

YOUR GUIDE TO



ENGAGE
FAIRMONT STATE

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ENGAGE

FAIRMONT STATE

WAYS TO CONNECT

Engage is your go-to platform for discovering, joining, and connecting with student organizations at Fairmont State University. Follow the simple steps below to find groups that match your interests and get involved on campus!

There are two ways to connect with engage!

You can view the Engage Fairmont State page on your PC or mobile device using engage.fairmontstate.edu. This webpage will give you access to School News, Organizations, Events, Experience Imports, and more!

You can also download the CORQ Mobile App from the Google Play or iOS App Store to have events and student organization information at your fingertips!

Google Play



App Store



LOGGING IN AND SETTING UP PROFILE

STEP 1: LOG INTO ENGAGE

- GO TO: [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: ACCESS YOUR PROFILE

- CLICK YOUR PROFILE ICON (UPPER RIGHT CORNER), THEN SELECT **THE PENCIL** TO EDIT YOUR PROFILE.
- YOU CAN EDIT YOUR PROFILE TO REFLECT:
 - PREFERRED NAME
 - NICKNAME
 - AND MORE!
- UPDATE NOTIFICATION PREFERENCES
 - ADD PREFERRED EMAIL (WE RECOMMEND YOUR FAIRMONT STATE EMAIL)
 - UPDATE YOUR TEXT MESSAGE SETTINGS TO OPT IN OR OUT OF REMINDER TEXT MESSAGES THROUGH ENGAGE.

STEP 3: COMPLETE PROFILE CREATION

- ADD THE FOLLOWING, IF DESIRED
 - PROFILE PICTURE
 - INTERESTS
 - CONTACT INFORMATION



TIP: THE MORE COMPLETE YOUR PROFILE, THE BETTER YOUR RECOMMENDATIONS FOR EVENTS AND ORGANIZATIONS.



HOW TO VIEW & JOIN AN ORGANIZATION

STEP 1: LOG INTO ENGAGE

- GO TO: [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: EXPLORE ORGANIZATIONS

- FROM THE TOP MENU, CLICK ON “ORGANIZATIONS.”
- USE THE SEARCH BAR TO FIND A SPECIFIC GROUP, OR FILTER BY
 - CATEGORY (E.G., ACADEMIC, CULTURAL, SERVICE)
 - CAMPUS DEPARTMENT
 - ALPHABETICAL LISTING

STEP 3: VIEW ORGANIZATION DETAILS

CLICK ON AN ORGANIZATION'S NAME TO SEE:

- DESCRIPTION AND MISSION
- UPCOMING EVENTS
- LEADERSHIP CONTACTS
- HOW TO GET INVOLVED

STEP 4: JOIN AN ORGANIZATION

ONCE YOU'RE A MEMBER, STAY ACTIVE BY:

- ATTENDING EVENTS
- VOLUNTEERING FOR ACTIVITIES
- RUNNING FOR LEADERSHIP ROLES
- CONTRIBUTING IDEAS TO HELP THE GROUP GROW

STEP 5: GET INVOLVED

- ON THE ORGANIZATION'S PROFILE PAGE, CLICK THE “JOIN” BUTTON (IF AVAILABLE).
- SOME GROUPS MAY AUTOMATICALLY APPROVE YOUR MEMBERSHIP, WHILE OTHERS MAY REVIEW YOUR REQUEST.
- YOU'LL RECEIVE UPDATES ONCE YOUR MEMBERSHIP IS CONFIRMED!

HOW TO SUBMIT AN EXPERIENCE REQUEST

STEP 1: LOG INTO ENGAGE

- GO TO: [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: FIND YOUR PROFILE

- CLICK YOUR PROFILE ICON (UPPER RIGHT CORNER), THEN SELECT **EXPERIENCES** FROM THE DROPDOWN MENU.

STEP 3: ADD EXPERIENCE

- CLICK THE **“+ ADD EXPERIENCE”** BUTTON.
- CHOOSE THE TYPE OF EXPERIENCE (E.G., INTERNSHIP, LEADERSHIP ROLE, RESEARCH, ETC.).
- FILL OUT THE REQUIRED FIELDS:
 - TITLE OF THE EXPERIENCE
 - ORGANIZATION NAME
 - START AND END DATES
 - DESCRIPTION OF YOUR ROLE/RESPONSIBILITIES
- UPLOAD SUPPORTING DOCUMENTS, IF NEEDED.

