Campus Reach: Participant Registration & Tools

Please read the following information to help you understand the registration and set-up process for your Campus Reach account. This document will also inform you of all the tools available to you in Campus Reach.

Account Registration:

1. Go to [www.CampusReach.net](http://www.CampusReach.net)
2. At the top right of the page, hover over the word “Sign Up” and select “Student.”
3. Enter the following information:
   a. First and Last name
   b. University email
   c. Password
   d. Select your organization from the list of available Universities. (Texas State University)
   e. Course Number: **ICorps** | Section Number: **Cohort 1**
4. Texas State Students are not required to pay, so to bypass the payment portal please use the following details:
   a. Name on card: Your name
   b. CC number: 0000-0000-0000-0000
   c. Expiration: 00/00
   d. Security Code: (Leave blank)
5. Registration Complete!
6. Add your project environment by entering the appropriate unique ID in the field, **Join a Project**.
registered in Campus Reach, you can send the project ID internally by sending them a direct message in the Inbox tool. Search users by name or email.

Tools:
The tools in Campus Reach are ever-changing. We continuously add and take away features to find the right balance between utility and simplicity. If you ever have any questions or suggestions, you can contact us from any page in Campus Reach by clicking on the paper airplane at the bottom right corner. We appreciate your feedback!

Project tools:

1. Hours: We keep track of your total hours for the project as well as your total hours overall. This information is important to your institution, so record your hours with care. Depending on how your project is set up, you can record hours as often as you’d like, or once a week. You will know based on the layout of the hours form.

2. Reflections: There are two types of reflections within Campus Reach. You can record a video up to 90 seconds or use the open text fields to leave a written reflection. How often and what kind of reflections is up to your professor.

3. Discussions: You can have as many different discussions as you would like. Adjust the permissions and name for each at any time.

4. Files: Store and organize your files and links within the Files tool. Any file that is compatible with a Microsoft Office application will automatically appear with the Office Online integration icon next to it. These documents can be edited and collaborated within by any user with access. You will have the full functionality of Microsoft Office within Campus Reach. Microsoft or 365 account is not required.

5. Tasks: Take all the due dates and assignments from your syllabus and enter them in tasks. They will populate on the Calendar page as well. The tasks will organize themselves based on the nearest due date. The colors will change to indicate the time before it is due. Only the user assigned the task can mark it as complete.

Engagement Portfolio:

In the Account section of Campus Reach you will find your Engagement Portfolio. This portfolio will update with any projects that you create or join. Store files like final reports and presentations to your portfolio so that you can look back and provide examples of your work. You are encouraged to use this portfolio to summarize many of your service and experiential learning projects when submitting applications to potential employers.

You can manage the portfolio by adding notes and updating the descriptive information. You can also delete records from your Engagement Portfolio if needed.
Additional Questions: Contact User.support@campusreach.net with any feedback, suggestions, or questions about Campus Reach!