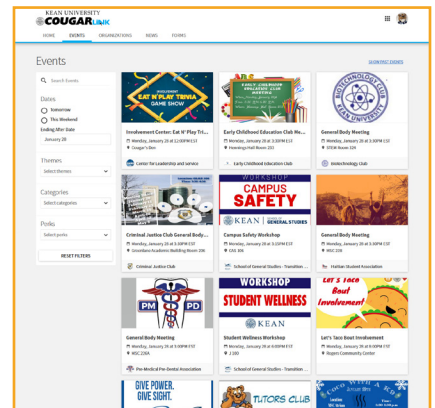
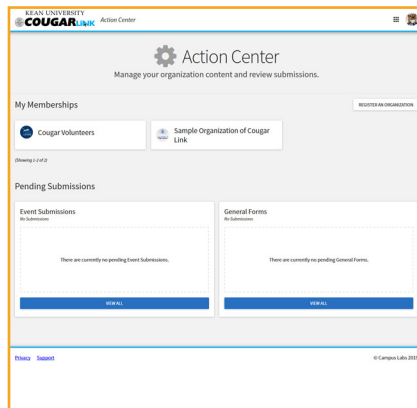
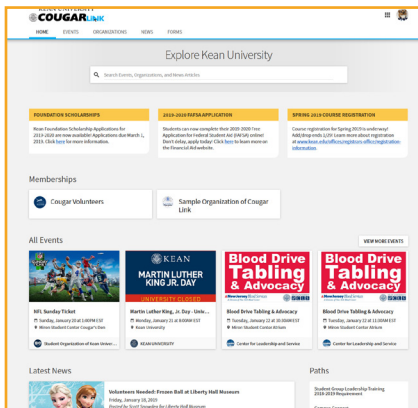
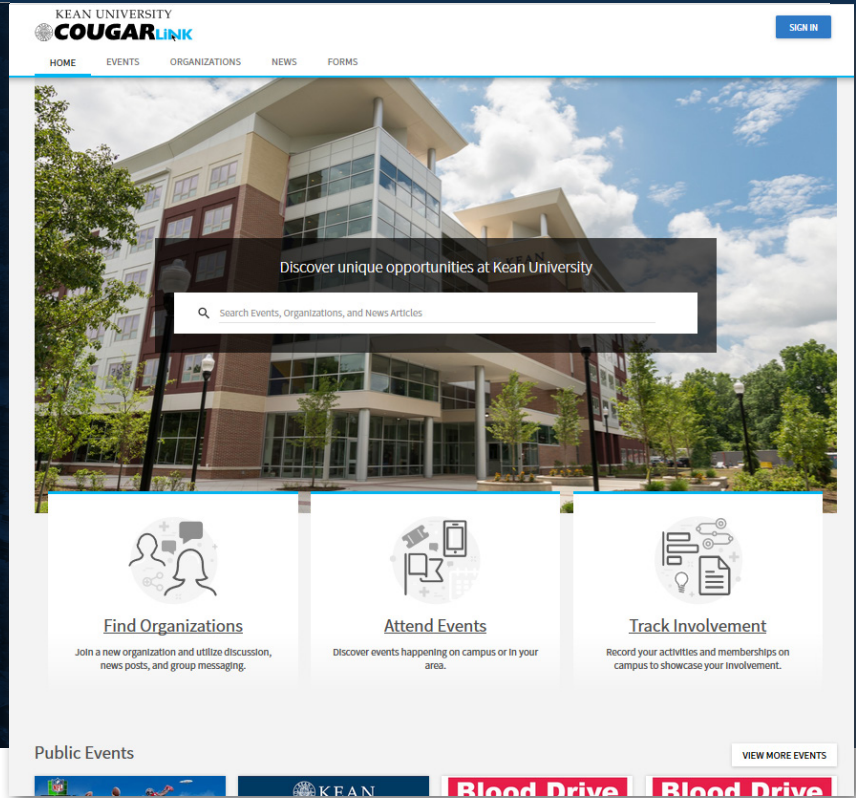




