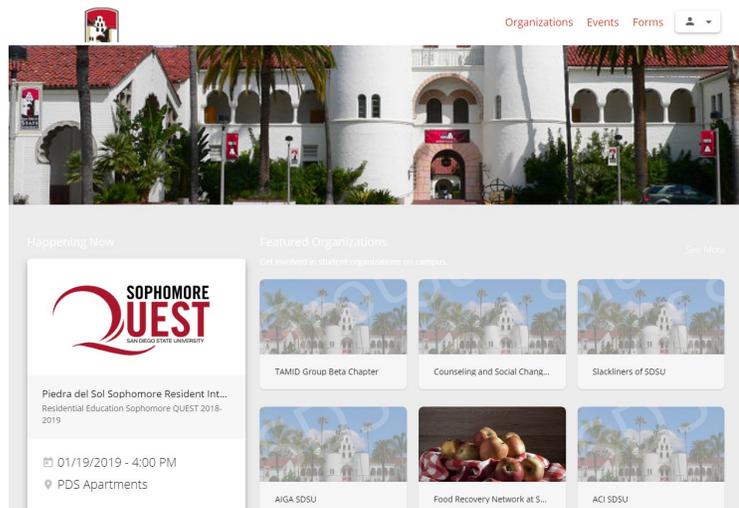


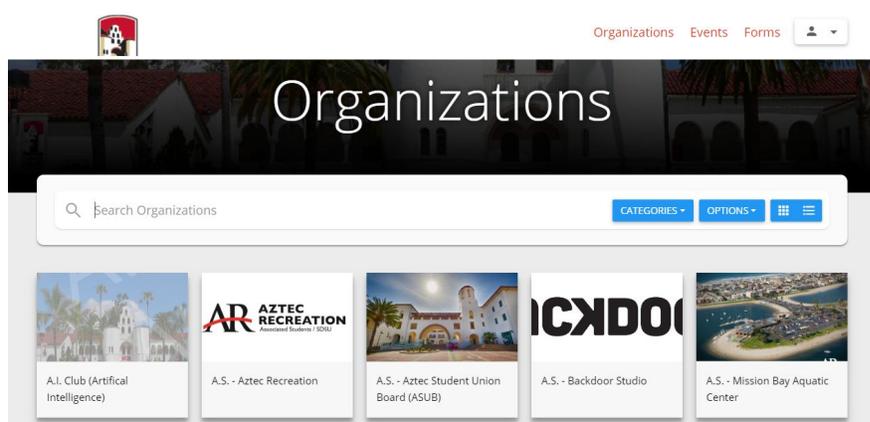
Presence Student Organization Guide

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.

Organizations Events Forms

Well-being & Health Promotion Department

Student Affairs • 1 Members

Helping create a healthier campus student success

Details Contact Join

About

Well-being & Health Promotion is your on-campus resource for health and well-being information, offering professional and peer-led information sessions including, but not limited to, gynecological health, birth control, healthcare coverage, alcohol and other drugs, and nutrition. In addition, our team will come to you with presentations for your student organization or class.

We are staffed with Health Educators, a Community Resource Specialist, and Subject Experts who offer individual health education on topics such as nutrition, sexual health, STIs, insurance, Medi-cal/Denti-cal, medication assistance, and alcohol & other drugs.

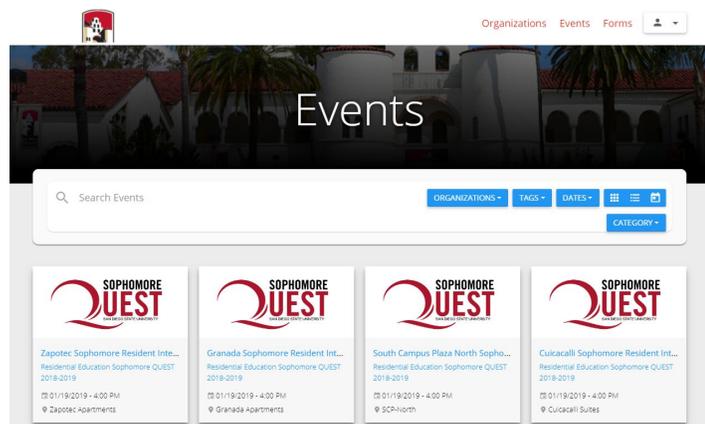
Meeting Time
M-F 8:30AM - 12:00PM, 1:00PM - 4:30PM

