



ULink user guide: COMMUNITY PARTNERS- account basics

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Institute for Civic and Community Engagement

connect
to community
#connectSFSU

ULink user guide: account basics

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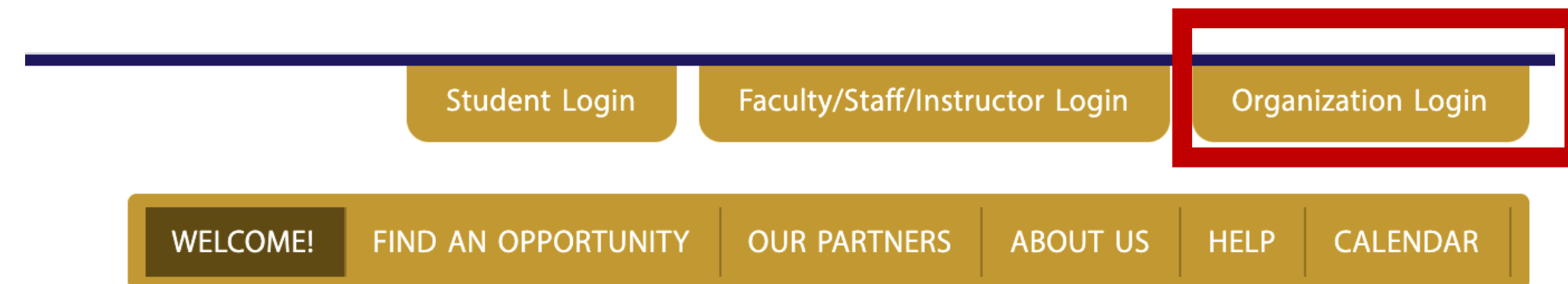
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Getting started: Log in to your ULink

