**Standing Committee Officers Orientation**

**How to Navigate the Senate Website**

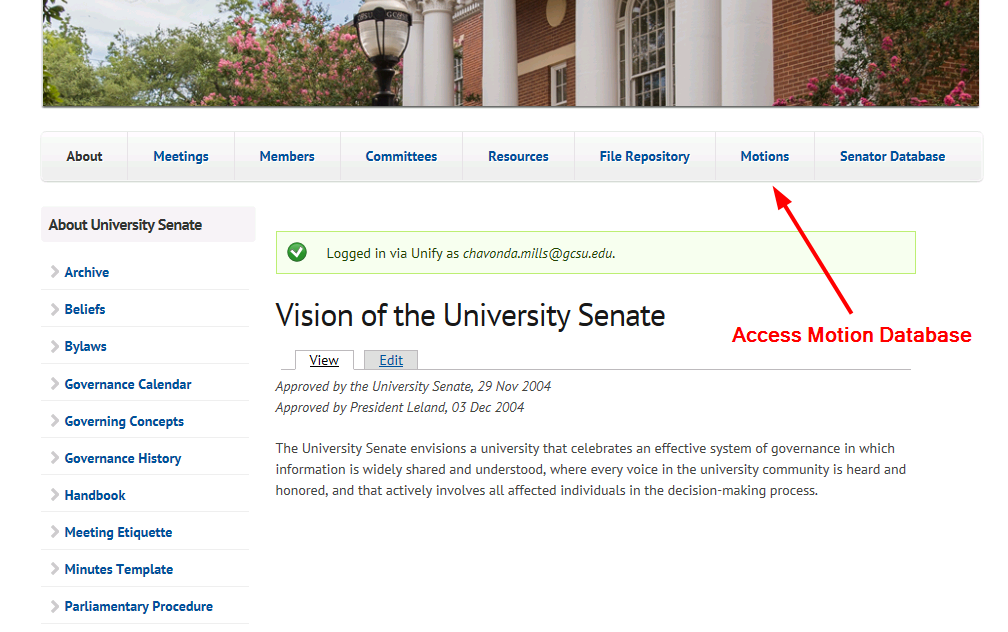
Senate Website (<https://senate.gcsu.edu/>)

