

TigerLink Documents Guide

You can upload documents to share with members of your organization.

To begin, visit your student organizations main page. There will be a row of tabs, click the “ Documents” tab in the middle of your student organization page:

1. Depending on your organization, the page that you will see will either have some documents that have already been uploaded or no documents at all. To upload a document, click the Add File button.



ADD FILE

2. The first thing that it requires you to do is to select the file you wish to upload by clicking the Upload button and choosing your file.



UPLOAD

3. The next thing you have to do is put in the Document Title and Description. This is what will show up as the name of your document and what will show up in the list of your organization’s documents.
4. Underneath the Description text box, there is a dropdown menu with different options for the Document Type. If you are uploading the Constitution/Bylaws of your organization, you won’t have to worry about the Security or permissions of who can see it. If you pick any of the other options other than Constitution/Bylaws, you will have to set the permissions of who can view the document.

The Public – Everyone who views your page can see it whether they are logged in or not.

Anyone on Campus – Only people logged in to TigerLink can see it.

Only People on the Organization Roster – Only the members on your roster can view them.

Only Organization Members in Certain Positions – Choose from the positions in your organization on who can view the document.

5. To upload the Document after you have everything filled out, click the Add button.



ADD



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CENTER FOR STUDENT INVOLVEMENT

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For additional tips visit www.fhsu.edu/tigerlink or contact the Center for Student Involvement at 785-628-4664 or at csi@fhsu.edu

To Edit, Delete, and Replace a document:

1. To Edit the Name, Description, Document Type, and Permissions of the document, click on the three dots to the far right of the row with the document on it. This will open up a dropdown box that lets you change your document.



2. To Delete the Document, click on the Delete button.



3. To replace a document, you must delete the old one and upload a new version of it.