ULINK USER GUIDE: COMMUNITY PARTNERS - ACCOUNT BASICS

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INSTITUTE FOR CIVIC AND COMMUNITY ENGAGEMENT
ULINK USER GUIDE: ACCOUNT BASICS

Table of Contents

GETTING STARTED
• Log Into Your ULink Account
• Forgot Username/Password?
  • SLIDES # 3-6

ICON GUIDE
SLIDE # 7

YOUR DASHBOARD
SLIDE # 8

YOUR ACCOUNT/PROFILE
• Edit Your Profile
• Add Users to Your Account
  • SLIDES # 9-13
GETTING STARTED: LOG IN TO YOUR ULINK ACCOUNT

1. Go to [https://sfstateulink.org](https://sfstateulink.org).
2. Click on top right button “Organization Login”

You will then be directed to the homepage of NonProfit Easy/Fundly Connect™, the platform/vendor which runs ULink.

3. Enter your username and password that you created when you signed up with ULink.
4. Once logged in you will be directed to your Dashboard.
FORGOT USERNAME/PASSWORD?

1. Click on “Forgot Username/Password?”

2. Indicate if you would like to recover your username or password.
Once you press “SUBMIT”, an email from NonProfit Easy will go to the email associated with your organization ULink account with a temporary password/username.

In the email you will see your requested temporary password/username. You can click on the URL provided to access your account.
When you log back into your account, you will be directed to your Organization Information page. Then click, “Credentials” on the Menu to change your temporary password.

Once you save your new username/password, go to the upper right screen and click “Go To VOLUNTEEREASY” to go back to your Dashboard.
# ICON GUIDE (TOOLS TO USE WHILE NAVIGATING ULINK)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Icon Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎥</td>
<td>Main Menu</td>
<td>Provides access to other pages in the portal</td>
</tr>
<tr>
<td>📣</td>
<td>Account Menu</td>
<td>View account details, get support, or log out</td>
</tr>
<tr>
<td>🔧</td>
<td>Slider</td>
<td>Turns a feature on (green) or off (gray)</td>
</tr>
<tr>
<td>📧</td>
<td>Envelope</td>
<td>Opens email and communication tools</td>
</tr>
<tr>
<td>📕</td>
<td>Copy</td>
<td>Creates a duplicate</td>
</tr>
<tr>
<td>✍️</td>
<td>Edit</td>
<td>Opens edit page or window</td>
</tr>
<tr>
<td>🗑️</td>
<td>Trashcan</td>
<td>Deletes a page or item</td>
</tr>
<tr>
<td>🔴</td>
<td>Remove</td>
<td>Removes a page or item</td>
</tr>
<tr>
<td>+</td>
<td>Add</td>
<td>Adds a page or item</td>
</tr>
<tr>
<td>⏪</td>
<td>Return</td>
<td>Returns user to previous page</td>
</tr>
<tr>
<td>💡</td>
<td>Information</td>
<td>Provides a description</td>
</tr>
<tr>
<td>🔍</td>
<td>Search/View</td>
<td>Conduct a search / View details</td>
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</table>
After logging in, the Dashboard is the main page and hub of all your activity on ULink.

From here, you can review information related to opportunities you have posted, your participants, and participant hours, as well as access other areas of the site.

Throughout ULink, “Participants” refers to SF State Students.
When students are searching and applying for opportunities through ULink, your profile will be visible to them which includes primary contact information, causes, and a mission statement. You can update your profile as needed to represent your organization accordingly.

1. Click on the dropdown menu at the top right, then click on “My Profile”.
In the “Profile” window, make desired changes and then click on “SAVE”.

Note: To go back to your Dashboard, click on “Go To VOLUNTEEREASY” at the top.
Multiple users can be added to your organization’s account which means that each person can have their own login and password. Multiple users can be logged into the account at the same time.

1 To add users, click on the dropdown menu at the top right, then click on “My Account”.
2. Click on “Users” in the main menu on the left.

3. • In the “User List” window, you can view, add, or edit users.
   • Click on “ADD USER” at the bottom right.
4. In the “Add Edit User” window, enter the new user’s information and click “SAVE”.

- A password will be sent to the email address provided.

Note: To go back to your Dashboard, click on “Go To VOLUNTEEREASY” at the top.
QUESTIONS?

PLEASE JOIN US AT OUR WEEKLY VIRTUAL DROP-IN HOURS

More information, scheduled hours, and the Zoom link can be found here:

https://icce.sfsu.edu/virtual-drop-hours