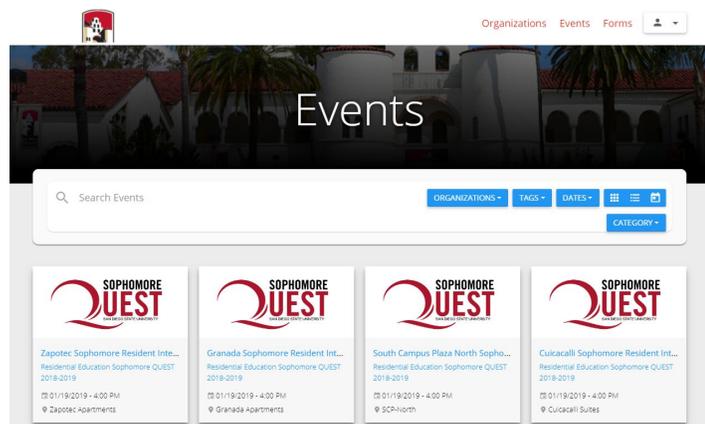
➢ On the **"Forms"** tab, you can find various campus forms that your organization may be directed to fill out. An example of a campus form that can be found here is the application for a space at the annual Student Involvement Expo.
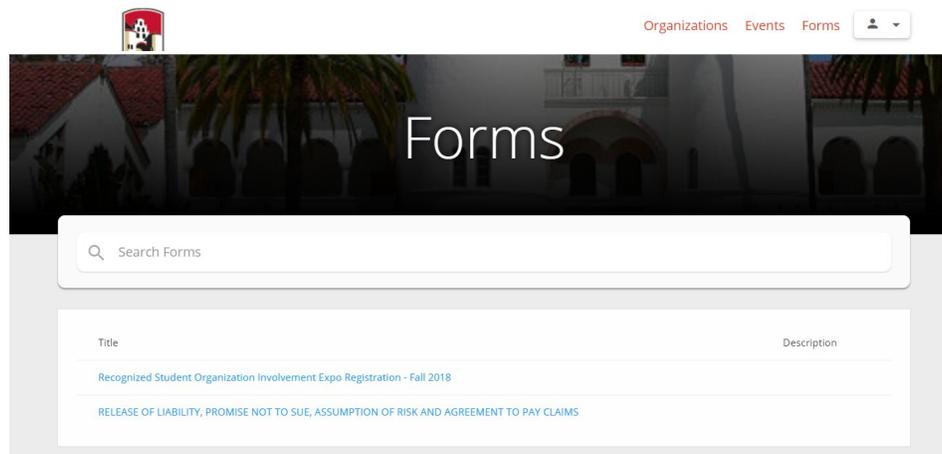

Student Organization Page Login

➢ Once an organization is **Recognized** or **Recognized with Conditions**, they are able to access their Presence page. Each organization will have **one** administrator account. This account will allow the organization to update their page and create both "open" and "hidden" events.

➢ To log-in to an admin account, select the [icon] icon in the top right corner of the Presence Student Portal. Once clicked, it will drop down a menu with a **"Login"** option.

➢ When logging into the admin Presence account, be sure to use the **generic email** associated with your organization (ex. SdsuStudentOrg@gmail.com). We ask that a generic email is used because officers continuously change over the years and each organization can only have one admin email log-in.

○ If your organization already has login credentials, they will stay the same year to year.
○ If you forgot the password associated with the general email, select **"Forgot Password?"** to reset.
○ If your organization does not have login credentials, contact SLL at sll@sdsu.edu or the appropriate Student Life Advisor.
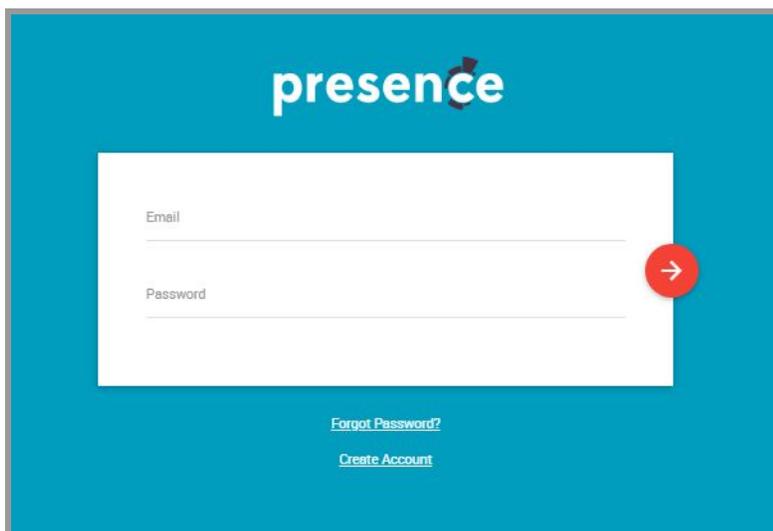