STEP 4: SUBMIT FOR APPROVAL

- CLICK SUBMIT TO SEND YOUR REQUEST FOR REVIEW.
- YOU'LL RECEIVE A CONFIRMATION EMAIL ONCE IT'S SUBMITTED.
- YOU'LL BE NOTIFIED ONCE IT'S APPROVED OR IF REVISIONS ARE NEEDED.



HOW TO SUBMIT COMMUNITY SERVICE REQUEST

STEP 1: LOG INTO ENGAGE

- GO TO: [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: FIND YOUR PROFILE

- CLICK YOUR PROFILE ICON (UPPER RIGHT CORNER), THEN SELECT **SERVICE HOURS** FROM THE DROPDOWN MENU.

STEP 3: ADD COMMUNITY SERVICE REQUEST

- CLICK THE “+ **SERVICE HOUR**” BUTTON.
- ENTER
 - ORGANIZATION YOU SERVED WITH
 - DATE AND HOURS SERVED
 - A BRIEF DESCRIPTION OF YOUR SERVICE
 - SUPERVISORS CONTACT INFO

STEP 4: SUBMIT FOR APPROVAL

- CLICK SUBMIT TO SEND YOUR REQUEST FOR REVIEW.
- YOU'LL RECEIVE A CONFIRMATION EMAIL ONCE IT'S SUBMITTED.
- YOU'LL BE NOTIFIED ONCE IT'S APPROVED OR IF REVISIONS ARE NEEDED.



HOW TO VIEW PATHWAY PROGRESS

STEP 1: LOG INTO ENGAGE

- GO TO: ENGAGE.FAIRMONTSTATE.EDU
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: FIND YOUR PROFILE

- CLICK YOUR PROFILE ICON (UPPER RIGHT CORNER), THEN SELECT **PATHS** FROM THE DROPDOWN MENU.

STEP 3: VIEW YOUR PROGRESS

- SELECT THE **PATHWAY** YOU'RE ENROLLED IN (E.G., CAREER READINESS, CIVIC ENGAGEMENT, ETC.).
- YOU'LL SEE A **PROGRESS BAR** AND A LIST OF COMPLETED AND REMAINING ITEMS.
- CLICK ON EACH REQUIREMENT FOR MORE DETAILS OR ACTION ITEMS

STEP 4: TRACK AND PLAN AHEAD

- USE THE REMAINING REQUIREMENTS TO PLAN FUTURE INVOLVEMENT OR SUBMISSIONS.
- SOME REQUIREMENTS MAY AUTO-UPDATE BASED ON YOUR ENGAGEMENT; OTHERS MAY NEED MANUAL SUBMISSION.



TIP: LOOK FOR FULLFILLMENT OPTIONS UNDER EACH REQUIREMENT.



HOW TO CREATE AN INVOLVEMENT TRANSCRIPT

STEP 1: LOG INTO ENGAGE

- GO TO: [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: FIND YOUR PROFILE

- CLICK YOUR PROFILE ICON (UPPER RIGHT CORNER), THEN SELECT **INVOLVEMENT TRANSCRIPT** FROM THE DROPDOWN MENU.

STEP 3: ADD ITEMS TO YOUR INVOLVEMENT TRANSCRIPT

- YOU CAN ADD THE FOLLOWING TO YOUR TRANSCRIPT:
 - ORGANIZATION MEMBERSHIP(S)
 - EVENTS ATTENDED
 - EXPERIENCES/COMMUNITY SERVICE HOURS

STEP 4: DOWNLOAD OR PRINT INVOLVEMENT TRANSCRIPT

- USE THE REMAINING REQUIREMENTS TO PLAN FUTURE INVOLVEMENT OR SUBMISSIONS.
- SOME REQUIREMENTS MAY AUTO-UPDATE BASED ON YOUR ENGAGEMENT; OTHERS MAY NEED MANUAL SUBMISSION.



HOW TO VIEW EVENTS

FROM ENGAGE.FAIRMONTSTATE.EDU

STEP 1: LOG INTO ENGAGE

- GO TO: ENGAGE.FAIRMONTSTATE.EDU
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: FIND THE CALENDAR ICON

- ON THE LEFT-HAND NAVIGATION MENU, CLICK THE CALENDAR BUTTON TO VIEW UPCOMING EVENTS.