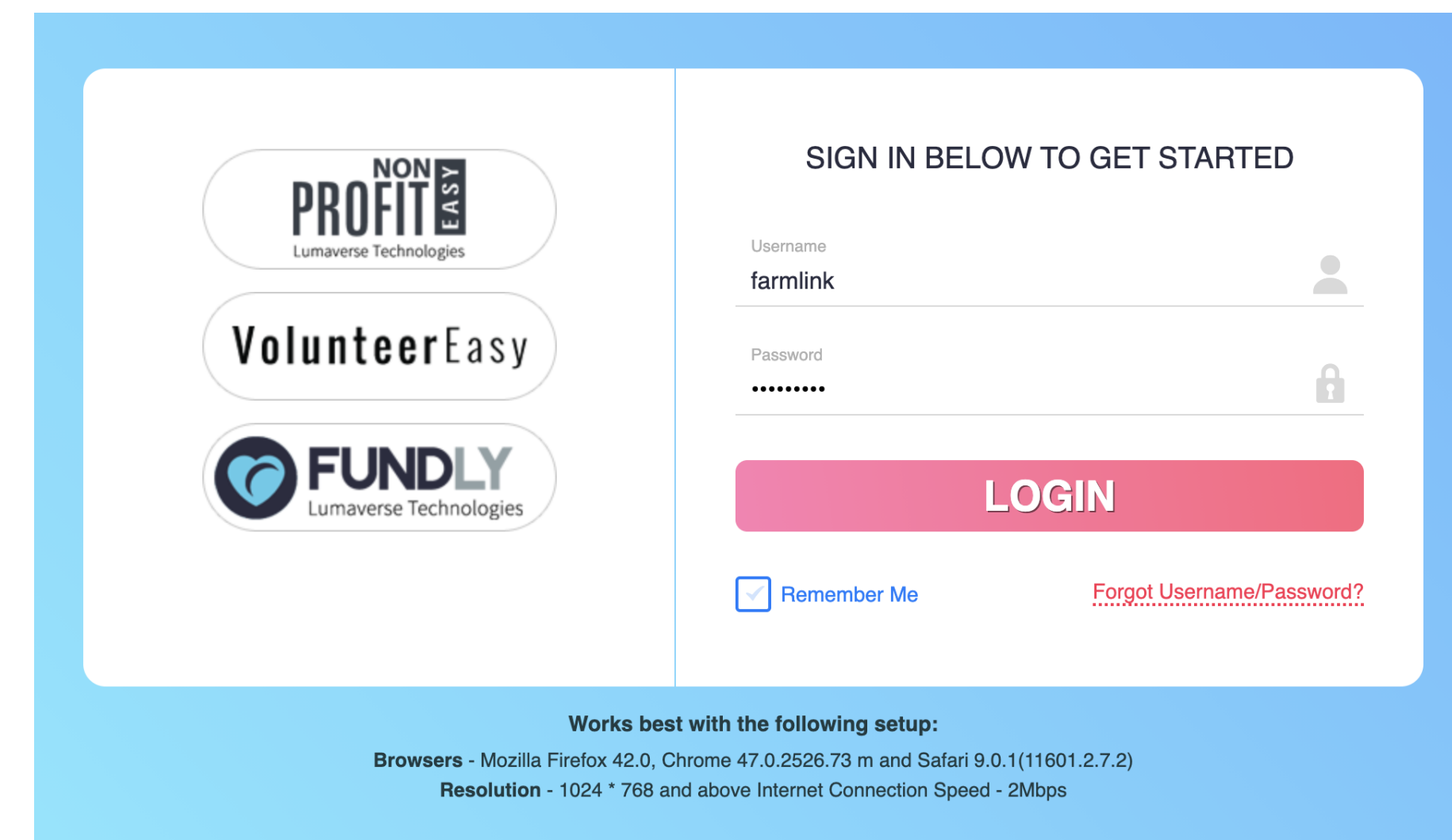
1

- Go to <https://sfstateulink.org>.
- Click on top right button
“Organization Login”



2

- You will then be directed to the homepage of *NonProfit Easy/Fundly Connect™*, the platform/vendor which runs ULink.
- Enter your username and password that you created when you signed up with ULink.
- Once logged in you will be directed to your Dashboard.



The screenshot shows the login page for NonProfit Easy/Fundly Connect. On the left, there are logos for 'NON PROFIT EASY' and 'FUNDLY', both by Lumaverse Technologies. On the right, under the heading 'SIGN IN BELOW TO GET STARTED', there are input fields for 'Username' (containing 'farmlink') and 'Password' (masked with dots). A 'LOGIN' button is prominently displayed in pink. Below the button, there is a 'Remember Me' checkbox and a link for 'Forgot Username/Password?'. At the bottom, a note states: 'Works best with the following setup: Browsers - Mozilla Firefox 42.0, Chrome 47.0.2526.73 m and Safari 9.0.1(11601.2.7.2) Resolution - 1024 * 768 and above Internet Connection Speed - 2Mbps'.

Forgot username/password?

- 1 Click on “**Forgot Username/Password?**”



SIGN IN BELOW TO GET STARTED

Username
farmlink

Password
.....

LOGIN

☒ Remember Me

[Forgot Username/Password?](#)

- 2 Indicate if you would like to recover your username or password.

RECOVER USERNAME/PASSWORD

☒ Forgot Password? ☐ Forgot Username?

Username

SUBMIT

BACK

Forgot username/password?

3

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.

RECOVER USERNAME/PASSWORD

Your password has been reset successfully. You will receive an email notification shortly.

☒ Forgot Password?
 ☐ Forgot Username?

Username

farmlink

SUBMIT

BACK

4

In the email you will see your requested temporary password/username. You can click on the URL provided to access your account.

FUNDLY
Luminate Technologies

Good news! You have a new password. See your login credentials below. If you did not request a new password, please contact the Support Team at support@fundly.com.

URL:	https://accounts.fundly.com
Username:	farmlink
Password:	

Forgot username/password?

5

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.

The screenshot shows the SF State ULink Organization Information page. The top navigation bar includes the SF State ULink logo, a hamburger menu, the FUNDLY logo, and links for 'Purchase NONPROFITEASY', 'Go To VOLUNTEEREASY', and a 'Farmlink' dropdown menu. The left sidebar contains 'Organization Info', 'My Account', and 'Credentials' (highlighted with a red box). The main content area is titled 'Organization Information' and includes a 'Name' field with the value 'FarmLink', an 'Address Details' section, and two sub-sections: 'Change Username' and 'Change Password'. The 'Change Username' section has a 'User Name' field with the value 'farmlink' and a 'Save' button. The 'Change Password' section has three input fields: 'Old Password', 'New Password', and 'Confirm Password', each followed by a 'Save' button.

