

## **BoilerLink Introduction and Logging in:**

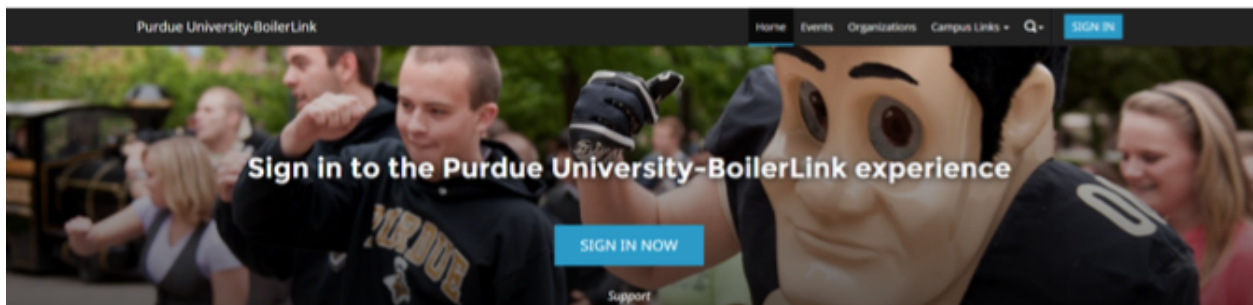
### **What is BoilerLink?**

Purdue's BoilerLink system is a database utilized by Student Activities and Organizations and Purdue student organizations to manage each organization's information and to increase involvement opportunities for all students, faculty and staff.

BoilerLink provides tools for student organizations to manage their membership and provides a centralized place for sharing information. It can also be used by students interested in forming new organizations or locating an existing organization to join.

### **Logging in for the First Time:**

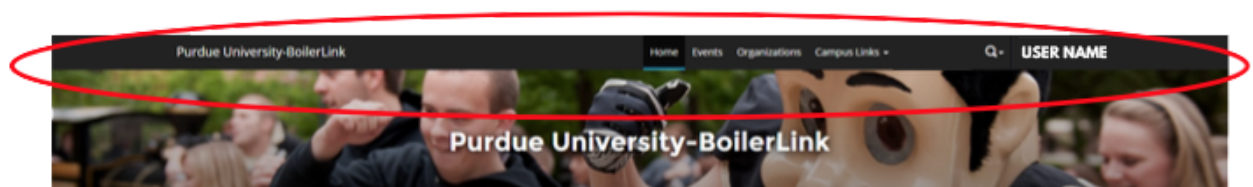
Purdue's BoilerLink site can be found at: <http://boilerlink.purdue.edu/>



The first time you visit the website, you will be required to update your personal profile. There will be a "Sign In" icon located at the top, right corner of the main page. You will need to use your Purdue career account information to sign in. After logging in, you will be able to edit your profile.

### **Personal Profile Management:**

After your first sign-in, your name will appear on the top bar of the home page, above the header, next to the magnifying glass icon.



Select the arrow down next to your name to expand the menu.



- ❓ **Involvement:** This tab is for memberships, events, experiences, interests, service hours, submissions, downloads and your co-curricular transcript. Note: Selecting Submissions on the tab will take you to forms, elections, organizations registrations, and events you have entered in BoilerLink.
- ❓ **Messages:** This will show any messages you received from a form, registration or event you have submitted in BoilerLink (i.e. comments to your event/activity form, comments from a registration you submitted).
- ❓ **Review:** This will only show for events or forms you are tagged in to review/comment.
- ❓ **Settings:** This tab lets you view and/or change your profile and privacy settings. Profile control includes your preferred first name, preferred email, profile picture, contact information, privacy settings and notifications. NOTE: Notifications is where you will go to set up to receive email notifications. This needs to be turned on to receive notification when an activity form is updated that you may have submitted.
- ❓ **Support:** By selecting the support tab, you will be able to review how-to videos.
- ❓ **Log Out**

### **Organizational Profile Management:**

The president, treasurer and advisor are the only members, who by default, will be able to manage an organization's profile. When you view the home page of the organization, and have one of these positions, there will be **11 tabs** visible to you under the organization logo.



Other members may see only some of the tabs listed below. Access is assigned by your organization officers to any member, by position, needs access to the options below:

- 🔗 **Home:** Summary page of the organization, and hosts the “wall” and contact info.
- 🔗 **News:** Articles can be posted about the organization.
- 🔗 **About:** Allows for updates to the profile, profile picture, contact information, and external websites about the organization.
- 🔗 **Events:** Where organization members (with permissions) can create an event for the organization.
- 🔗 **Roster:** The president will be able to update and manage the roster of the organization including inviting members or reviewing prospective members. This also allows utilization of messaging to parts of, or the whole roster, of your organization. Access for this can be granted to other members who need to work with membership lists. Positions are created and assigned to other members.
- 🔗 **Gallery:** Create and store photo albums for the organization
- 🔗 **Documents:** The organization’s most current, approved constitution is kept as a document. This section can be utilized to post minutes (or other documents) for all members, or only specific groups of the organization to view. Access is assigned when a document is uploaded. This can become an easy and convenient digital binder for the organization.
- 🔗 **Forms:** The system offers a robust form creation tool for the organization to use. Forms can be created with public access or for member only access. The tool allows for all types of forms and once published, will create a link to share, and exports that are very easy to use to work with the data.
- 🔗 **Service Hours:** Track service hours as an organization.
- 🔗 **Elections:** Create elections within the organization.
- 🔗 **Manage:** Customize the organization’s interests and cover photo. This information is utilized for involvement and interest matching to students searching for involvement.

