**Step by Step Instructions on Minutes and Agendas (File Repository Use)**

To **view minutes**

1. Point your browser to <https://senate.gcsu.edu/>

2. Click on the **Meetings** tab in the options across the top

3. Select **Minutes** from the **Meetings Info** menu in left margin.

---------------------------------------------------------------------------------------------------------------------------------------

To **post minutes** <requires the SysAdmin to Manage Users to add Role Minutes>

1. Point your browser to <https://senate.gcsu.edu/>

2. Go to the lower left corner of this page and login (using your unify credentials)

3. Once logged in, click on the **Meetings** tab in the options across the top

4. Select **Add Minutes** from the **Meetings Admin** menu in the lower left

5. Enter the requested information into the template

6. Once complete, click on the **Save** button in the lower left.

==================================================================================================

**To post an Agenda to the University Senate Website**

1. Point your browser to <https://senate.gcsu.edu/>

2. Go to the lower left corner of this page and login (using your unify credentials)

3. Once logged in, click on the **File Repository** tab in the options across the top

4. Select **Add Public File** from the **File Repository Menu** menu in the left margin

5. Enter the requested information into the template <Date would be the date of the meeting to which the agenda applies; Category is Agenda>

*Note that when you designate your committee, the file will be posted to the designated committee area found under the* **Committees***tab in the options across the top and then the* **Agenda** *tab once at a committee site. By this same process you can post other files to the* **Documents** *area <*using Category Resource*> of your committee website.*

6. Click on the **Save** button in the lower left.

7. If you fail to comply with item six, all your brilliant work will be lost.