# KEAN

## Cougar Link User Guide

### Getting Started



# Cougar Link User Guide

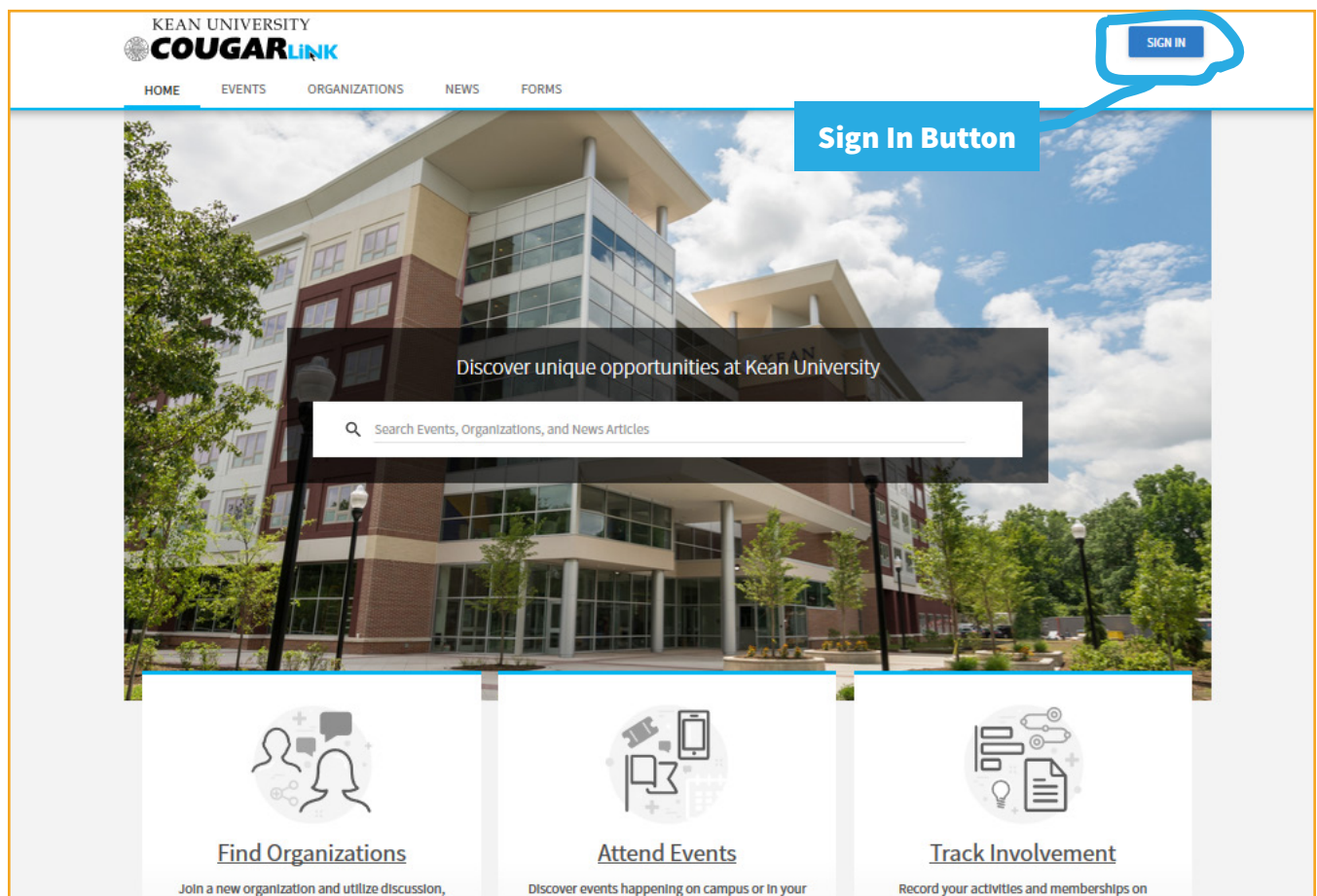
## Access Cougar Link

Cougar Link can be accessed by going directly to <http://kean.campuslabs.com/engage>.

Cougar Link can also be accessed through the **Kean University website**, [www.kean.edu](http://www.kean.edu), by clicking on the “**Quick Links**” menu on the top right. Cougar Link is the second link from the top within the “Quick Links” menu of the Kean website.

