How to Access 2024 Student Organization Dashboard for mycampus email addresses

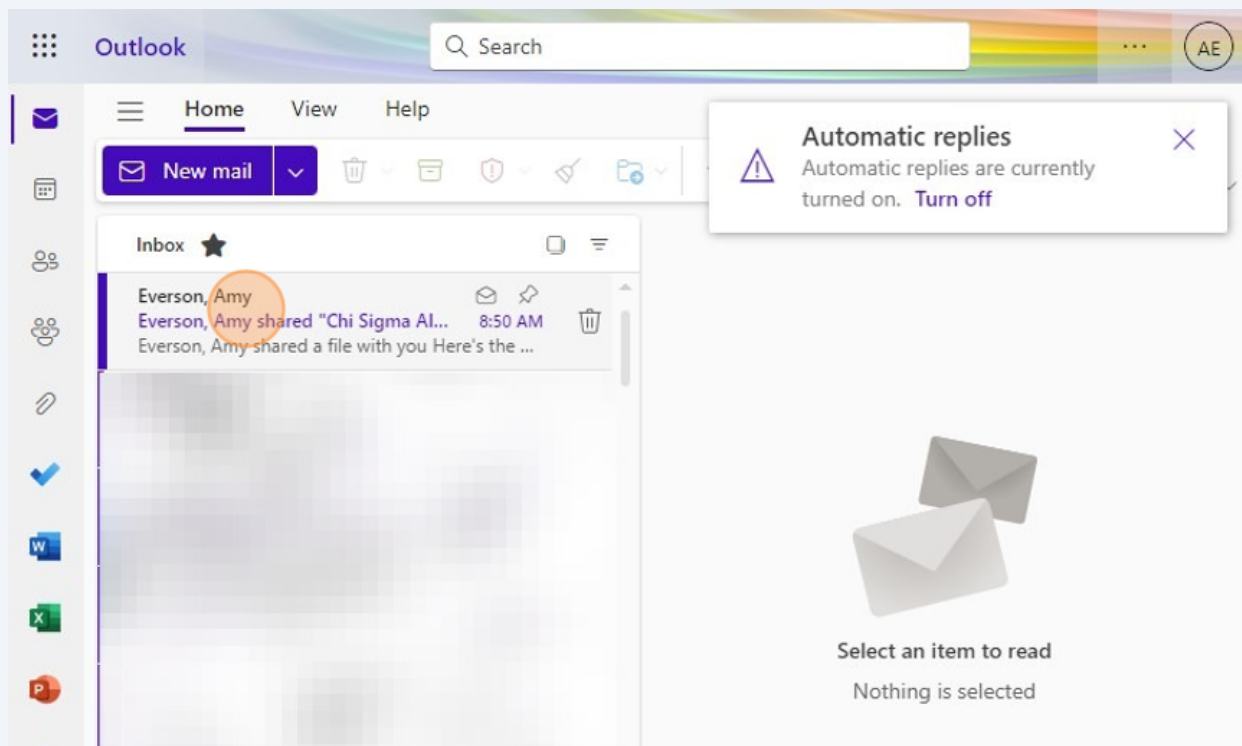**1** Navigate to **https://login.apus.edu/padsts/login**

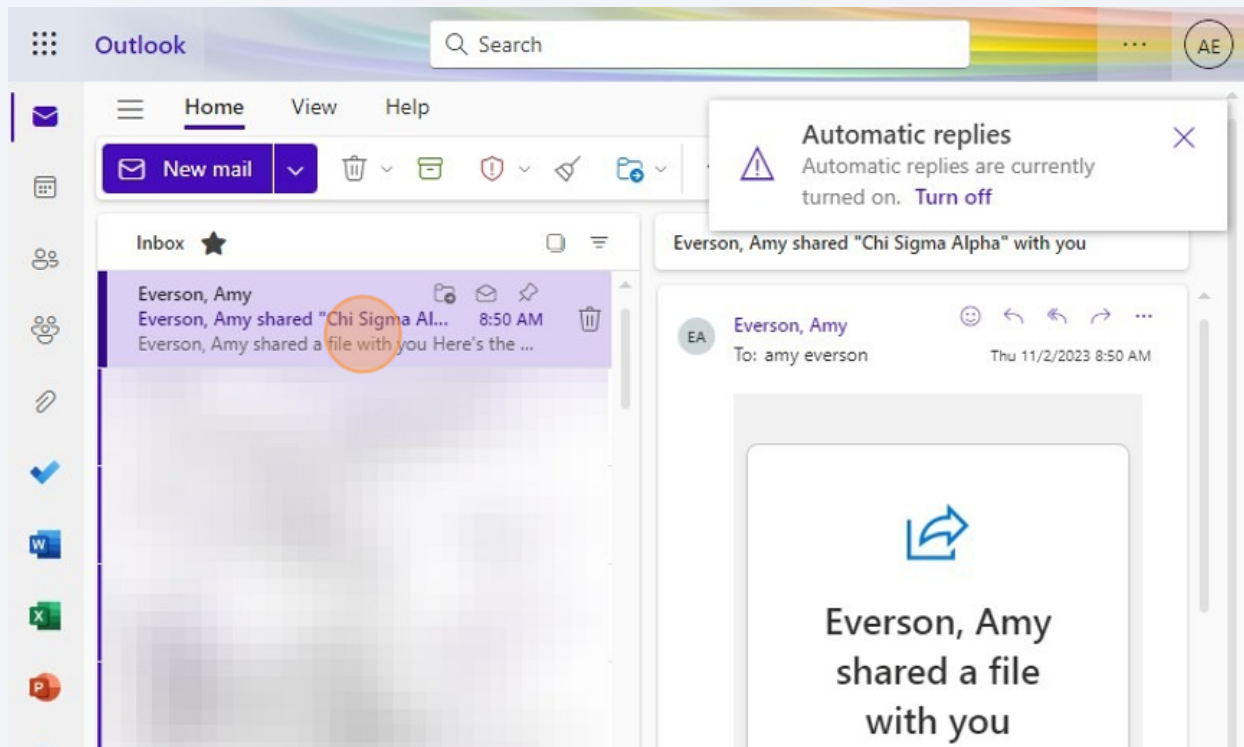**2** Using your Student ID and regular classroom password, click "Log in"

