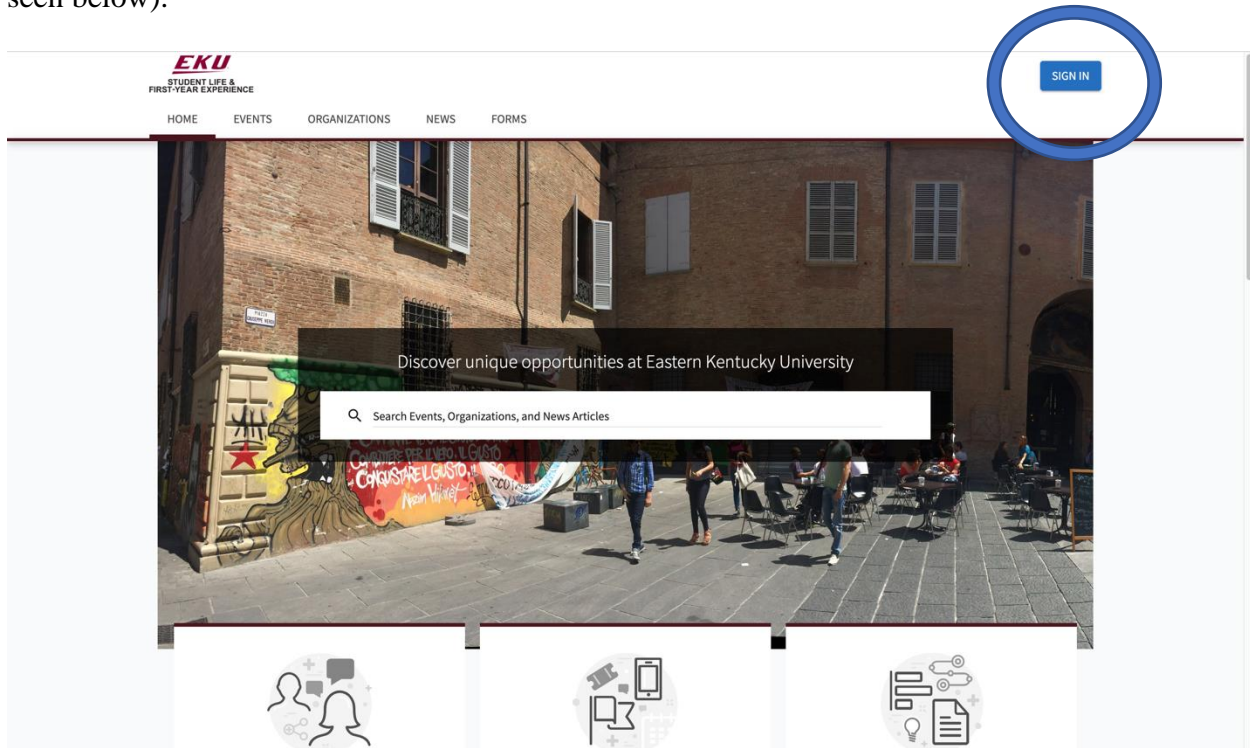
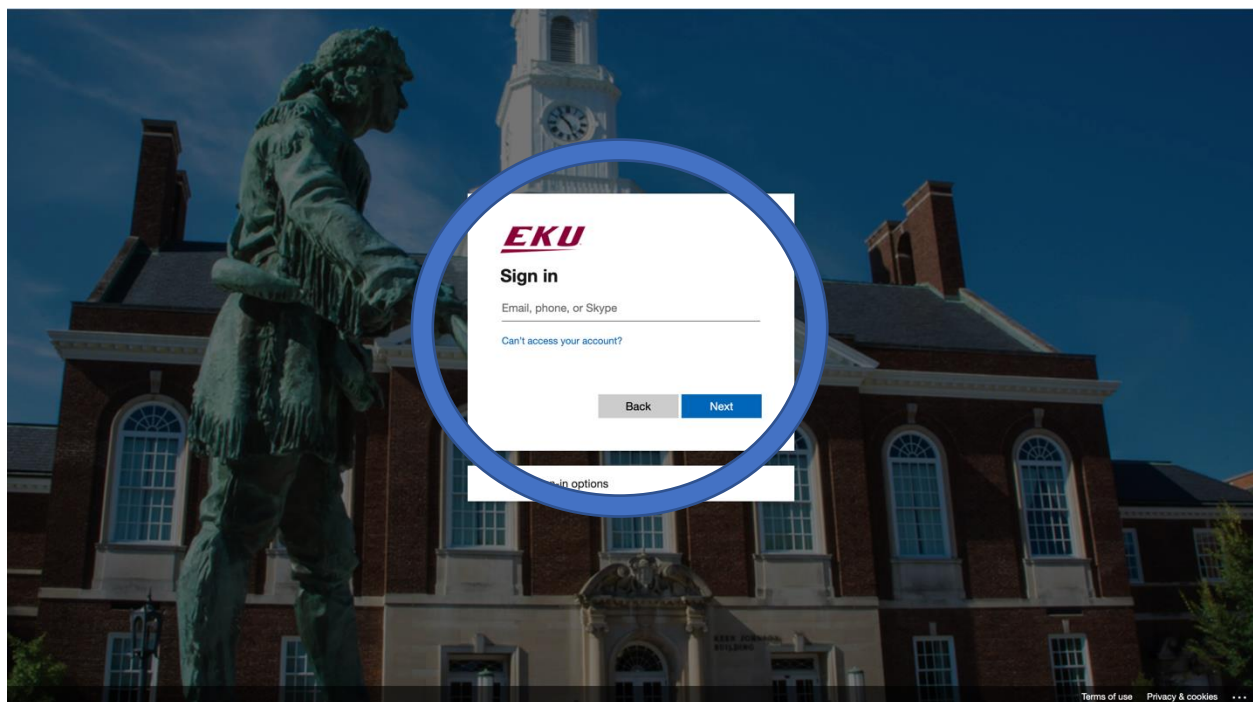