## Logging In

Within the Cougar Link homepage, if you are not logged in already, you will see a blue “**Sign In**” button on the top right of the Cougar Link page. To login to Cougar Link, use your Kean Google username (without the “@kean.edu”) and password. *Please note that your Cougar Link username and password is connected to your Kean Google email username and password. If you change your Kean email password, this will change your password to login to Cougar Link.*



# Cougar Link Homepage

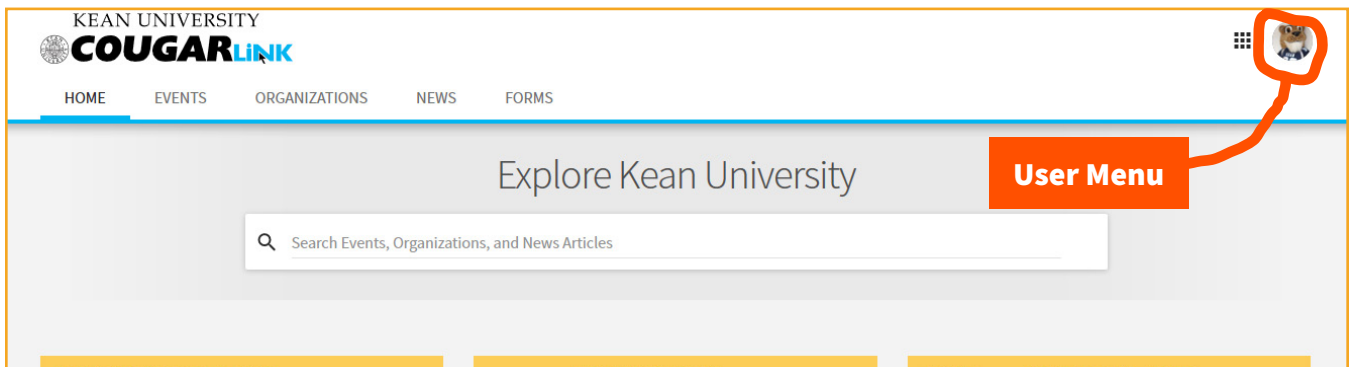
Once you are logged in, the Cougar Link homepage changes to reflect your involvement and provides you with content that is specific to you, in addition to content that is available to everyone within the Kean University community.

The screenshot shows the Cougar Link homepage with the following sections highlighted:

- Top Navigation Menu:** HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS
- Dynamic Search Bar:** Search Events, Organizations, and News Articles
- System Alerts / Notices:** FOUNDATION SCHOLARSHIPS, 2019-2020 FAFSA APPLICATION, SPRING 2019 COURSE REGISTRATION
- Your Active Organization / Department Memberships:** Cougar Volunteers, Sample Organization of Cougar Link
- Upcoming Events That You Have Been Invited To Or RSVPed To:** Up Next For You (Spring 2019 Student Organization...)
- Upcoming Organization / Department Events:** All Events (NFL Sunday Ticket, Martin Luther King Jr. Day, Blood Drive Tabling & Advocacy)
- Co-Curricular Paths:** Paths (Student Group Leadership Training 2018-2019 Requirement, Campus Connect)
- Organization / Department News Posts:** Latest News (Volunteers Needed: Frozen Ball at Liberty Hall Museum, Hours for the Miron Student Center: Martin Luther King Day 1/21/19, National Council of Negro Women, Inc Membership)
- Useful Kean Web Links:** Campus Links (Kean University, Vice President for Student Affairs, Center for Leadership and Service, Co-Curricular Transcript Program, KeanWISE, KeanGOOGLE Email, Campus Events - Room Reservations, Student Group Event Planning Process, Cougar Link User Overview, User Support and Contact Information)
- System Support Link:** Support

## User Menu

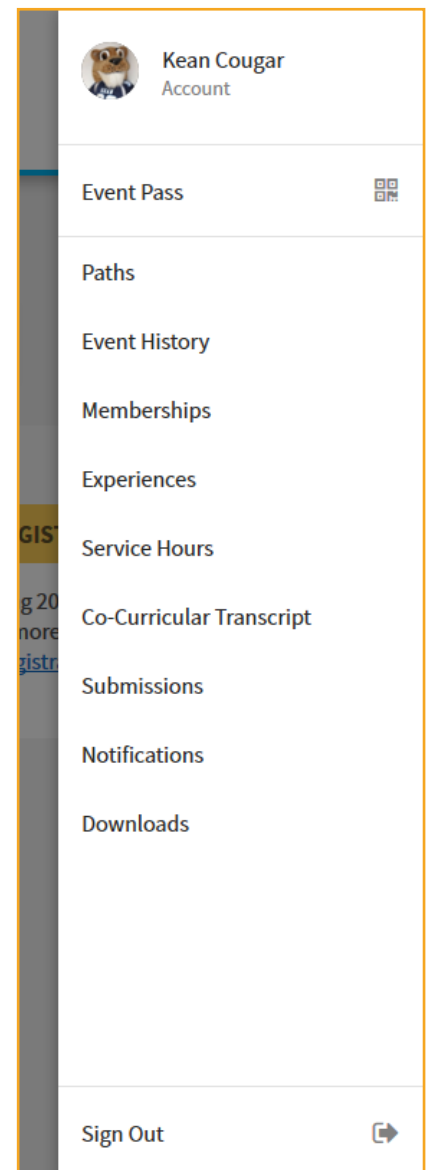
By clicking on the circle on the top right of the page, you can bring up the User Menu. This circle will either be a thumbnail of your Cougar Link profile picture or your name initial.