**University Senate Management System:** Log in with UNIFY username and password

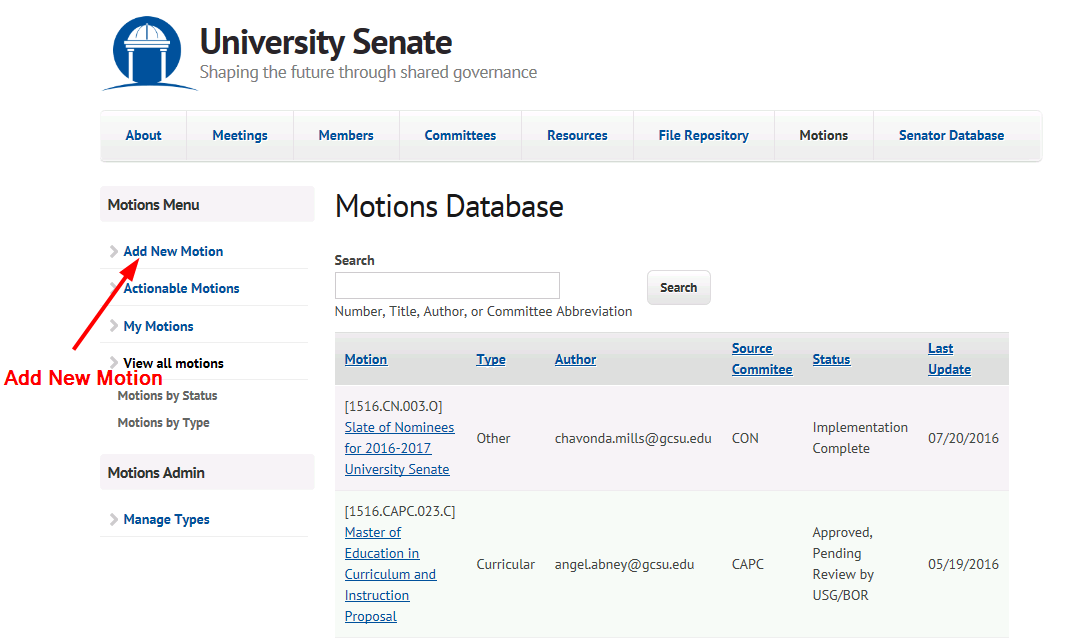


1. **Accessing and Utilizing the Motion Database**

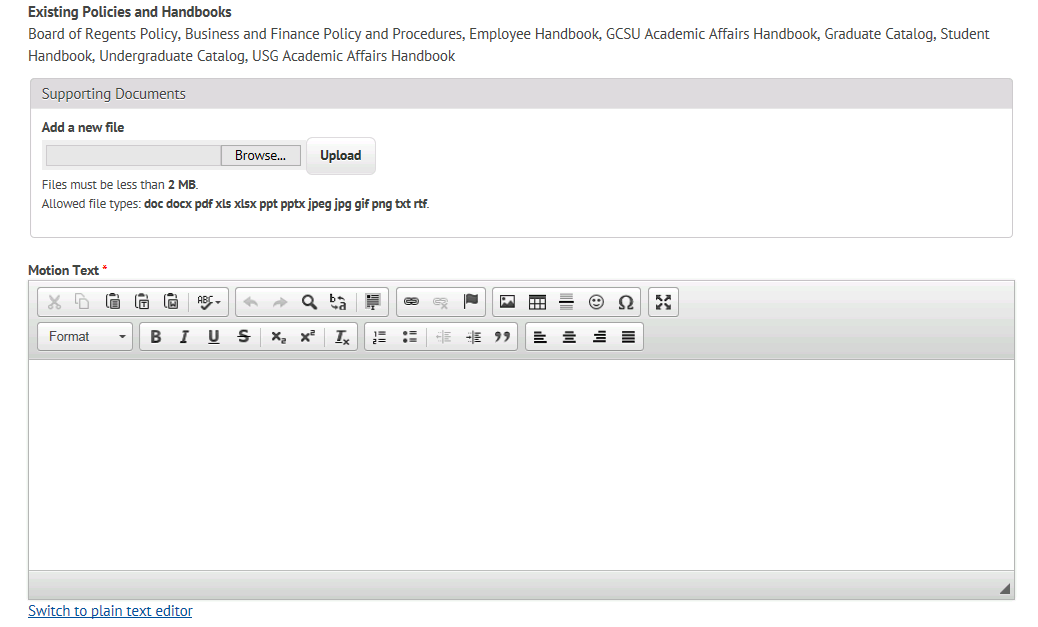
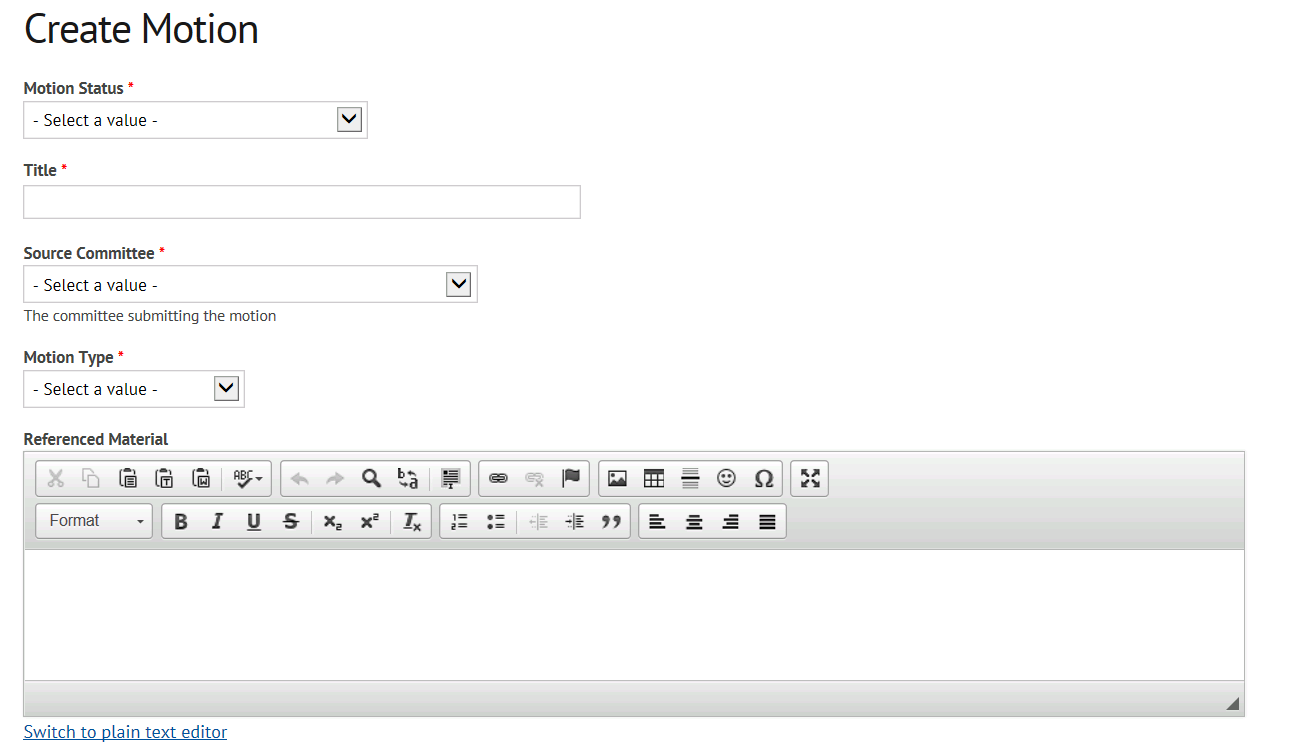
**Access Motion Database**