➢ Once you are logged in, you will be able to access the **Admin Dashboard** from the main page.
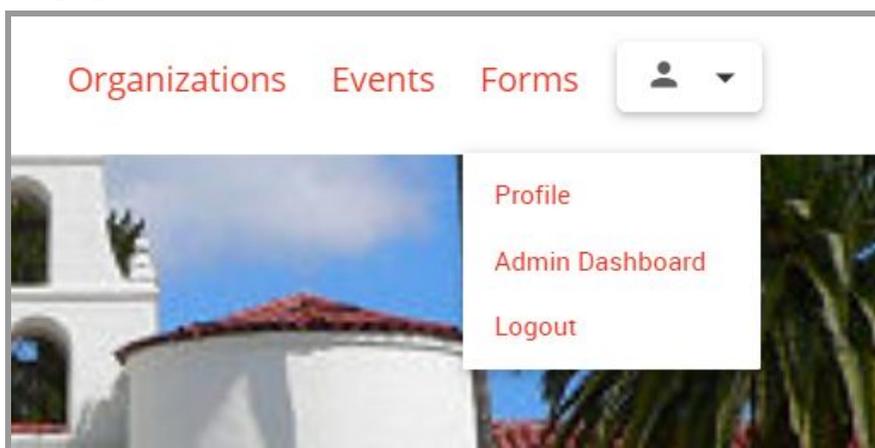

➢ From the Admin Dashboard, your organization will be able to **create events**, **upload rosters, utilize forms**, **assess previous events** and **manage account info** with the tabs on the left side of the page. The **"Dashboard"** tab will load the main page of the Admin Dashboard, where you can see upcoming events, forms, and members at a glance. The **"Manage"** tab is where you can edit the organization's page, events, forms, and people. New events, forms, and