STEP 3: BROWSE EVENTS

- BROWSE EVENTS AS DISPLAYS
- FILTER EVENTS BY:
 - THEME
 - CATEGORIES
 - PERKS

STEP 4: RSVP TO EVENTS/ADD TO CALENDAR

- RSVP TO EVENTS
- ADD EVENTS TO CALENDAR

USING CORQ APP

STEP 1: DOWNLOAD CORQ APP

- SEARCH AND DOWNLOAD CORQ APP IN GOOGLE PLAY OR IOS APP STORE

STEP 2: VIEW CAMPUS EVENTS

- BROWSE CAMPUS EVENTS AS DISPLAYS
- FILTER EVENTS BY:
 - THEME
 - CATEGORIES
 - PERKS

STEP 3: RSVP TO EVENTS/ADD TO CALENDAR

- RSVP TO EVENTS
- ADD EVENTS TO CALENDAR

HOW TO TRACK ENGAGEMENT

FROM ENGAGE.FAIRMONTSTATE.EDU

STEP 1: LOG INTO ENGAGE

- GO TO: ENGAGE.FAIRMONTSTATE.EDU
- USE YOUR FAIRMONT STATE UNIVERSITY CREDENTIALS TO SIGN IN.
- ONCE LOGGED IN, YOU'LL LAND ON YOUR ENGAGE DASHBOARD

STEP 2: FIND YOUR PROFILE

- CLICK YOUR PROFILE ICON (UPPER RIGHT CORNER), THEN SELECT **THE QR LOGO**.

STEP 3: SCAN YOUR EVENT PASS AT EVENT

- REPORT TO EVENT AND CHECK-IN USING EVENT PASS, A REPRESENTATIVE WILL BE PRESENT TO SCAN YOUR EVENT PASS AT THE EVENT.

USING CORQ APP

STEP 1: DOWNLOAD CORQ APP

- SEARCH AND DOWNLOAD CORQ APP IN GOOGLE PLAY OR IOS APP STORE

STEP 2: OPEN CORQ APP AND SELECT CAMPUS AND SIGN IN

- OPEN CORQ APP
 - SELECT CAMPUS
 - ON SELECT CAMPUS SCREEN SEARCH **FAIRMONT STATE UNIVERSITY**
- SELECT SIGN IN
- SIGN IN USING FAIRMONT STATE ACCOUNT

STEP 3: VIEW/SAVE EVENT PASS TO WALLET APP

- ON PROFILE PAGE OF THE CORQ APP SELECT "EVENT PASS:
 - EVENT PASS WILL APPEAR
 - SELECT "ADD TO WALLET"

STEP 4: SCAN YOUR EVENT PASS AT EVENT

- REPORT TO EVENT AND CHECK-IN USING EVENT PASS, A REPRESENTATIVE WILL BE PRESENT TO SCAN YOUR EVENT PASS AT THE EVENT.

MANAGING STUDENT ORGANIZATIONS

MANAGING STUDENT ORGANIZATIONS AT FAIRMONT STATE UNIVERSITY THROUGH ENGAGE INVOLVES SEVERAL KEY RESPONSIBILITIES TO ENSURE YOUR GROUP REMAINS ACTIVE AND COMPLIANT.

- **ORGANIZATIONAL REGISTRATION: EACH REGISTERED STUDENT ORGANIZATION (RSO) AND GREEK LIFE ORGANIZATION (GLO) MUST COMPLETE THE STUDENT ORGANIZATION REGISTRATION FORM EVERY ACADEMIC TERM TO MAINTAIN ACTIVE STATUS AND ACCESS CAMPUS RESOURCES.**
- **LEADERSHIP AND ROSTER UPDATES: RSOS AND GLOS ARE REQUIRED TO SUBMIT LEADERSHIP AND ROSTER UPDATES REGULARLY. THIS ENSURES THAT THE UNIVERSITY HAS CURRENT CONTACT INFORMATION AND LEADERSHIP DETAILS FOR EACH ORGANIZATION.**
- **EVENT PLANNING: RSOS AND GLOS CAN PLAN AND PUBLICIZE EVENTS ON CAMPUS BY RESERVING UNIVERSITY FACILITIES. ADVANCED PLANNING AND SCHEDULING ARE NECESSARY TO AVOID CONFLICTS WITH OTHER ORGANIZATIONS.**
- **ELECTIONS: RSOS AND GLOS HAVE THE ABILITY TO USE THE ORGANIZATION ELECTIONS TOOL TO IDENTIFY NEW OFFICERS.**



REGISTRATION OF STUDENT ORGANIZATIONS AND GREEK LIFE

STUDENT ORGANIZATIONS AND GREEK LIFE ORGANIZATIONS MUST RE-REGISTER THEIR ORGANIZATIONS AT THE START OF EACH ACADEMIC YEAR. PLEASE FOLLOW THE STEPS BELOW TO REGISTER YOUR ORGANIZATION.