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Once you save your new username/password, go to the upper right screen and click “**Go To VOLUNTEEREASY**” to go back to your Dashboard.

The screenshot shows the upper right corner of the SF State ULink dashboard. It includes the 'Go To VOLUNTEEREASY' link and the 'Farmlink' dropdown menu.



Create Connections,
Explore the Possibilities

Icon guide (tools to use while navigating ULink)

Icon	Icon Name	Function
	Main Menu	Provides access to other pages in the portal
	Account Menu	View account details, get support, or log out
	Slider	Turns a feature on (green) or off (gray)
	Envelope	Opens email and communication tools
	Copy	Creates a duplicate
	Edit	Opens edit page or window
	Trashcan	Deletes a page or item
	Remove	Removes a page or item
	Add	Adds a page or item
	Return	Returns user to previous page
	Information	Provides a description
	Search/View	Conduct a search / View details



Create Connections,
Explore the Possibilities

Your dashboard

- 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.

VolunteerEasy

Search Participant

MY ASSOCIATIONS

0

INBOX

FARMLINK ▾

+

↶

👤

✉

📅

👤

✂

📈

19

ACTIVE PARTICIPANTS ?

2

ACTIVE TEAMS ?

3

ACTIVE OPPORTUNITIES ?

21

Participant Awaiting Approval

24.5

Participant Hours Awaiting Approval

Summary of Scheduled Participant(s)

From

📅

To

📅

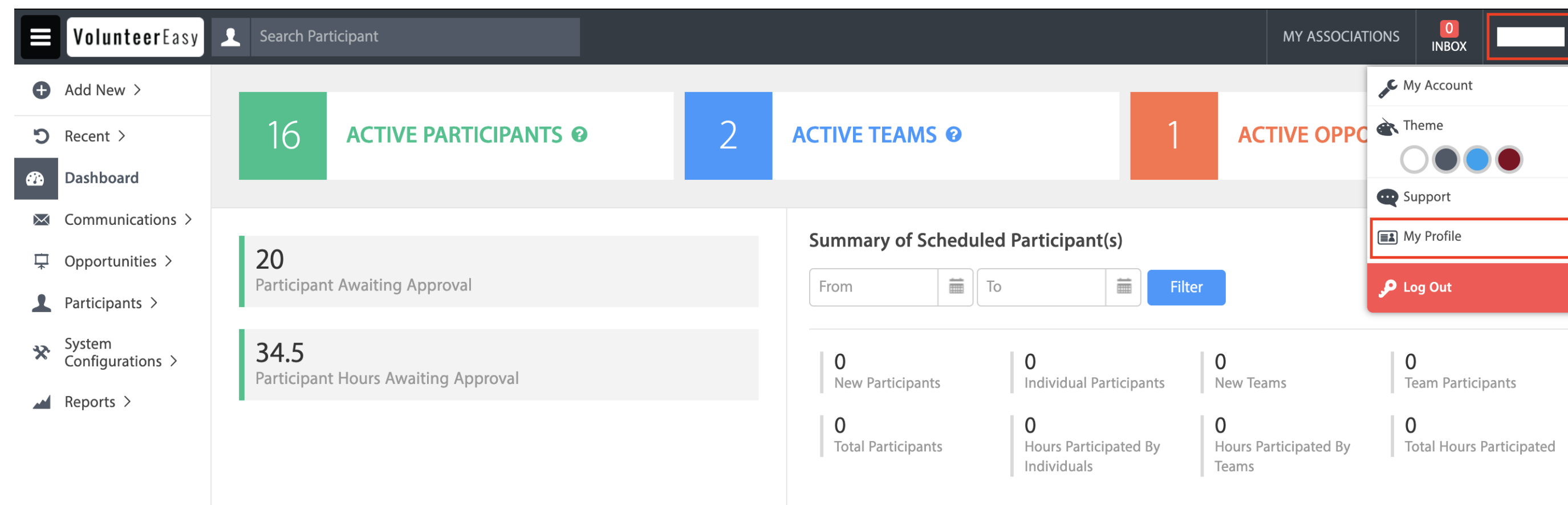
Filter

0	0	0	0
New Participants	Individual Participants	New Teams	Team Participants
0	0	0	0
Total Participants	Hours Participated By Individuals	Hours Participated By Teams	Total Hours Participated

edit your profile

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”**.