members can be added by clicking the "+" symbol next to the desired option in manage. The **"Track"** tab can be used to upload polls and surveys for members to answer when they check in to an event.
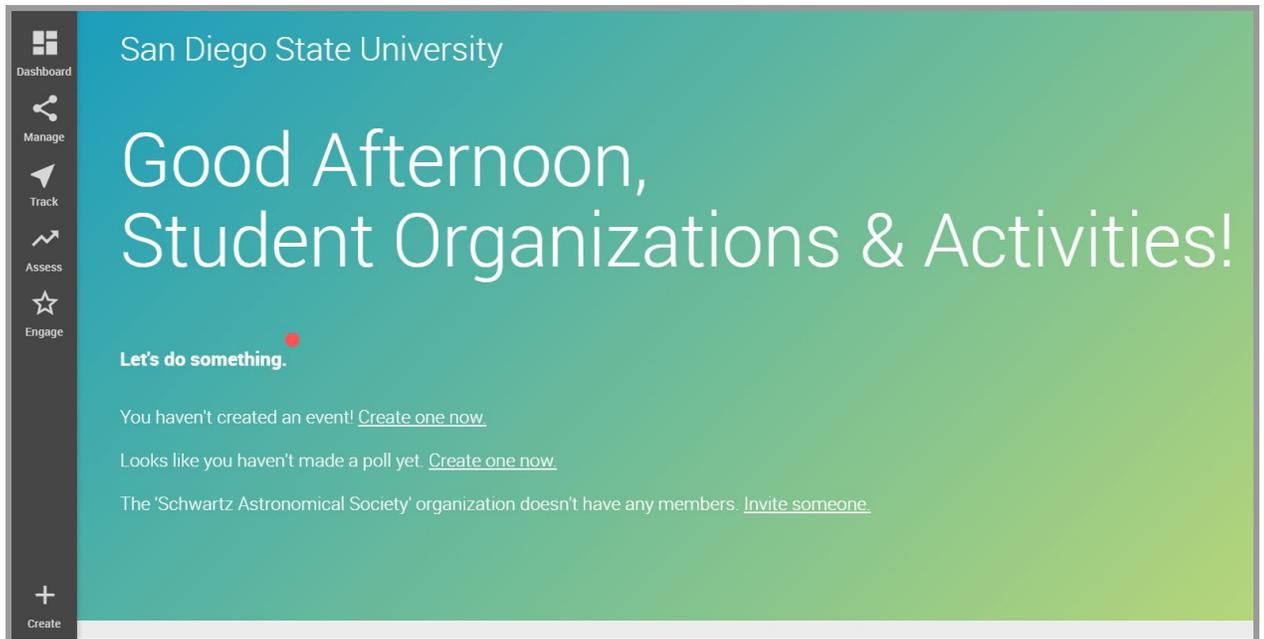
➢ In order to edit your organization's page, select **"Manage**>**Organizations"** and select your organization. Then click on the **pencil icon** in the top right corner to edit any information. You are also able to add a **roster, documents, and forms** for your organization members to access. You can invite members to join the Presence page or have members search and join the organization form the Presence Student Portal.
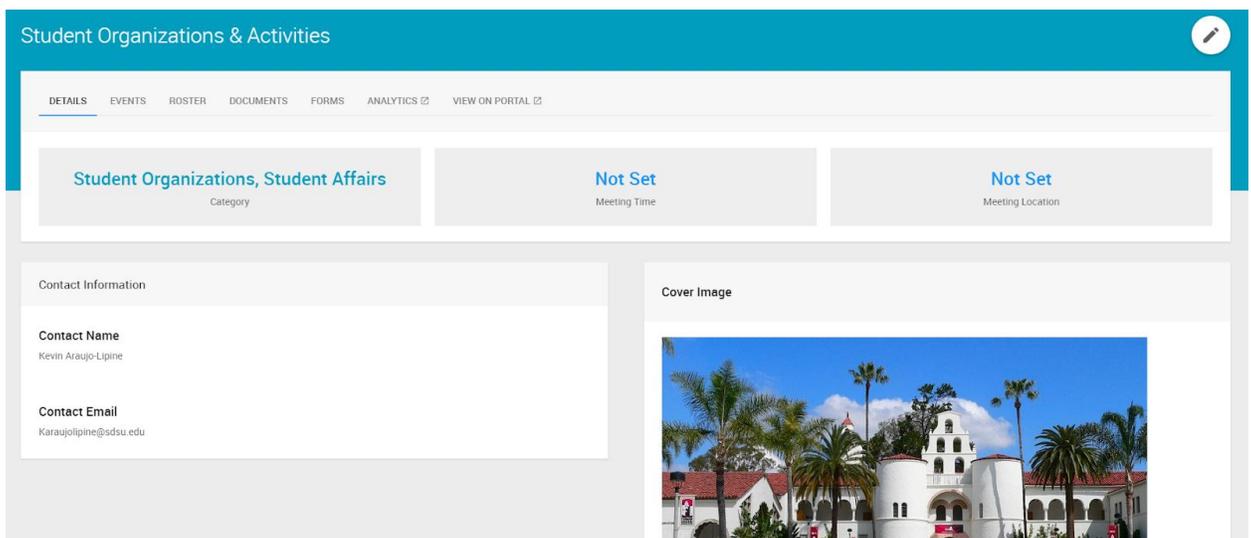
CheckPoint Application

➢ In order to check students into your events, you will need to **download** the **CheckPoint app** on your phone or smart device.

➢ Once you have the app downloaded, you can login and begin checking students into your event either by using your student organization admin credentials or with the **event four digit pin**.

Checkpoint

ADMIN LOGIN

email

password

PIN LOGIN

checkpoint

PIN LOGIN

ADMIN LOGIN

➢ When you create an event in Presence, it will first be sent to SLL for **approval**. Once approved, the event will be **automatically assigned** a four digit pin to be used in the CheckPoint app.

  ○ *Please note, graduate students and international students cannot yet be signed in using CheckPoint.*

Spring Kick-Off Event
02/12/2019 04:00 pm - 06:00 pm

DETAILS   ATTENDEES   FORMS   VIEW ON PORTAL ⬈

Templo Mayor	**4E83**
Location	PIN

If you have any questions about using the Presence platform, please contact us at sll@sdsu.edu or 619-594-5221.