STEP 1: ACCESS YOUR ORGANIZATION REGISTRATION PAGE

- LOG INTO ENGAGE AT [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- ACCESS YOUR ORGANIZATION PAGE

STEP 2: ACCESS THE REGISTRATION FORM

- ON YOUR FORM HOME PAGE, CLICK “RE-REGISTER” ORGANIZATION
 - ENTER THE REQUIRED INFORMATION:
 - PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER
 - AT LEAST 5 MEMBERS
 - SELECT “NEXT”
 - UPLOAD CONSTITUTION/BYLAWS

STEP 3: REVIEW YOUR SUBMISSION

- REVIEW YOUR SUBMISSION TO ENSURE ALL REQUIRED INFORMATION IS PROVIDED.
- SUBMIT FOR APPROVAL
- YOU WILL RECEIVE AN EMAIL WHEN YOUR REGISTRATION IS APPROVED OR IF YOU NEED TO PROVIDE ADDITIONAL INFORMATION.



ORGANIZATIONAL ELECTIONS

STEP 1: ACCESS YOUR ORGANIZATION REGISTRATION PAGE

- LOG INTO ENGAGE AT [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- ACCESS YOUR ORGANIZATION HOME PAGE
- ON THE LEFT-HAND MENU SELECT “ELECTIONS”

STEP 2: SELECT CREATE ELECTION

- SELECT CREATE ELECTION
 - ADD ELECTION NAME (I.E. <ORGANIZATIONNAME ELECTION 2025>
 - ADD INSTRUCTIONS
 - MAKE BALLOT **“ACTIVE”**
 - SET DATE PARAMETERS
 - FOR ORGANIZATION ELECTIONS SELECT **“ONLY ALLOW MEMBERS OF ORGANIZATION ROSTER TO VOTE.”**
 - SELECT **“SAVE”**

STEP 3: CREATE YOUR BALLOT

- SELECT **“CREATE BALLOT”**.
- DISABLE GENERAL ACCESS
- SELECT “RADIO BUTTON LIST”
 - NAME THE QUESTION “PRESIDENT”
 - ENTER THE NOMINEES FOR THAT POSITION
- REPEAT STEP 3 FOR REMAINING OFFICER POSITIONS
- IF YOU NEED AN ELEGIBILITY LIST CREATED FOR YOUR ORGANIZATION’S ELECTIONS, PLEASE CONTACT JUSTIN.RADER@FAIRMONTSTATE.EDU.

STEP 4: RUN YOUR ELECTION

- SELECT “DISPLAY NOTIFICATION ON ORGANIZATION HOMEPAGE” DURING THE DATE PARAMETERS.
- COPY AND PASTE URL AND EMAIL TO ALL ORGANIZATION MEMBERS
- AFTER THE DATE PARAMETERS LISTED, VIEW AND COMMUNICATE THE ELECTIONS RESULTS.

ORGANIZATIONAL ROSTERS

STEP 1: ACCESS YOUR ORGANIZATION PAGE

- LOG INTO ENGAGE AT [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- ACCESS YOUR ORGANIZATION HOME PAGE

STEP 2: ACCESS THE ROSTER TOOL

- IN YOUR ORGANIZATION'S MANAGEMENT PAGE, USE THE LEFT-HAND NAVIGATION MENU AND CLICK ON "ROSTER."

STEP 3: UPDATE MEMBERS

- TO ADD MEMBERS, CLICK THE **"INVITE PEOPLE"** BUTTON AND ENTER THEIR FAIRMONT STATE EMAIL ADDRESSES. CHOOSE THE APPROPRIATE POSITION OR MEMBERSHIP LEVEL (E.G., GENERAL MEMBER, OFFICER).
- TO REMOVE MEMBERS, CLICK THE GEAR ICON NEXT TO THEIR NAME AND SELECT **"END MEMBERSHIP."**
- TO EDIT ROLES, CLICK THE GEAR ICON NEXT TO A MEMBER AND CHOOSE **"EDIT POSITION."**

STEP 4: SAVE CHANGES

- CHANGES SAVE AUTOMATICALLY; DOUBLE-CHECK TO ENSURE ROLES AND MEMBER STATUSES ARE ACCURATE.