The screenshot shows the VolunteerEasy dashboard. At the top right, there is a dropdown menu with the following options: My Account, Theme, Support, My Profile, and Log Out. The 'My Profile' option is highlighted with a red box. A red arrow points to the dropdown menu, and another red arrow points to the 'My Profile' option. The dashboard also displays various statistics: 16 Active Participants, 2 Active Teams, 1 Active Opportunity, 20 Participant Awaiting Approval, and 34.5 Participant Hours Awaiting Approval. A summary of scheduled participants is also shown, with all counts currently at 0.

In the “**Profile**” window, make desired changes and then click on “**SAVE**”.

Note: The primary contact information will be shown on the ULink website. Please input the work phone number instead of your mobile number if you do not want students to contact you to your personal mobile device.



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



add users to your account

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.

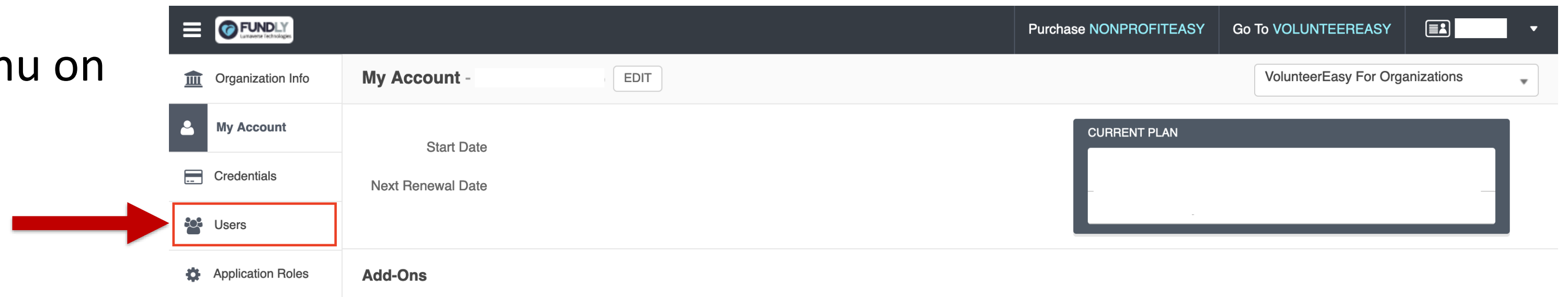
- 1 To add users, click on the dropdown menu at the top right, then click on **"My Account"**.

The screenshot shows the VolunteerEasy dashboard. At the top right, there is a dropdown menu with the following options: My Account, Theme, Support, My Profile, and Log Out. Two red arrows point to the dropdown menu. The dashboard also displays statistics: 16 ACTIVE PARTICIPANTS, 2 ACTIVE TEAMS, and 1 ACTIVE OPPORTUNITY. Below these, there are sections for 'Participant Awaiting Approval' (20) and 'Participant Hours Awaiting Approval' (34.5). A 'Summary of Scheduled Participant(s)' table is also visible, showing 0 for all categories: New Participants, Individual Participants, New Teams, Team Participants, Total Participants, Hours Participated By Individuals, Hours Participated By Teams, and Total Hours Participated.

