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
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 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**.

➢ 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.

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