Tips for Roster Updates

- ONLY USERS WITH ROSTER MANAGEMENT PERMISSIONS (USUALLY PRESIDENTS OR PRIMARY CONTACTS) CAN MAKE THESE CHANGES.
- ALWAYS KEEP YOUR EXECUTIVE BOARD ROLES CURRENT—THIS ENSURES THE RIGHT PEOPLE RECEIVE IMPORTANT CAMPUS COMMUNICATIONS.
- CONSIDER REVIEWING YOUR ROSTER AT THE BEGINNING AND END OF EACH SEMESTER.

ORGANIZATIONAL EVENTS

STEP 1: ACCESS YOUR ORGANIZATION REGISTRATION PAGE

- LOG INTO ENGAGE AT ENGAGE.FAIRMONTSTATE.EDU
- ACCESS YOUR ORGANIZATION HOME PAGE

STEP 2: ACCESS THE EVENT SUBMISSION PROCESS

- IN YOUR ORGANIZATION'S MANAGEMENT PAGE, USE THE LEFT-HAND NAVIGATION MENU AND CLICK ON "**EVENTS.**"

STEP 3: COMPLETING CORE EVENT DETAILS

- ADD CORE EVENT DETAILS SUCH AS:
 - EVENT NAME
 - THEME
 - EVENT DESCRIPTION
 - DATE
 - TIME
 - LOCATION
 - SELECT AUDIENCE
 - STUDENTS AND STAFF AT FAIRMONT STATE
 - MEMBERS OF THIS ORGANIZATION
 - PUBLIC
 - INVITED MEMBERS ONLY

STEP 4: COMPLETE RSVP AND FEEDBACK SECTIONS

- ADD RSVP QUESTIONS, IF NEEDED
- ADD EVENT FEEDBACK QUESTIONS FOR ATTENDEES

STEP 5: UPLOAD EVENT COVER PHOTO

- ADD AN EVENT COVER PHOTO
- IF NO PHOTO IS SELECTED, A DEFAULT PHOTO WILL BE ADDED BASED ON THE EVENT THEME.

STEP 6: COMPLETE ADDITIONAL FIELDS

- COMPLETE THE CATERING, INFORMATION TECHNOLOGY, AND SET UP QUESTIONS. IF YOU NEED THESE SERVICES, YOUR SUBMISSION WILL BE DIRECTED TO THE CORRECT DEPARTMENT.

STEP 7: SUBMIT YOUR EVENT REQUEST

- SUBMIT YOUR EVENT REQUEST
- YOU WILL RECEIVE AN APPROVAL EMAIL WHEN THE EVENT IS APPROVED OR IF MORE INFORMATION/REVISIONS ARE NEEDED.

ORGANIZATIONAL NEWS

STEP 1: LOG IN TO ENGAGE

- VISIT [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu) AND SIGN IN WITH YOUR FAIRMONT STATE CREDENTIALS.
- GO TO YOUR ORGANIZATION

STEP 2: ACCESS THE NEWS TOOL

- FROM THE ORGANIZATION'S DASHBOARD, CLICK "NEWS" IN THE LEFT-HAND MENU.
- CREATE YOUR ARTICLE
- CLICK **" + CREATE ARTICLE "**
- ADD A TITLE, COVER IMAGE (OPTIONAL BUT RECOMMENDED), AND BODY TEXT.
- FORMAT CONTENT USING BULLETS, HEADERS, OR LINKS FOR EASY READING.

STEP 3: CHOOSE VISIBILITY

- DECIDE WHO CAN VIEW YOUR ARTICLE:
 - PUBLIC (VISIBLE TO ANYONE)
 - CAMPUS-ONLY
 - ORGANIZATION MEMBERS ONLY

STEP 4: PUBLISH

- CLICK **"PUBLISH"** WHEN YOU'RE READY. YOUR ARTICLE WILL BE POSTED ON YOUR ORGANIZATION'S ENGAGE PAGE.