## User Menu Options

The user menu will appear from the right of the screen. The items within the user menu will allow you to access your personal settings and view your personal involvement or interactions (forms, events or membership submissions) within Cougar Link.

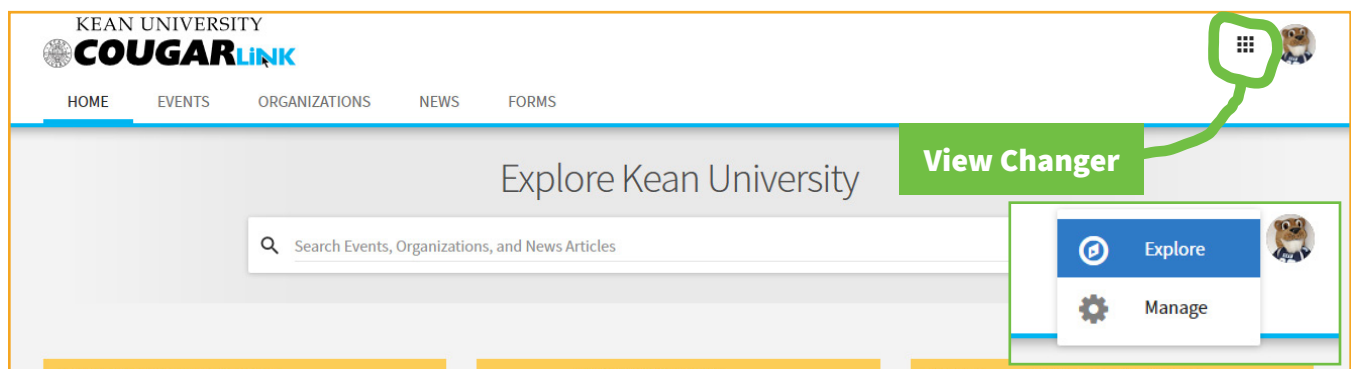
- ▶ **Account** - Allows users to access and modify their account settings. The account page has five tabs:
  - ▶ **Profile** - By default users are taken to the Profile tab. Within the Profile tab, a user can upload a profile image, enter their preferred name, enter a preferred email address, enable text message notifications and include a cell phone number, and connect their social media accounts to Cougar Link.
  - ▶ **Contact Information** - On the Contact Information tab, a user can edit their home, campus or abroad mailing addresses and phone numbers.
  - ▶ **Privacy Settings** - Within the Privacy Settings page, a user can edit which information is available to other users and who can see their membership within an organization.
  - ▶ **Notifications** - The Notifications tab allows users to customize all of the notifications that they may receive from Cougar Link. These notifications can be set for form submissions, event submissions, organization messaging, system-wide messages and organization discussion walls.
  - ▶ **Interests** - The Interests tab allows users to identify their personal interests. This information is then used by Cougar Link to make recommendations for organizations and events.
- ▶ **Event Pass** - Allows users to access their Cougar Link Event Pass. Their Event Pass can be used to mark attendance for an event. Event Passes can be saved to a mobile phone wallet or printed if needed. To learn more about a Cougar Link Event Pass, please visit [www.kean.edu/eventpass](http://www.kean.edu/eventpass)