**Add New Motion**

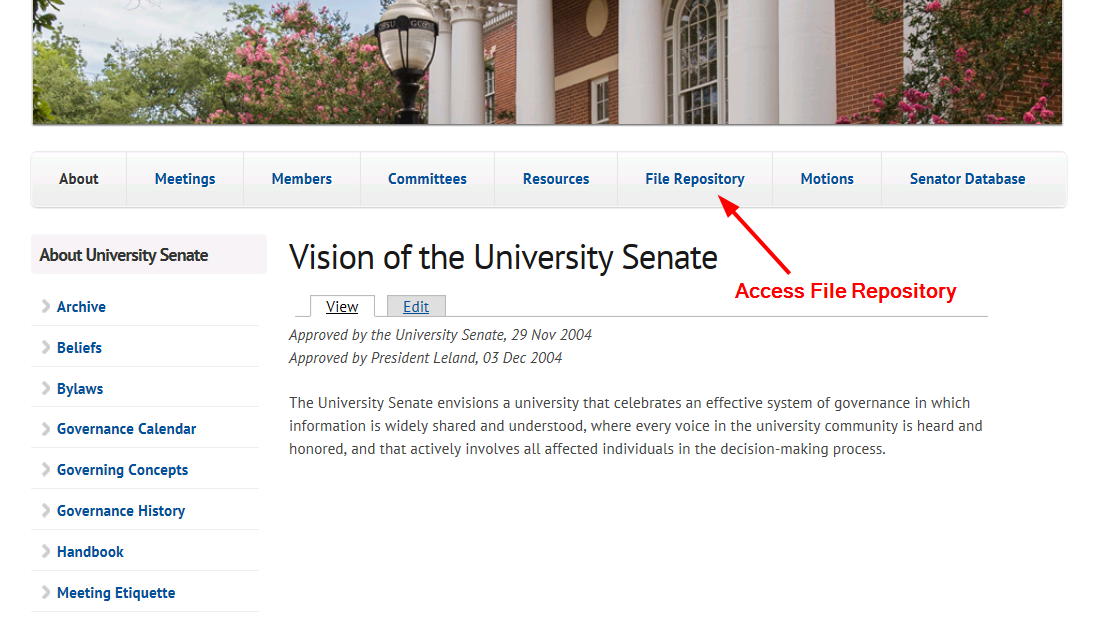


**Complete Motion Entry Form and Save**

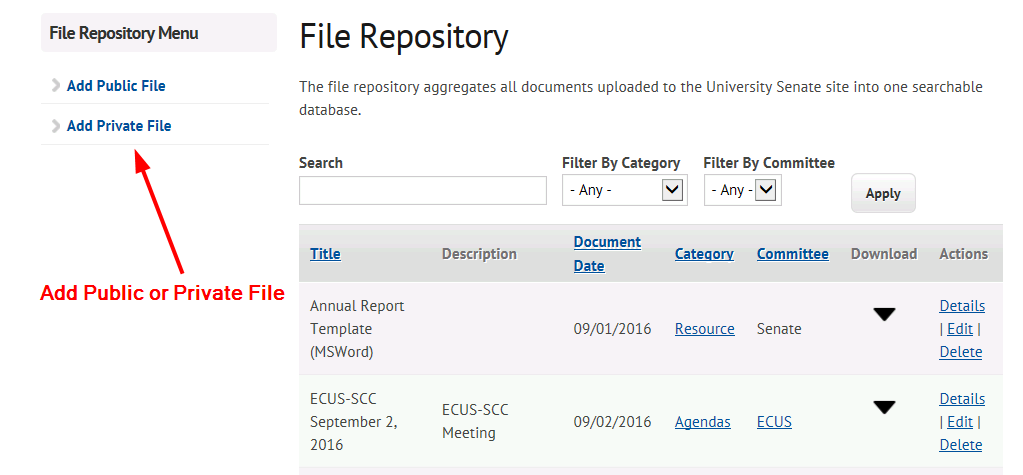


1. **Accessing and Submitting Meeting Agenda through the File Repository**

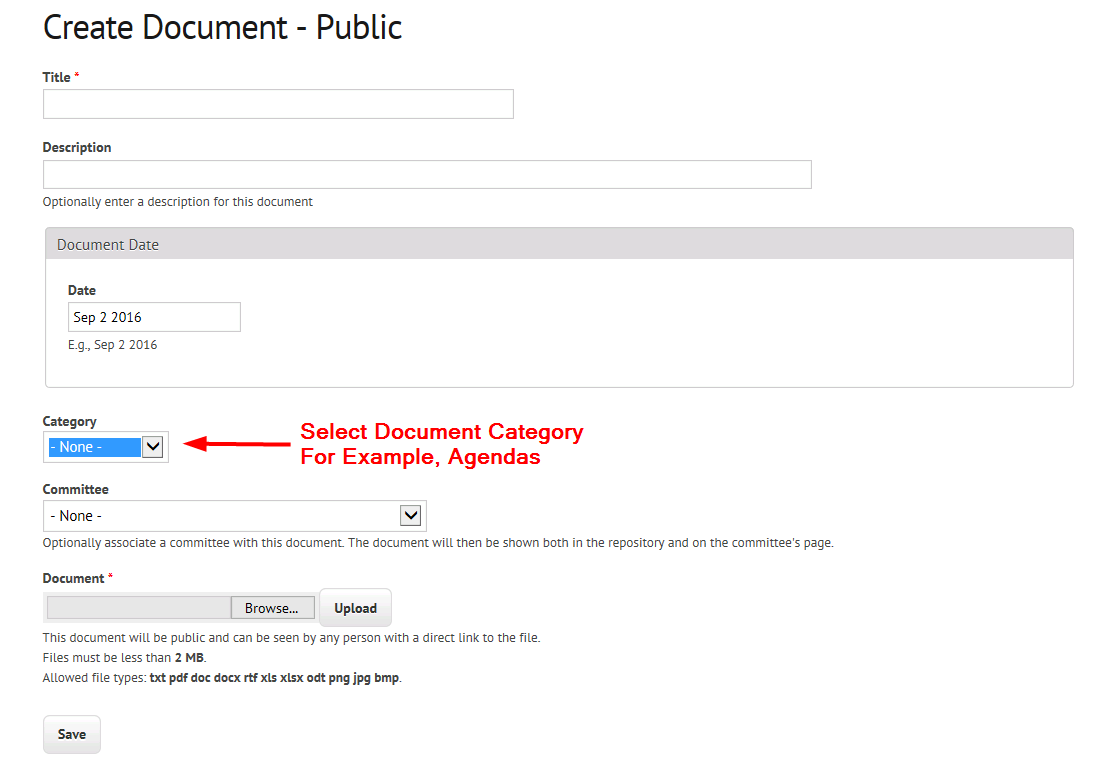