News Tips

- KEEP ARTICLES CLEAR AND CONCISE.
- INCLUDE GRAPHICS OR IMAGES TO INCREASE ENGAGEMENT.
- USE NEWS FOR CONSISTENT, NON-URGENT COMMUNICATION—THINK WEEKLY UPDATES OR PROJECT HIGHLIGHTS.
- PROMOTE MAJOR EVENTS OR CALLS TO ACTION ALONGSIDE YOUR EVENT SUBMISSION.

ORGANIZATIONAL DOCUMENTS LIBRARY

STEP 1: LOG IN TO ENGAGE

- VISIT ENGAGE.FAIRMONTSTATE.EDU AND SIGN IN WITH YOUR FAIRMONT STATE CREDENTIALS.
- GO TO YOUR ORGANIZATION

STEP 2: NAVIGATE TO THE DOCUMENTS SECTION

- ON THE LEFT-HAND NAVIGATION MENU, CLICK “DOCUMENTS.”
- UPLOAD A NEW DOCUMENT
 - CLICK THE “ADD DOCUMENT” BUTTON.
 - UPLOAD YOUR FILE (PDF, WORD, EXCEL, ETC.).
 - ADD A TITLE, DESCRIPTION, AND OPTIONALLY ASSIGN IT TO A FOLDER OR CATEGORY.

STEP 3: SET DOCUMENT VISIBILITY

- CHOOSE WHO CAN VIEW THE DOCUMENT:
 - PUBLIC – ANYONE CAN ACCESS
 - CAMPUS ONLY – ONLY FAIRMONT STATE USERS CAN ACCESS
 - ORGANIZATION MEMBERS – RESTRICTED TO YOUR GROUP
 - ORGANIZATION OFFICERS – FOR INTERNAL USE ONLY

STEP 4: SAVE & ORGANIZE

- AFTER UPLOADING, YOU CAN MOVE DOCUMENTS INTO FOLDERS, RENAME THEM, OR UPDATE VISIBILITY SETTINGS AT ANY TIME.



Document Tips

- KEEP DOCUMENT NAMES CLEAR AND DATED (E.G., “FALL 2025 BUDGET PROPOSAL”).
- USE FOLDERS TO SEPARATE CATEGORIES LIKE “EVENTS,” “FINANCIALS,” OR “MEETING MINUTES.”
- LIMIT VISIBILITY FOR SENSITIVE ITEMS (E.G., OFFICER-ONLY DOCUMENTS).
- KEEP OLDER FILES FOR HISTORICAL RECORDS BUT LABEL THEM AS “ARCHIVED.”

ORGANIZATIONAL FORMS

STEP 1: ACCESS YOUR ORGANIZATION REGISTRATION PAGE

- LOG INTO ENGAGE AT ENGAGE.FAIRMONTSTATE.EDU
- ACCESS YOUR ORGANIZATION HOME PAGE

STEP 2: ACCESS THE FORMS CREATOR

- IN YOUR ORGANIZATION'S MANAGEMENT PAGE, USE THE LEFT-HAND NAVIGATION MENU AND CLICK ON **"FORMS"**

STEP 3: SELECT **"CREATE FORM"**

- CLICK THE "CREATE FORM" BUTTON.
- GIVE YOUR FORM A TITLE AND OPTIONAL DESCRIPTION (E.G., "EVENT VOLUNTEER SIGN-UP" OR "MEMBERSHIP APPLICATION").
- SELECT THE SUBMISSION WINDOW — THE START AND END DATES WHEN THE FORM SHOULD BE AVAILABLE.
- CHOOSE VISIBILITY SETTINGS (E.G., OPEN TO THE PUBLIC, CAMPUS COMMUNITY, OR JUST ORGANIZATION MEMBERS).

STEP 4: BUILD YOUR FORM

- USE THE **DRAG-AND-DROP FORM BUILDER** TO ADD DIFFERENT TYPES OF QUESTIONS:
 - CHECK BOX LIST
 - RADIO BUTTON LIST
 - TEXT FIELD (CAN BE SINGLE LINE FOR MULTI LINE)
 - DROP DOWN LIST
 - INSTRUCTIONS
 - SINGLE CHECK BOX
 - RANKING
 - FILE UPLOAD
- YOU CAN MARK SPECIFIC QUESTIONS AS REQUIRED.

STEP 5: FORM SETTINGS & SUBMISSION REVIEW

- IN THE "REVIEWER" TAB OF THE FORM BULIDER YOU CAN CHOOSE WHO CAN VIEW AND APRPOVE SUBMISSONS.
 - SUGGESTIONS ARE OFFICERS AND ADVISORS FOR REVIEWERS.