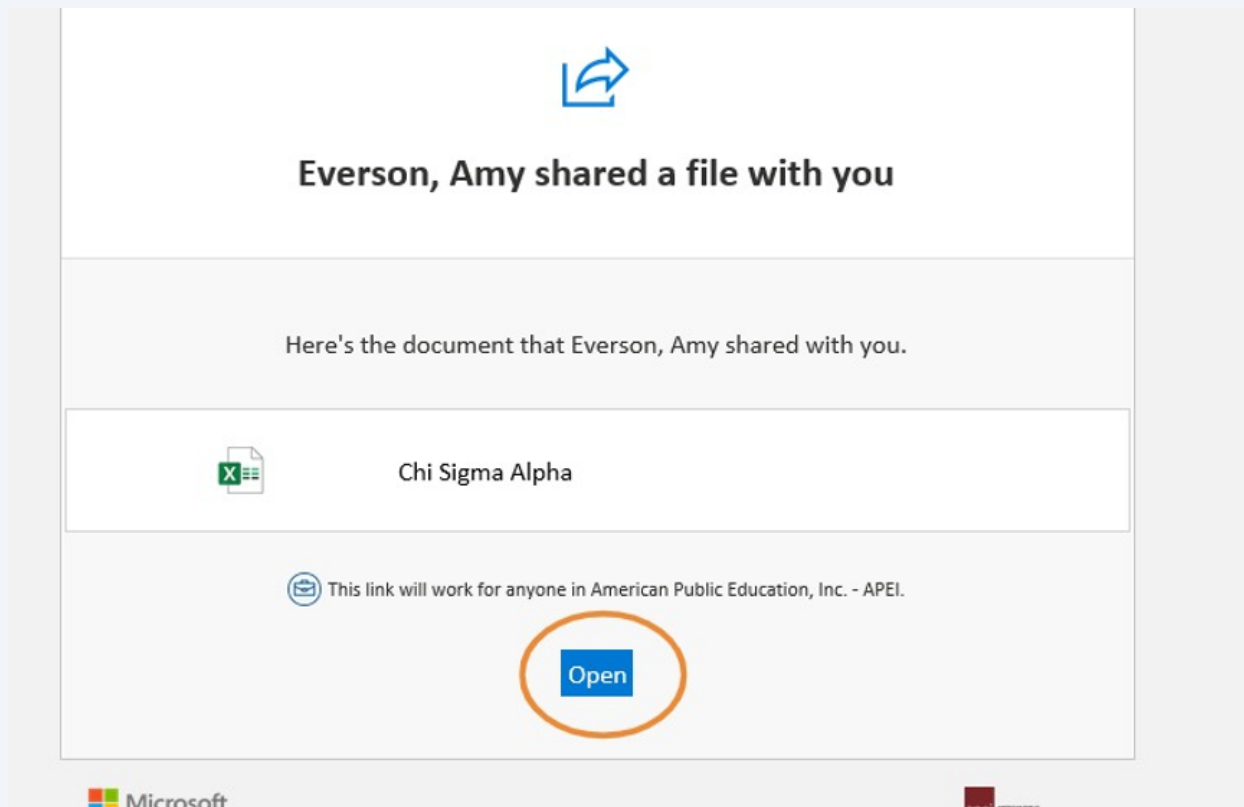**3** Locate the envelope at the top right corner to open mycampus email
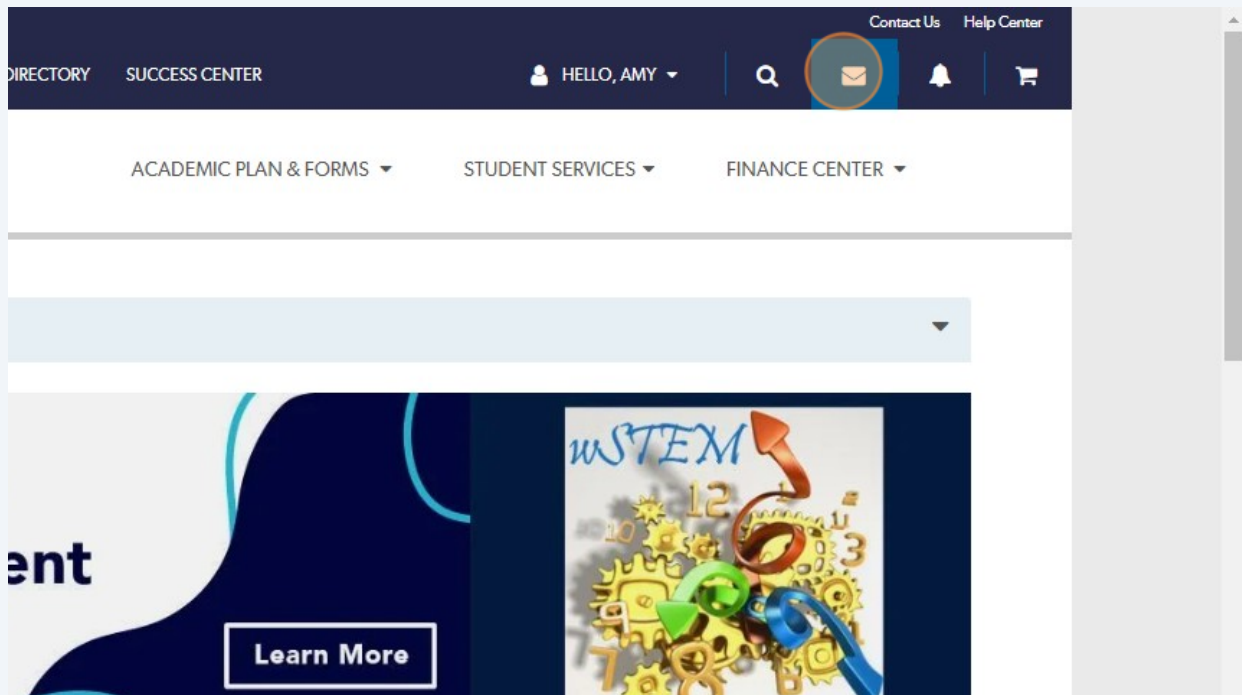
4 Find email with file shared - should say "Everson, Amy shared "Organization name" file with you. May also come from Bordovsky, Lindsey, Ramey, Tracee, or McGhee, Shun.

