

# student

## CHEAT SHEET

Novalsys, Inc – 902 Broadway, 6th Floor – New York, NY 10010

HOW TO LOG IN

1. Navigate to [Custom platform link](https://www.campusgroups.com/home_login).
2. Click 'Login.’
3. Enter your credentials & click login.

HOW TO ACCESS GROUP(S) YOU’RE A MEMBER OF

1. Log into your platform.
2. Click on the group’s name under ‘My Groups.’
3. This should be the first page you see when you log in.

HOW TO REQUEST TO JOIN A GROUP

1. Log into your platform.
2. Search for the group in the search bar OR click blue ‘All Groups’ button.
	1. Find by clicking on the group of ‘people’ icon on the top left corner.
3. Check the box next to the group name & click blue ‘Join’ button at the bottom.
	1. Many groups require their Officers to validate a person before making them a Member so you may have to wait to be officially approved.

HOW TO FIND YOUR CO-CURRICULAR TRANSCRIPT

1. Log into your platform.
2. Click ‘My Involvement’ (Left-Hand Menu)
3. Click ‘My CCT.’

NEED MORE HELP**?**

1. Explore CampusGroups Resource Articles [http://help.campusgroups.com.](http://help.campusgroups.com/)
2. Click “?” on bottom right to access CampusGroups Support.
3. Email campus contacts (insert campus contact emails).