- ▶ **Paths** - Allows users to view their progress in their co-curricular paths and self-complete any available path items.
- ▶ **Event History** - Allows users to view past events they have attended, mark themselves as an attendee at select events, and leave reflections on their event attendance.
- ▶ **Memberships** - Allows users to view their current and past memberships, leave reflections on memberships, and submit past membership requests.
- ▶ **Experiences** - Allows users to submit new experience requests and check the progress of experience submissions. Experiences are used with certain portions of the Co-Curricular Transcript.
- ▶ **Service Hours** - Allows users to view a summary of the service hours they have completed and submit new service hours tied to an organization. To learn more about the criteria for eligible service hours, please visit [www.kean.edu/offices/center-leadership-and-service/community-and-volunteer-services/service-hours](http://www.kean.edu/offices/center-leadership-and-service/community-and-volunteer-services/service-hours).
- ▶ **Co-Curricular Transcript** - Allows users to view, customize, and save their unofficial Co-Curricular Transcript. To learn more about the Co-Curricular Transcript program, please visit [www.kean.edu/offices/center-leadership-and-service/co-curricular-transcripts](http://www.kean.edu/offices/center-leadership-and-service/co-curricular-transcripts).
- ▶ **Submissions** - Allows users to finish incomplete submissions and check the status of event, form, and registration submissions. If a submission has been denied, this is where a user can go to access the denied form to make changes and resubmit for approval.
- ▶ **Notifications** - Allows users to view their in-system notifications from Cougar Link.
- ▶ **Downloads** - Allows users to access any downloads they may have requested within Cougar Link (event attendance lists, membership rosters, reports, etc...).
- ▶ **Sign Out** - Allows users to fully sign out of Cougar Link.

## View Changer

By clicking on the nine small squares on the top right of the Cougar Link page, a user can switch between Cougar Link views. The views are “**Explore**” and “**Manage**”. The Explore view is the public view of Cougar Link and allows users to navigate the public or member view of Cougar Link organizations, news and events. The Manage view brings the user to the “**Action Center**”. The Action Center is where users can manage the organizations that they are a part of and review event and form submissions that may need their attention.



## Action Center

The Cougar Link Action Center is your central hub for managing all of your personal to-dos in Cougar Link. Whether you need to approve a form submission, re-apply for Student Group Recognition for your student group, or create content on behalf of your organization/department, the Action Center is where you want to go. *Please note, the Student Group Recognition Button is only available during student group recognition periods. To learn more about Student Group Recognition at Kean University, please visit [www.kean.edu/offices/center-leadership-and-service-2/recognition-overview](http://www.kean.edu/offices/center-leadership-and-service-2/recognition-overview).*

The screenshot shows the Cougar Link Action Center interface. At the top left is the Kean University logo and 'COUGAR LINK Action Center'. At the top right is a user profile icon. The main header features a gear icon and the text 'Action Center Manage your organization content and review submissions.' Below this are three main sections: 'Your Memberships' (pink callout), 'Student Group Recognition Button' (purple callout), and 'Events Pending Your Review' (blue callout). The 'Your Memberships' section shows 'My Memberships' with two cards: 'Cougar Volunteers' and 'Sample Organization of Cougar Link'. The 'Student Group Recognition Button' section has a 'REGISTER AN ORGANIZATION' button. The 'Events Pending Your Review' section shows 'Pending Submissions' with a card for 'Event Submissions' (No Submissions) and a 'VIEW ALL' button. The 'Forms Pending Your Review' section shows 'General Forms' (No Submissions) and a 'VIEW ALL' button. The footer contains 'Privacy Support' and '© Campus Labs 2019'.

## Organization Pages

Cougar Link provides an online presence and communication tool for all of Kean University's recognized student groups and organizations. Cougar Link is also available for faculty, staff and administrators to use to promote department and office events and news, and communicate with students.

Organizations in Cougar Link can be found by going to the Organizations page using the top navigation menu. Each organization has the same layout, but sections of the organization page are only available if the organization is utilizing the feature for that section.

Org / Dept Name

Org / Dept Description and/or Mission

Org / Dept Contact Information

Org Advisor Information

Org / Dept Online Forms

Org / Dept Upcoming Events

Org Executive Board / Dept Staff

Org / Dept News and Announcements

Org / Dept Document Files

Org / Dept Discussion Wall

Manage Organization Button

Contact Button

Org / Dept Photo Galleries

The screenshot shows the Cougar Link website for a "Sample Organization of Cougar Link". The page is divided into several sections, each highlighted with a colored callout box:

- Header:** Kean University COUGAR LINK. Navigation: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS.
- Organization Name:** Sample Organization of Cougar Link. Member Since July 2017.
- Description:** The organization was created in January 2009 when Kean University first launched Cougar Link. The organization is used as a sample to other student organizations and clubs who wish to take full advantage of the Cougar Link system. Benefits of fully utilizing Cougar Link include:
  - being able to communicate your members without having their contact information
  - creating and promoting events for the entire Kean University community to see and attend
  - submission of online forms to the Center for Leadership and Service (who wants to use paper forms these days??)
  - tracking of your members and allowing them to receive Co-Curricular Transcript (CCT) credit for being a part of your organization
  - tracking of your organization's community service hours
  - an online presence that is easy to use and maintain (who wants to rely on a webmaster or pay hundreds of dollars for a website??)
  - connecting to existing Facebook and Twitter pages
  - posting news articles about your organization to spread the word to the entire campus community
- Contact Information:** 1000 Morris Avenue, Miron Student Center room 219, Union, NJ 07083, USA. Email: cougarlink@kean.edu. Phone: (908) 737-5170. Fax: (908) 737-5175.
- Additional Information:**
  - ADVISOR INFORMATION:**
    - Advisor's Name: Nicole Rodriguez
    - Advisor's Office/Department/School: Community Standards and Student Conduct
- Forms:** Peer Educator Application 2018, Request for Presentations.
- All Events:** NFL Sunday Ticket, Cougar Kick Off: Making Money M..., Kean Ocean Campus Life Informat..., Family Feud.
- Officers:**
  - PRESIDENT: Kean Cougar
  - PRESIDENT: Dominick Crouchelli
  - SECRETARY: Brianna Crawford
  - DIRECTOR OF PUBLIC RELATIONS: Adalina Iscoa
- News:**
  - Another Great News Article! Saturday, April 2, 2016. Posted by Scott Snowden for Sample Organization of Cougar Link. This is another great news article for our organization.
  - Great News Article! Saturday, April 2, 2016. Posted by Scott Snowden for Sample Organization of Cougar Link. We have some great news to share with the campus!
- Documents:** Student Group Toolkit, Sample Organization Constitution.
- Discussion:** Kean Cougar. Write a message. CANCEL POST.

## Organization Page Management

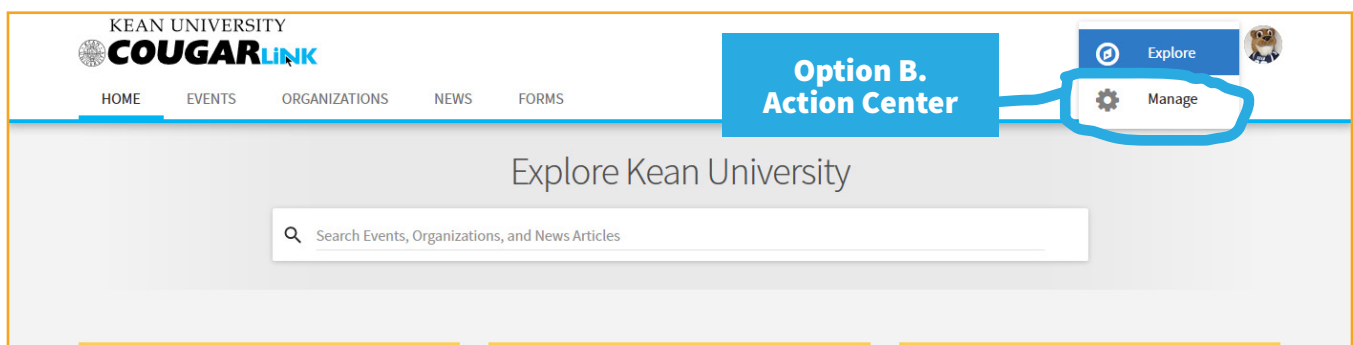
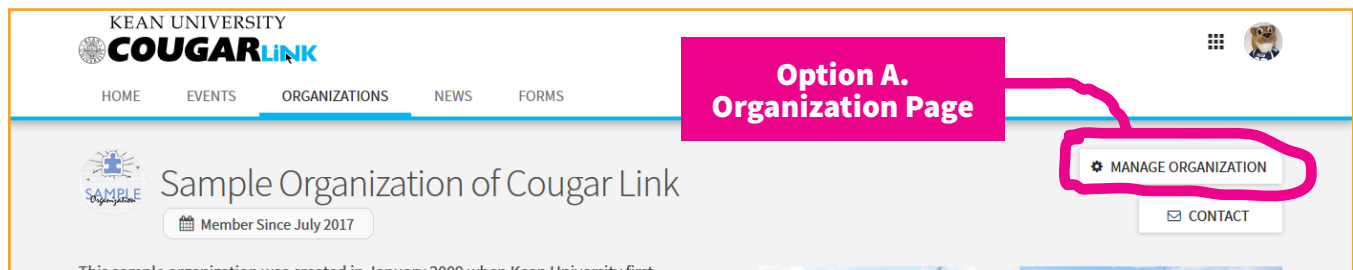
Users who are members of an organization and hold a position within that organization have the ability to manage their organization.