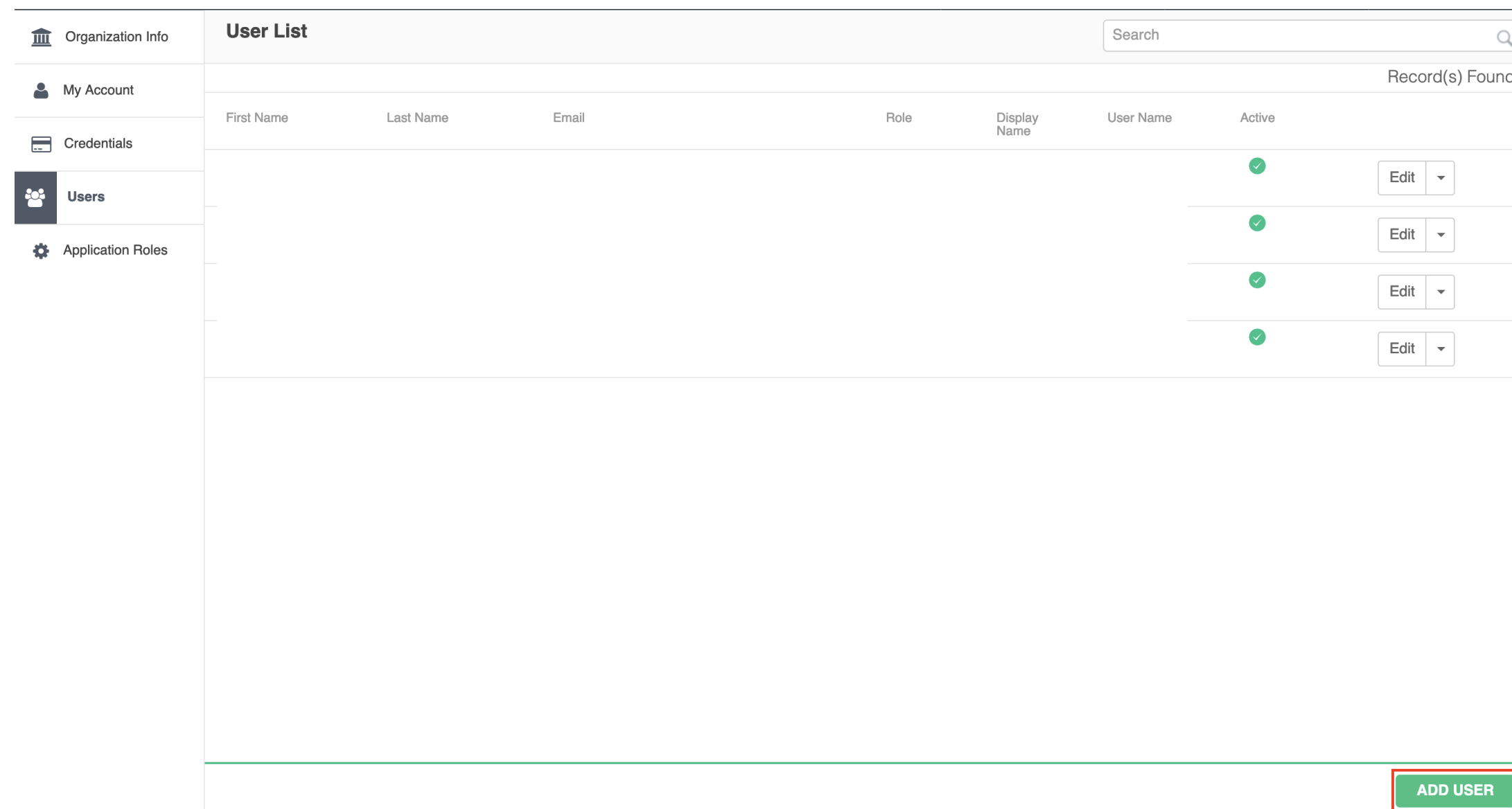
From	To	Filter	
0	0	0	0
New Participants	Individual Participants	New Teams	Team Participants
0	0	0	0
Total Participants	Hours Participated By Individuals	Hours Participated By Teams	Total Hours Participated

add users to your 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.



add users to your account (Continued)

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.

Add Edit User

User Name:	<input type="text"/>	Display Name:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Email:	<input type="text"/>	Role:	--- Select Role ---
Culture:	<input type="text"/>	Active:	<input checked="" type="checkbox"/> Active

[← BACK](#)[SAVE](#)



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>



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