CU CONNECT

Notes

Your Personal Profile
1. To log into CU CONNECT visit the link on the MyClarion Tools page on the University's web site
2. Click the "Sign In" icon in the upper right hand corner of the screen
3. You will login to CU CONNECT using your **MyClarion username** and password (e.g. s_fmlast) and the password that you utilize to access all university technology services (D2L, campus network, etc.)
4. Click on the circle in the upper right hand side of the screen to access a variety of items related to your personal CU CONNECT account (i.e. Event Pass, Event History, Memberships, Notifications, etc.). You can also upload a profile picture and adjust your privacy & notification settings by clicking on "Account."

Using Your Event Pass
The easiest way is to download the Corq App. The Corq App can be downloaded, for free, in either the App Store or in Google Play. Once downloaded, select Clarion University as your campus, login using your MyClarion username and password, then tap on Event Pass. Through CU CONNECT, each student is assigned an individual QR code, and that QR code is your Event Pass, which will be scanned to grant you admission to a variety of campus events.

Don't have a smart phone? Don't worry, you can get your QR code by logging into CU CONNECT on your laptop or desktop. Just screen shot a picture of your QR Code, email it to csa@clarion.edu, and CSA will print and laminate it for you so you can be checked in at events.

CU CONNECT Organizational Reminders

We Don't Remember Our Organization's Username/Password:
Per Computing Service policy, the organization's advisor must contact the Help Desk (2640) to have the account's credentials reset.

For newly recognized organizations, when logging into CU CONNECT for the first time ever use the organizational account, it is import the individual logging in enters the organization's name and email address, when prompted and not their personal information.

Primary Contact:
In order for organizations to be able to access the Event and Fund Raising registration forms, the group's organizational email account **MUST** be list as the group's Primary Contact.

Events & Fundraisers

Per Conference & Event Services policy, all organization space requests made in 25LIve Pro must be made using the organization's account. Similarly, the Clarion Students' Association (CSA) requires all fundraiser approval requests be made using the organization's account.

If you organization has forgotten your username and/or password, you advisor must call Computing Services to have it reset. Per Computing Services policy, they will not discuss passwords with student members.

Events:

1. Log into CU CONNECT using the organization's username and password
2. Click on the organization's name in "Memberships" section
3. Click "Manage Organization" in the upper right side of the screen
4. Click on the three lines to left of the organization's name
5. Click on "Events" in the pop out menu
6. Click the "Create Event" button in upper right hand section of the page.
7. Complete and submit form.

Please Note: If your event is being held on campus, you must complete at space request form before your event will be advertised, as you will need to provide a Space Request Reference Number from 25Live Pro or your event will not be approved. Additionally CSA is requiring organization to advertise all events they are putting on using Student Activity Fee funding in CU CONNECT so they can use the Check In attendance tracking app.
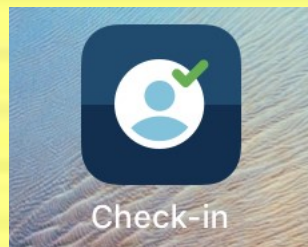
Registering Fundraisers:

1. Log into CU CONNECT using the organization's username and password
2. Scroll down to the "Campus Links" section
3. Select RSO/RUO Fundraising Form
4. Complete the form

Tracking Event & Fundraiser Submissions

If your organization is curious as to the status of a submission, log into the system with the group's account, click on the circle in the top right of the screen, and then select "Submissions" from the pop out screen. That link will show the status of any submission that has been made through the account. If the event hasn't been approved, click on the "Eyeball" icon to access the submission details. There you will be able to see the "Discussion" feed and any comments/additional requests for information necessary to approve the form.

A member/members of the group will need to download the Campus Labs Check In App from the App Store or Google Play

Check-in

1. Tap on "Check-In" app to open
2. Enter event code (this will be found in your event's details once it has been approved)
3. Tap on "Start Session"
4. The will get a "Web Single Sign-On" screen and should log in using their MyClarion username & password
5. Tap on "Start Scanning"
6. Ask the students to pull up their Event Pass in the Corq (pronounced cork) App.
7. Have them hold their phone so that the black design square is in view of the camera.
8. Once their name pops up hit "Check In" then hit "OK"
9. Once everyone is scanned in, touch on the circle in the upper left hand corner then tap on "End Session"

In addition to seeing "real-time" attendance figures, organizations will be about to download and attendance list, complete with the "@clarion.edu" email address of all attendees.