

# Uploading Documents in Owl Life

1. Log in to Owl Life at owlife.kennesaw.edu with your Net-ID and password.

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2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Kennesaw State University

Search Events, Organizations, and News Articles

Memberships

Department of Student Activities

**Click here**

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.

HOME EVENTS ORGANIZATIONS NEWS FORMS

MANAGE ORGANIZATION

CONTACT

Department of Student Activities

Member Since November 2019

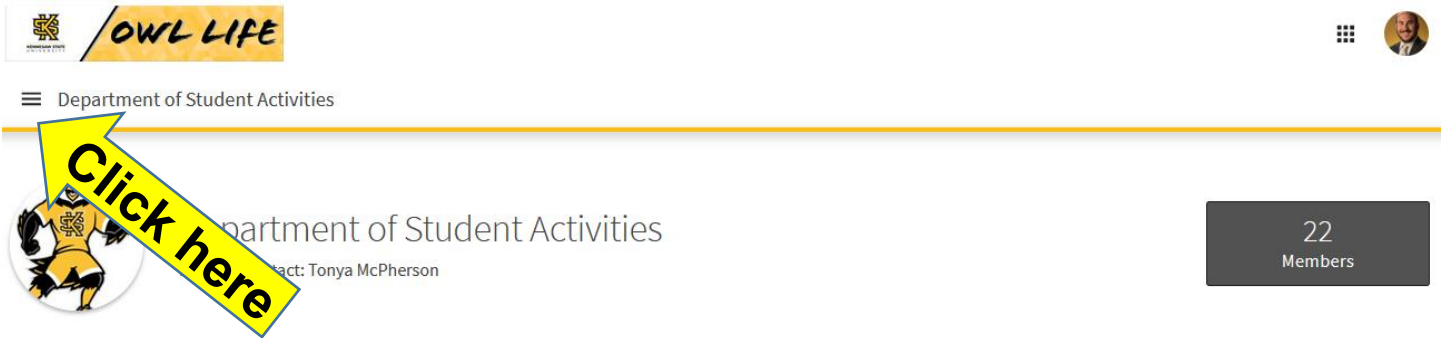
The Department of Student Activities brings you services, resources, activities and events from the nonacademic side of college life. We like to think of ourselves as a classroom - without walls. Below you will find brief information and links to the many things we provide - we hope your KSU experience will be richer because of us!

Kennesaw State University supports and encourages participation in co-curricular activities as an integral part of your total education. The decision is yours - to just get a degree or a holistic education. Any active student involved in student organizations or planning large-scale events can attest to the learning acquired and the satisfaction experienced through involvement. By combining the skills you develop through co-curricular involvement and the knowledge gained in the classroom, you will be much better prepared in enjoying college, getting that job, and developing your total potential.

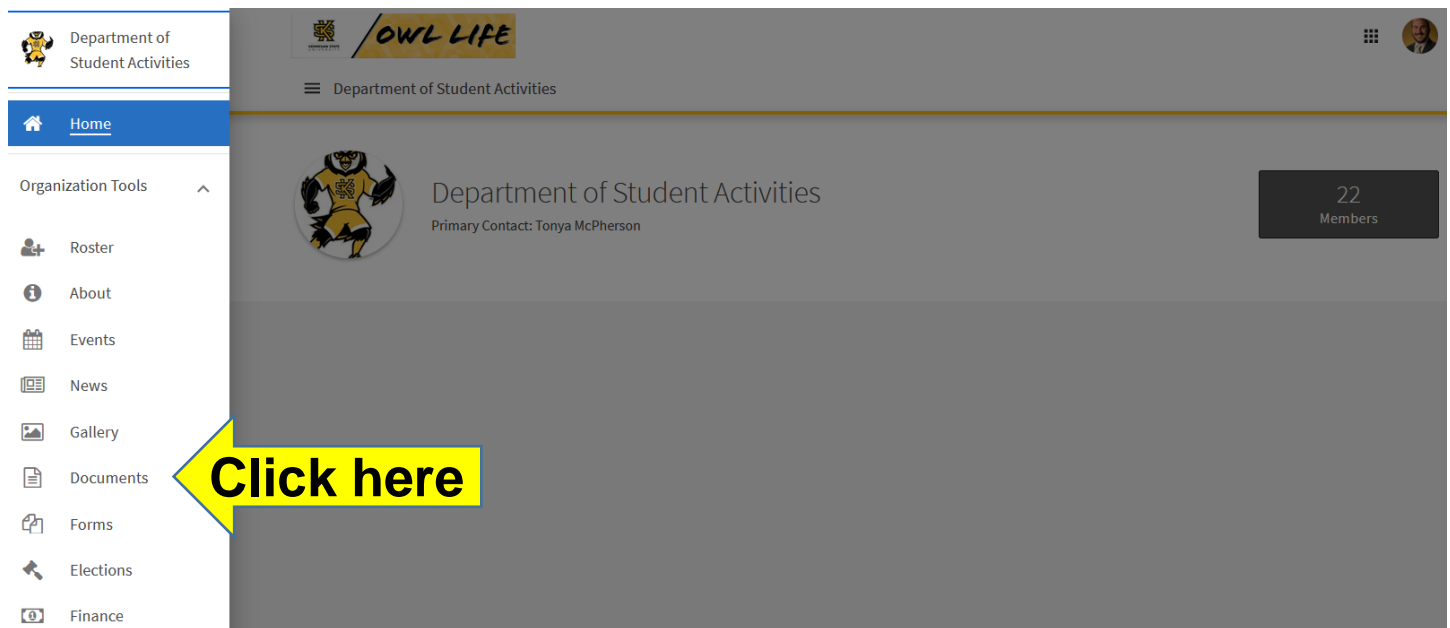
VIEW GALLERY

**Click here**

4. Another tab will open. Click on the three horizontal bars in the top left corner.



5. From the drop-down menu, select "Documents."



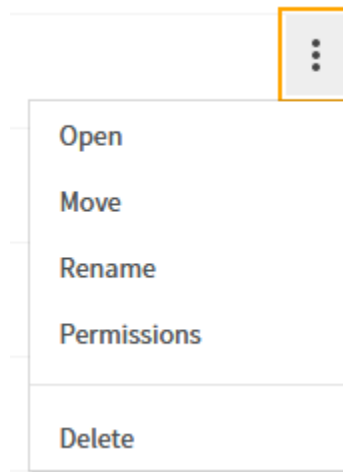
6. To create a folder, click "Add Folder" in the top right corner.



7. To upload a document, click “Add File” in the top right corner.



8. To manage the file locations, click on the three dots to the right of the file name and follow the prompts.



If you have any questions, please email [studentactivities@kennesaw.edu](mailto:studentactivities@kennesaw.edu).