Updating Documents Section

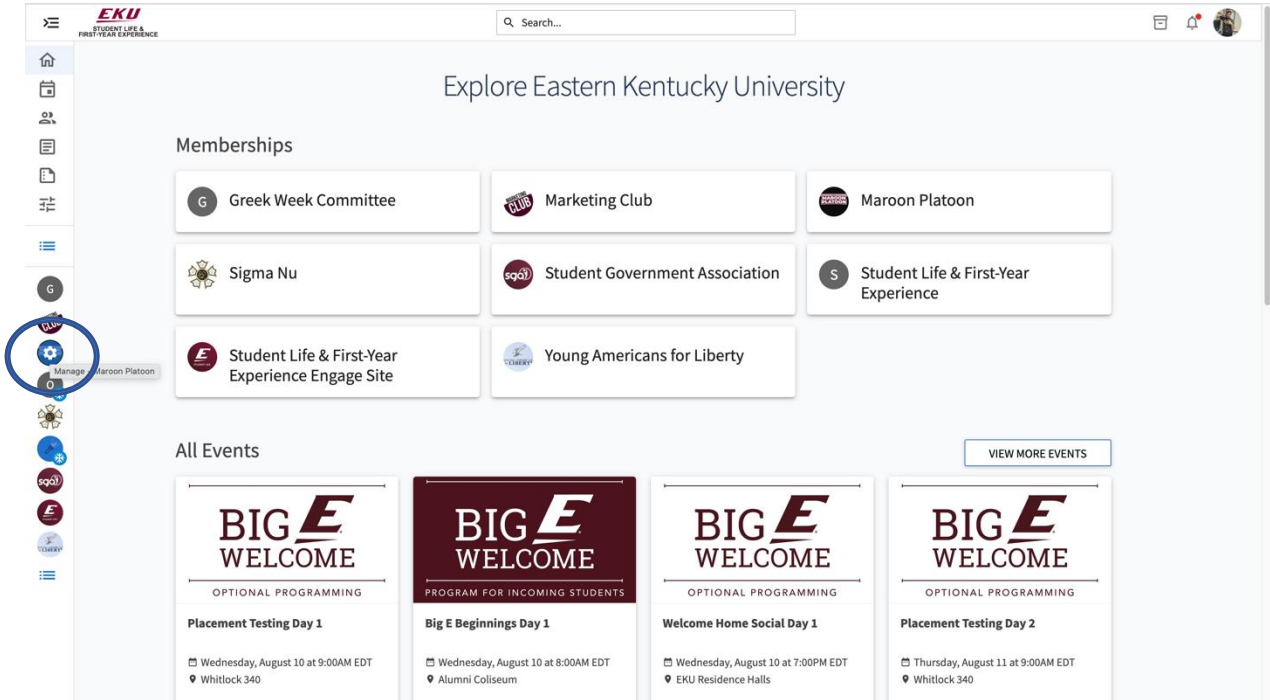
Step 1: Go to <https://eku.campuslabs.com/engage/> and click “Sign In” at the top right corner (as seen below).