STEP 6: PUBLISH YOUR FORM

- ONCE YOUR FORM IS COMPLETE, CLICK "PUBLISH" TO MAKE IT LIVE DURING THE SELECTED DATE RANGE.
- YOU'LL RECEIVE A SHAREABLE LINK TO DISTRIBUTE VIA EMAIL, SOCIAL MEDIA, OR DIRECTLY ON YOUR ENGAGE ORGANIZATION PAGE.

FUNDING REQUESTS

STEP 1: ACCESS YOUR ORGANIZATION REGISTRATION PAGE

- LOG INTO ENGAGE AT [ENGAGE.FAIRMONTSTATE.EDU](https://engage.fairmontstate.edu)
- ACCESS YOUR ORGANIZATION HOME PAGE

STEP 2: ACCESS YOUR ORGANIZATION'S PORTAL

- CLICK ON YOUR PROFILE ICON IN THE TOP RIGHT CORNER.
- SELECT "MY MEMBERSHIPS" AND CHOOSE YOUR ORGANIZATION.
- CLICK ON THE "MANAGE ORGANIZATION" BUTTON.

STEP 3: NAVIGATE TO FINANCE

- FROM THE ORGANIZATION DASHBOARD, SELECT THE "FINANCE" TAB ON THE LEFT-HAND MENU.
- CLICK "CREATE REQUEST" AND CHOOSE "FUNDING REQUEST."

STEP 4: COMPLETE THE FUNDING REQUEST FORM

- BE PREPARED TO PROVIDE THE FOLLOWING DETAILS:
 - TITLE OF REQUEST: A CLEAR AND CONCISE TITLE (E.G., "FALL LEADERSHIP RETREAT FUNDING REQUEST").
 - EVENT OR PURPOSE DESCRIPTION: BRIEFLY EXPLAIN THE PURPOSE OF THE FUNDING AND HOW IT BENEFITS STUDENTS.
 - ITEMIZED BUDGET: PROVIDE A DETAILED BREAKDOWN OF COSTS, INCLUDING VENDORS, SUPPLIES, TRAVEL, REGISTRATION FEES, ETC.
 - AMOUNT REQUESTED: TOTAL AMOUNT OF FUNDING BEING REQUESTED.
 - SUPPORTING DOCUMENTS (IF APPLICABLE): UPLOAD ANY QUOTES, INVOICES, TRAVEL ITINERARIES, OR ADDITIONAL DOCUMENTATION THAT SUPPORTS YOUR REQUEST.

STEP 5: SUBMIT FOR REVIEW

- ONCE ALL INFORMATION IS ENTERED, CLICK "SUBMIT"
- YOUR REQUEST WILL BE REVIEWED BY THE STUDENT GOVERNMENT ASSOCIATION (SGA) FINANCE COMMITTEE.
- DECISION NOTIFICATION: YOU WILL BE NOTIFIED OF THE DECISION THROUGH ENGAGE. APPROVED FUNDS WILL BE DISBURSED ACCORDING TO UNIVERSITY FINANCIAL PROCEDURES.

1. EXPERIENCE REQUEST

A SUBMISSION FORM USED TO REQUEST RECOGNITION FOR A CO-CURRICULAR EXPERIENCE (E.G., ATTENDING A LEADERSHIP WORKSHOP, COMPLETING AN INTERNSHIP). APPROVED EXPERIENCES APPEAR ON YOUR CO-CURRICULAR TRANSCRIPT.

2. COMMUNITY SERVICE REQUEST

A FORM USED TO REPORT AND LOG SERVICE HOURS COMPLETED THROUGH A STUDENT ORGANIZATION OR INDEPENDENTLY. VERIFIED HOURS MAY BE INCLUDED ON YOUR TRANSCRIPT OR COUNTED TOWARD SERVICE AWARDS.

3. EVENT SUBMISSION

THE PROCESS OF REGISTERING AN UPCOMING EVENT YOUR ORGANIZATION PLANS TO HOST. SUBMISSIONS MUST INCLUDE EVENT DETAILS, LOCATION, TIME, PURPOSE, AND RISK-RELATED INFORMATION. APPROVAL IS REQUIRED BEFORE THE EVENT IS PROMOTED OR HELD.