Meeting Location
Calpulli Center - 3rd floor - Suite 3201

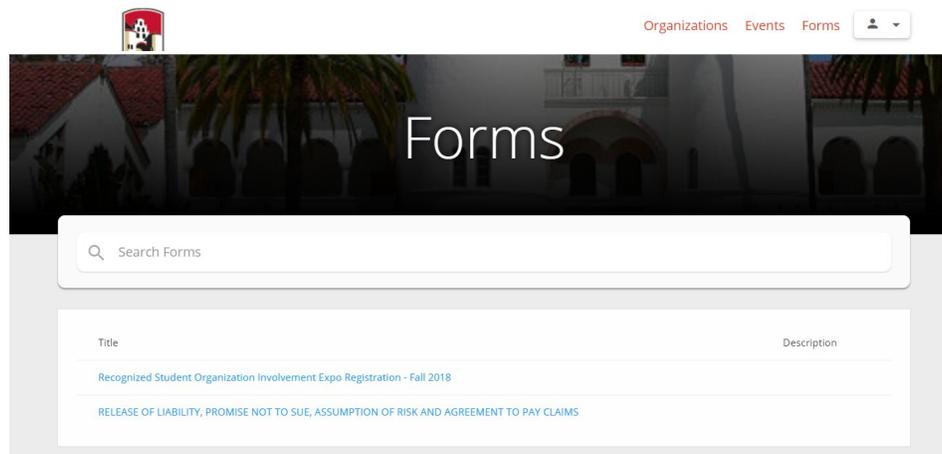
Events:

- Every Kiss Begins with Consent**
02/14/2019 - 11:00 AM
North Library Walkway
- CalFresh Day**
02/27/2019 - 9:00 AM
Calpulli Center 4th Floor
- National Eating Disorder Awareness Week/Day**
02/28/2019 - 10:00 AM
North Library Walkway
- Safe Spring Break**
03/21/2019 - 11:00 AM
Campanile Walkway
- SDSU Annual Health Expo**
04/09/2019 - 10:00 AM
North Library Walkway

- 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**.



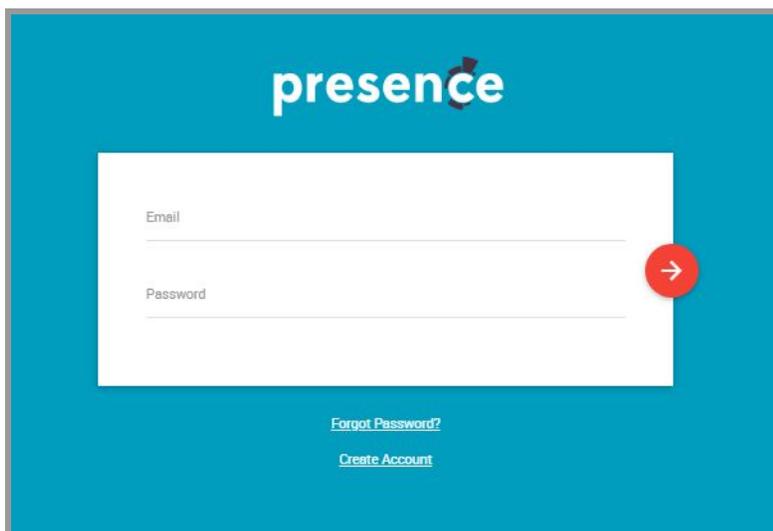
- On the “**Forms**” tab, you can find various campus forms that your organization may be directed to fill out. An example of a campus form that can be found here is the application for a space at the annual Student Involvement Expo.