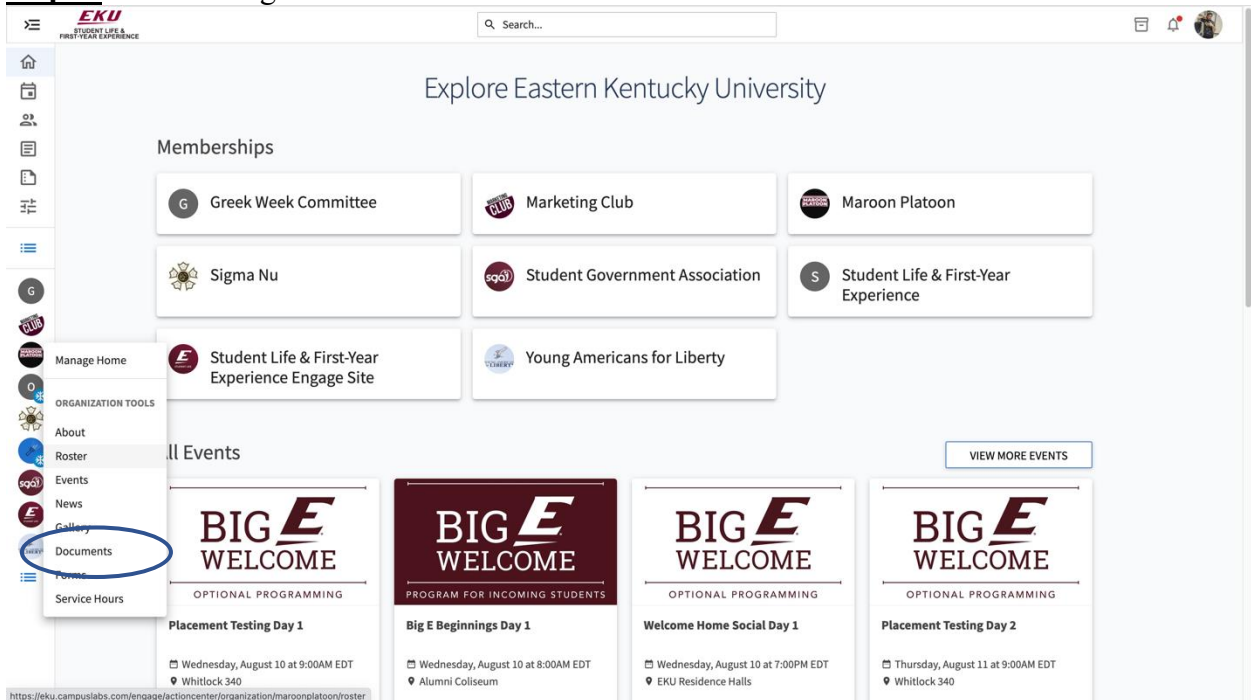
Step 2: Enter your ECU Email credentials to log into the system.



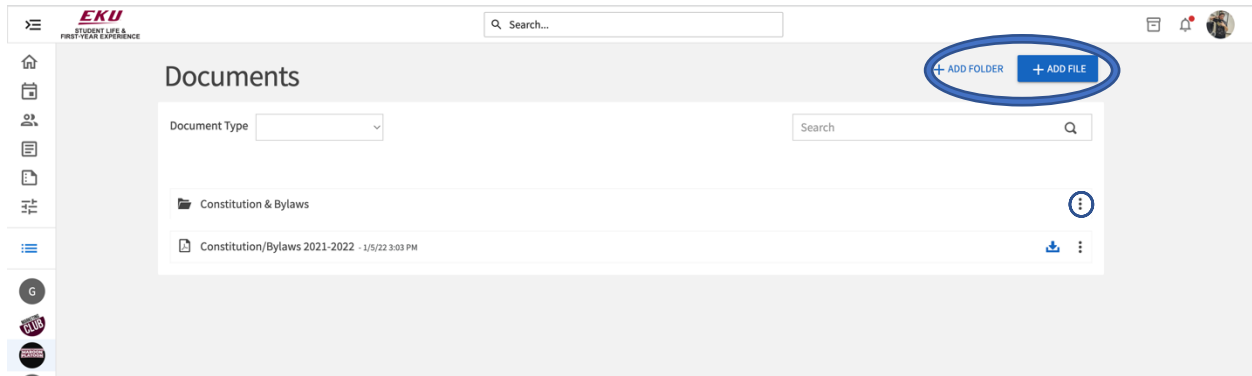
Step 3: Find the organization you would like to manage on the left menu.



Step 4: Click the organization on the left menu and click the “Documents” button.



Step 5: From here you will be able to see the documents your organization has uploaded or add files to your site by clicking the “Add File” button at the top right. You can also create folders to organize your documents. By clicking the 3 dots by the document you can edit it individually or delete File.



Step 6: You can upload files directly from your computer, create a title for the file, and select what type of file you are adding.