4. INVOLVEMENT TRANSCRIPT

A PERSONALIZED RECORD OF YOUR INVOLVEMENT IN STUDENT ORGANIZATIONS, LEADERSHIP ROLES, COMMUNITY SERVICE, AND EXPERIENCES OUTSIDE THE CLASSROOM. GREAT FOR RESUMES, SCHOLARSHIPS, AND GRAD SCHOOL APPLICATIONS.

5. CORQ APP

A MOBILE APP THAT SYNCs WITH ENGAGE, ALLOWING YOU TO EASILY FIND EVENTS ON CAMPUS, CHECK IN USING YOUR EVENT PASS, AND EXPLORE INVOLVEMENT OPPORTUNITIES FROM YOUR PHONE.

6. EVENT PASS

A PERSONALIZED QR CODE (FOUND IN YOUR CORQ APP OR ENGAGE PROFILE) USED TO CHECK IN AT EVENTS QUICKLY AND TRACK ATTENDANCE FOR INVOLVEMENT CREDIT.

7. ORGANIZATION ELECTIONS

A BUILT-IN ENGAGE FEATURE THAT ALLOWS ORGANIZATIONS TO CONDUCT DIGITAL ELECTIONS FOR OFFICER POSITIONS. ELECTIONS CAN BE CUSTOMIZED WITH DATES, CANDIDATE BIOS, AND SECURE VOTING.

8. FORMS

CUSTOM DIGITAL FORMS CREATED BY ORGANIZATIONS TO COLLECT APPLICATIONS, FEEDBACK, RSVP RESPONSES, OR OTHER INFORMATION. SUBMISSIONS CAN BE TRACKED AND REVIEWED WITHIN THE PLATFORM.

9. ROSTER

THE LIST OF ALL MEMBERS WITHIN YOUR ORGANIZATION. THIS INCLUDES ASSIGNED ROLES (E.G., PRESIDENT, TREASURER) AND PERMISSIONS. ROSTERS MUST BE UPDATED REGULARLY TO STAY IN COMPLIANCE.

10. ORGANIZATION REGISTRATION

THE REQUIRED PROCESS TO REGISTER OR RENEW A STUDENT ORGANIZATION EACH ACADEMIC YEAR OR SEMESTER. IT INCLUDES SUBMITTING UPDATED OFFICER INFO, ROSTERS, AND COMPLETING REQUIRED TRAINING OR DOCUMENTS.

11. POSITIONS

CUSTOM ROLES ASSIGNED TO MEMBERS WITHIN YOUR ORGANIZATION (E.G., SECRETARY, SOCIAL CHAIR). THESE HELP MANAGE PERMISSIONS AND RESPONSIBILITIES IN ENGAGE.

12. EVENTS

CAMPUS OR ORGANIZATION-SPONSORED ACTIVITIES THAT ARE REGISTERED AND PROMOTED THROUGH ENGAGE. EVENTS CAN INCLUDE MEETINGS, FUNDRAISERS, SOCIAL GATHERINGS, OR EDUCATIONAL PROGRAMS.

13. NEWS

AN ORGANIZATION FEATURE USED TO SHARE ANNOUNCEMENTS OR UPDATES. THESE POSTS APPEAR ON THE GROUP'S ENGAGE PAGE AND CAN BE EMAILED TO MEMBERS.

14. DOCUMENTS

A STORAGE AREA WHERE ORGANIZATIONS CAN UPLOAD AND SHARE IMPORTANT FILES, SUCH AS CONSTITUTIONS, MEETING MINUTES, OR PROMOTIONAL MATERIALS.

15. PATHWAY

A STRUCTURED SERIES OF EXPERIENCES OR REQUIREMENTS THAT STUDENTS CAN COMPLETE OVER TIME—SUCH AS LEADERSHIP TRAINING, SERVICE MILESTONES, OR INVOLVEMENT TRACKS. PATHWAYS GUIDE STUDENTS THROUGH PURPOSEFUL ENGAGEMENT AND APPEAR ON YOUR CO-CURRICULAR TRANSCRIPT ONCE COMPLETED.



ENGAGE
FAIRMONT STATE



CONTACT INFORMATION

For any questions, concerns, or additional support regarding Engage Fairmont State, please do not hesitate to reach out.

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We hope that this guidebook helps you navigate our new platform with confidence and ease. If you need further assistance, please connect with us—we're here to help.