Introduction Training Manual

Office of Student Engagement
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Organization Registration

Each year all student organizations must complete Annual Student Organization Registration, a two-part process which includes completing CampusLINK registration and attending a Student Organization Orientation. The Registration period runs from April 1 through September 30 annually. Notifications of the registration period opening are made through CampusLINK messaging to those members listed as President, Vice President, and/or Faculty/Staff Advisor within the system. Additionally, notification will be posted on the CampusLINK homepage and on the Office of Student Engagement website. It is the responsibility of the organization to keep their records up-to-date in order to ensure the email notifications are sent to the appropriate person. To complete the electronic portion of Annual Student Organization Registration, please follow the steps below.

Register Organization from Directory Page

1. Log in to CampusLINK through my.missouristate.edu.
2. Search for the organization utilizing the Organization Directory in the “Organizations” tab
3. Click the “Register this Organization” button listed below your organization description.
4. Follow the steps listed and click “Submit”.

**A notification will be sent in response to your submission for registration when it is either approved or denied. It is imperative that you review this notification to ensure the submission is complete.**

Register Organization from Organization Page

1. Log in to CampusLINK through my.missouristate.edu.
2. Search for the Organization utilizing the Organization Directory in the “Organizations” tab
3. Click the organization name.
4. Click the “Register” button at the top of the page.
5. Follow the steps listed and click “Submit.”