### **Events and Involvement Opportunities:**

The BoilerLink site (<http://boilerlink.purdue.edu/>) can be used by student organizations to promote their events and involve other students across campus. Students can search the calendar or flyer board (below) for something to do, increasing involvement for all students.

Jump in with these opportunities!



## News

[See all News](#)



Yesplus Refresh and Rejuvenate sessions 7/12 - 7/13, 2016

By Shih-Ping Kuo

Free Yoga & Meditation: 7/12 5:30pm-6:30pm (Engineering Fountain Grass area) 7/13 5:30pm-6:30pm PMU South Tower (room 320)

[Read More](#)



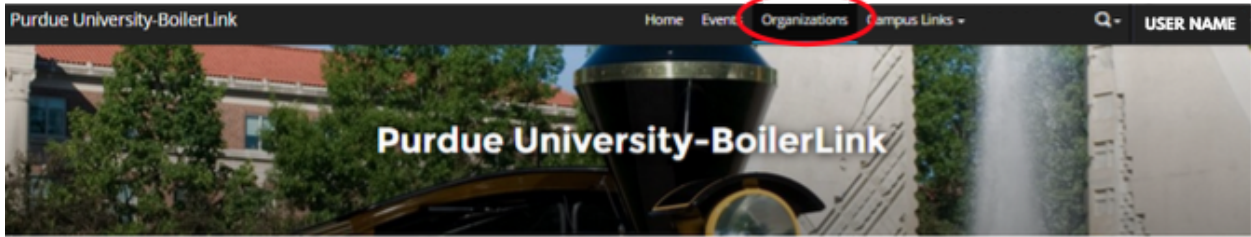
Yesplus Friday Refresh & Rejuvenate session: 7/1/2016 5:30pm-6:30pm

By Shih-Ping Kuo

Open for public: Yoga, meditation, breathing, and fun games and social time. Free snacks and juice will be shared.

[Read More](#)

- ❑ **BoilerLink flyer board:** When an event is created, there is an option to upload a flyer. Once an event is fully approved, the flyer will be posted on the board and the calendar of events. Flyers should be used whenever possible to promote your organization's public or on campus events.
- ❑ **News:** Organizations can post news articles about their group or activities. Clicking on any posting will take you to the profile of the organization who posted the article. These news articles can be made public for everyone to see.
- ❑ **Organizations Tab:** Students can locate organizations and search for personal involvement opportunities using the options below:



## Browse Organizations

VIEW ALL VIEW RECOMMENDED

### Search

### Filters

#### Directory

# A B C D E F G H I  
J K L M N O P Q R S  
T U V W X Y Z

#### Categories

## Organizations Directory

Showing 1 - 10 of 1059



"A Cause for Paws" (ACP)  
"Helping one paw at a time."



3 Day Startup (3DS)  
To provide Purdue with resources to take their break-through idea to the next level



3D Printing Club (3DPC)  
3DPC aims to promote and teach Purdue students about the concepts and practices of a new manufacturing process called three-dimensional printing. This club will offer, to all students, education and a hands on experience with this technology.



A Cultural Connection promoting Leadership opportunities and Academic achievement for International and Multicultural students (ACCLAIM)  
ACCLAIM is an organization that brings together students in the College of Health and Human Sciences particularly those of international and multicultural background to provide support for academic success, social networking and career resources.

- ❑ **Recommendations:** The user can enter their "interests" into their profile and then the system will use the data organizations supply to recommend "matches" of student organizations, which may appeal to the user. Students can then check into the recommended groups.
- ❑ **Search Box:** Tool that allows keyword searches. The keyword could be in the organization name, an acronym, or in the profile text on their page.
- ❑ **Directory:** Searchable, alphabetical listings of all organizations.
- ❑ **Categories:** There are approximately **35** categories that organizations can use to self-classify. Students looking for involvement can then look through listings of smaller groupings with specific interests.
- ❑ **Events Tab:** Students can browse upcoming events by date and select to add events to their personal, online calendars and RSVP.
- ❑ **Campus Links Tab:** Users can find links to commonly requested online information.
- ❑ **Purdue University Calendar or PurdueBoard:** Events submitted directly to BoilerLink do not need to be submitted to the University calendar or PurdueBoard. However, these sites can be useful to students looking for campus activities or involvement opportunities.