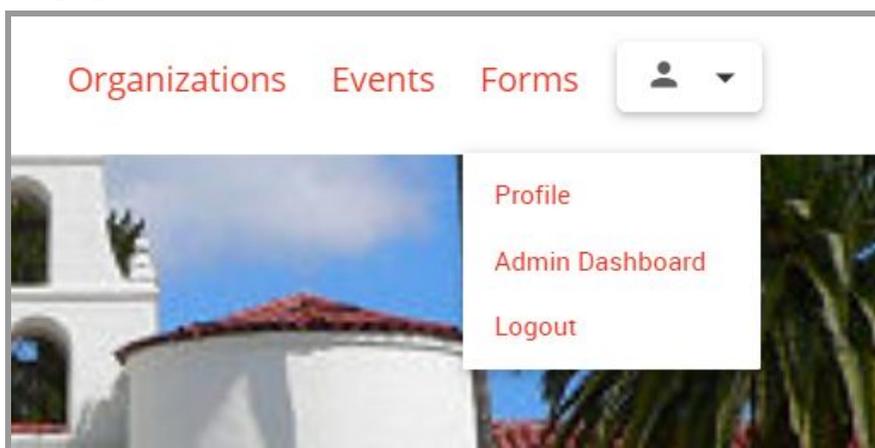
Student Organization Page Login

- 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.

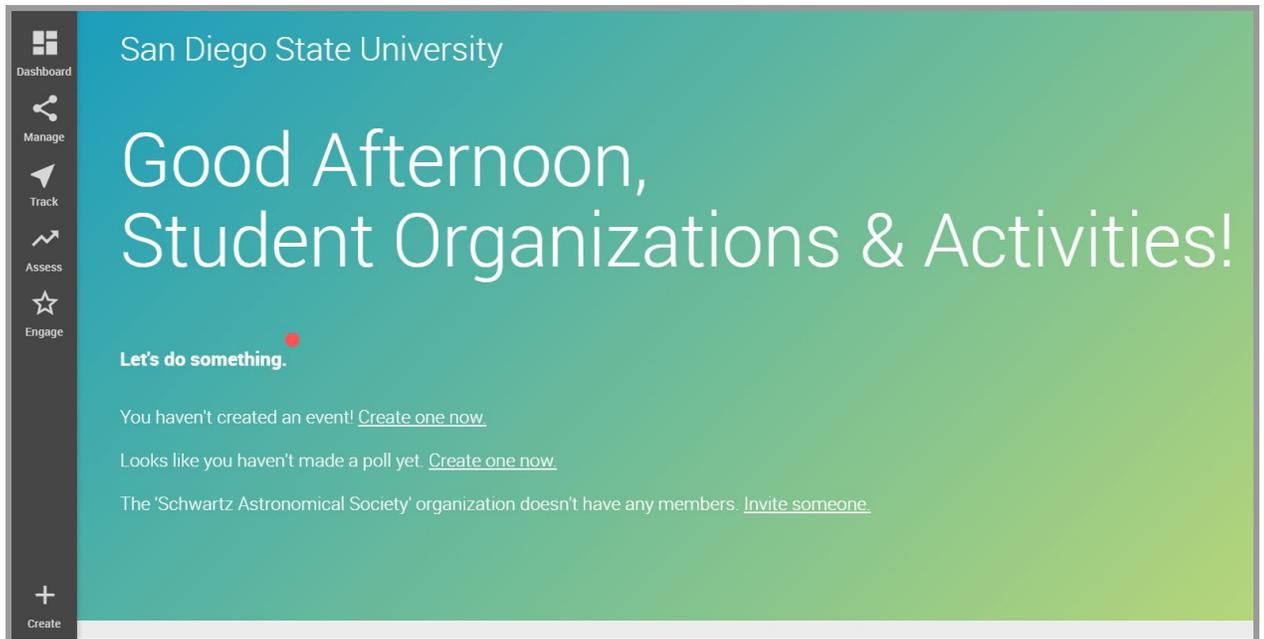


- Once you are logged in, you will be able to access the **Admin Dashboard** from the main page.