The management access for each position varies. Generally speaking, Presidents, Secretaries and Primary Contacts have full management access to their organization. Vice Presidents, Treasurers, Public Relations Directors and other members of the organization's executive board have almost full management access to their organization, but typically lack the access to manage an organization's roster or manage an organization's service hours.

Most full-time employee positions within a department or office Cougar Link page have full management access to their page. User position access is fully customizable and can be set based upon the needs of each individual department or office.

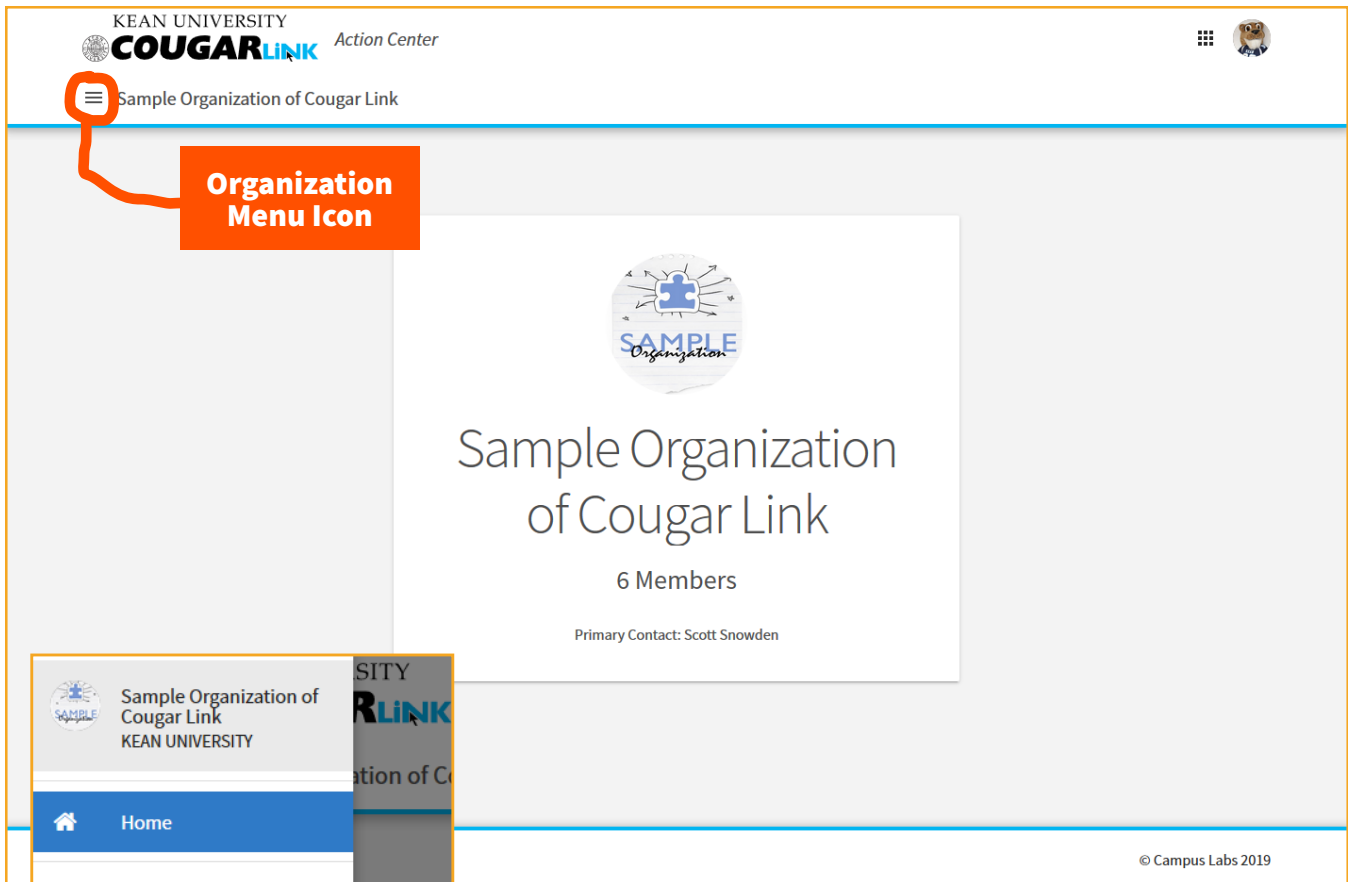
All edits to a Cougar Link organization page or submissions on behalf of a Cougar Link page, must be done through the organization's "Action Center". The "Action Center" for your organization page in Cougar Link, can be accessed two ways:

- A. Sign into Cougar Link and navigate to your organization's page. Once on your organization's page, select the "Manage Organization" button.
- B. Sign into Cougar Link and change views from Explore to Manage to enter the Cougar Link Action Center. Once in the Action Center, select your organization from within the "My Memberships" section.



Upon completing the steps to enter the organization "Action Center", the user will be taken to the organization "Action Center" landing page. To access the organization menu, the user must select the menu icon on the top left of the page. The menu icon is immediately to the left of the organizations name and looks like three small lines on top of each other. Selecting this icon will bring out the organization menu from the left side of the page.





**Organization Menu Icon**

# Sample Organization of Cougar Link

6 Members

Primary Contact: Scott Snowden

- Sample Organization of Cougar Link  
KEAN UNIVERSITY
- Home
- Organization Tools
  - Roster
  - About
  - Events
  - News
  - Gallery
  - Documents
  - Forms
  - Finance
  - Service Hours
- Action Center Home

The organization menu will allow you to access the various management pages within the organization. The features available vary depending on the organization type.

### Home

The Home button allows the user to return to the organization Action Center landing page.

### Roster

Roster allows the user to manage the organization’s membership roster, positions and messaging. By going into the Manage Roster page, the user will be able to adjust user positions, create or edit positions within the organization, remove inactive members, invite new members to join and send out message to the organization’s membership.

### About

In the About tool, users can update some of their organization’s basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links. The organization’s advisor and executive board member information is also editable from within the About page.

## Events

The Events tool allows users to create and manage their organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.

## News

The News tool helps users share what their organization is doing with the community. Users can create, edit, and delete News posts from this area.

## Gallery

The Photo Gallery helps users create a more visually appealing organization homepage. Photos are a great way to show off the exciting things their organization has done! Gallery photos will be showcased at the top of their organization's public-facing page.

## Documents

The Documents tool allows users to create a shared storage space for important organizational files. Users can share these files publicly or only with certain members or Position holders within their organization. Student government funded groups are required to upload their meeting meetings within the Documents section of their organization. All recognized student groups are also required to have their organization's constitution or charter available for viewing within the Documents section of their organization page

## Forms

The Forms tool allows users to easily create online forms. The forms can be for just organization members or anyone within Kean University.

## Elections

The Elections tool allows users to create elections for their organization.

Any organization wishing to hold an online election through Cougar Link should contact the Involvement Center at [groups@kean.edu](mailto:groups@kean.edu).

## Finance

For organizations that are using the Finance module within Cougar Link to track organization funds, users are able to submit financial requests for their organization through the Finance module.

## Service Hours

Service hours completed on behalf of an organization can be added or reviewed through the Manage Service Hours page. When reviewing an approving service hours, users should be mindful of the service hour eligibility requirements. To learn more about the criteria for eligible service hours, please visit [www.kean.edu/offices/center-leadership-and-service/community-and-volunteer-services/service-hours](http://www.kean.edu/offices/center-leadership-and-service/community-and-volunteer-services/service-hours).

# For More Information

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## **Involvement Center**

Miron Student Center, Room 303

(908) 737-5270

groups@kean.edu

## **Hours of Operation**

Monday, through Thursday: 10 a.m. to 10 p.m.

Friday: 10 a.m. to 6 p.m.

## **Center for Leadership and Service**

Miron Student Center, Room 219

(908) 737-5170

cls@kean.edu

## **Hours of Operation**

Monday, Wednesday, Thursday: 9 a.m. to 6 p.m.

Tuesday: 9 a.m. to 7 p.m.

Friday: 9 a.m. to 5 p.m.

## **Cougar Link Support**

cougarlink@kean.edu

[www.kean.edu/offices/center-leadership-and-service/cougar-link-overview](http://www.kean.edu/offices/center-leadership-and-service/cougar-link-overview)

