

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.
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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.
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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.