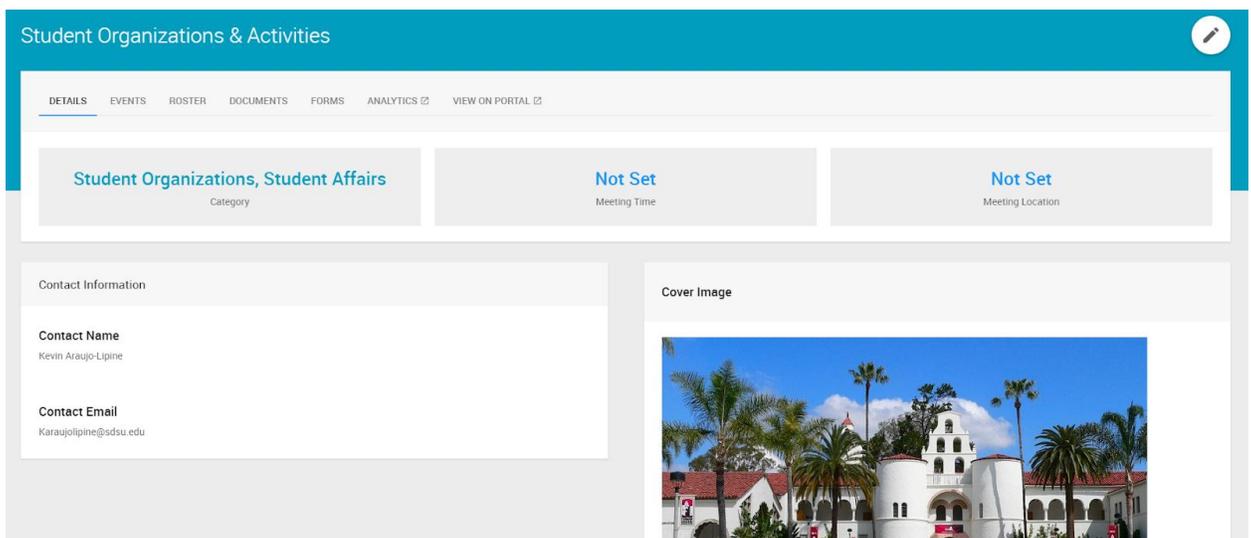


- From the Admin Dashboard, your organization will be able to **create events, upload rosters, utilize forms, assess previous events** and **manage account info** with the tabs on the left side of the page. The **“Dashboard”** tab will load the main page of the Admin Dashboard, where you can see upcoming 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**.

A screenshot of the CheckPoint app's Admin Login screen. The background is light gray. At the top, the 'checkpoint' logo is in blue. Below it, the text 'ADMIN LOGIN' is centered. There are two white input fields: the first is labeled 'email' and the second is labeled 'password'. At the bottom right, there is a blue button with the text 'PIN LOGIN'.A screenshot of the CheckPoint app's PIN Login screen. The background is a solid blue color. At the top, the 'checkpoint' logo is in white. Below it, the text 'PIN LOGIN' is centered in white. There are four white square boxes arranged horizontally, each containing a vertical line, representing a four-digit PIN input. At the bottom left, there is a white button with the text '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.*

A screenshot of the Presence platform's event details page. The header is blue with the text 'Spring Kick-Off Event' and '02/12/2019 04:00 pm - 06:00 pm'. Below the header is a navigation bar with tabs: 'DETAILS' (selected), 'ATTENDEES', 'FORMS', and 'VIEW ON PORTAL'. The main content area shows two gray boxes: the first contains 'Templo Mayor' with 'Location' below it, and the second contains '4E83' with 'PIN' below it.

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