**Access File Repository**



**Select File Type, Public or Private**



**Complete Create Document Form and Save**

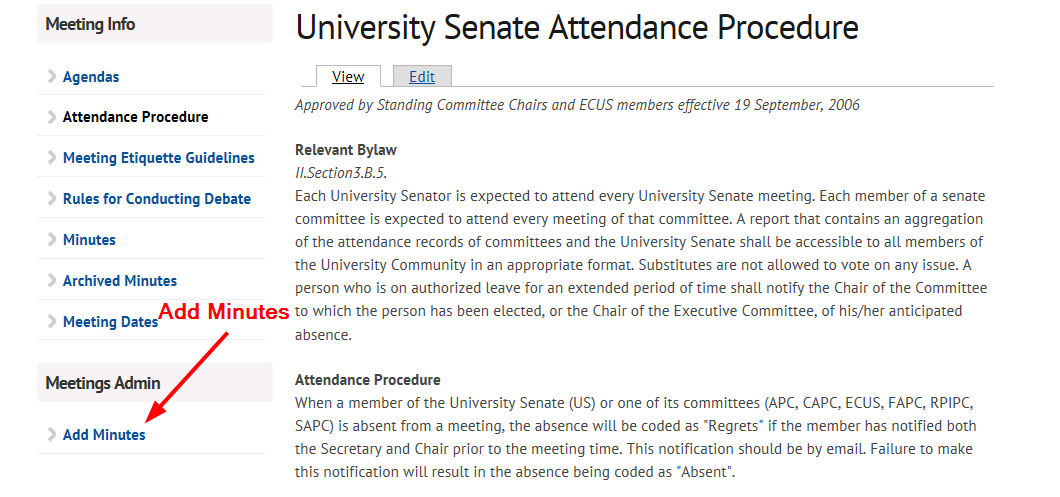


1. **Submission of Minutes**

**Access Minutes**



**Add Minutes**



**Complete Meeting Record with Minutes Form**