5 Double-click email to open

6 Click "Open"

7 Navigate to Excel file - opened in new window

8 The first tab, Dashboard, provides an overview of the previous year's standing, your current point totals and medal for 2024, the organization's remaining budget, the date your roster was last updated, your current officers and advisors.

NOTE: if you believe any of the information on this page is incorrect, please contact studentaffairs@apus.edu.

	A	B	C	D	E	F	G	H	I	J
1	ORGANIZATION NAME									
2										
3	2023 Chapter Standing									
4										
5	2024 Chapter Standards Points Total		0 No Medal							
6										
7	Remaining Budget	$	1,250.00							
8	Date Roster Last Updated									
9										
10	Current Officers									
11		Name	Email Address							
12	President									
13	Vice President									
14	Secretary									
15	Webmaster									
16										
17										
18										

Dashboard | Chapter Standards Tracking | Budget | Inventory | Roster | 2024 Annual Plan | Password Manager

Workbook Statistics

9 The Chapter Standards Tracking tab show the activities and events submitted through the Chapter Standards Reporting form.

	A Activity/Event	B Details	C Points Po:
14			
15	Leadership		
16	Conduct Chapter Elections; Four Officers Inducted		5
17	Hold Quarterly Officer Meetings (2 points each)		8
18	Complete required officer onboarding training		5
19	Action Plan Meetings with the Office of Student Affairs (2 points each)		8
20	Create, Collect, and Share Member Feedback		5
21	Set-up and maintain chapter website		8
22	Welcome New Members After Membership Drives (4 points each)		8
23	Academic Recognition		

Dashboard   Chapter Standards Tracking   Budget   Inventory   Roster   2024 Annual Plan   Password Manager

Workbook Statistics

10 The Budget tab shows the expenses your organization has incurred in the current year. You will see the starting budget at the top. Each expense will have a line and show the total spent and in what month. Your organization's remaining balance will show on the dashboard tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	ting Budget	$1,250.00														
	ense Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL		
														$ -		
														$ -		
														$ -		
														$ -		
														$ -		
														$ -		
														$ -		
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		

Dashboard   Chapter Standards Tracking   **Budget**   Inventory   Roster   2024 Annual Plan   Password Manager   +

ook Statistics

11 The Inventory tab will show what items, if any, your organization has in Student Affairs or Commencement inventory.

	A	B	C	D	E	F	G	H	I	J	K	L
	s in Inventory											

Dashboard   Chapter Standards Tracking   Budget   **Inventory**   Roster   2024 Annual Plan   Password Manager   +
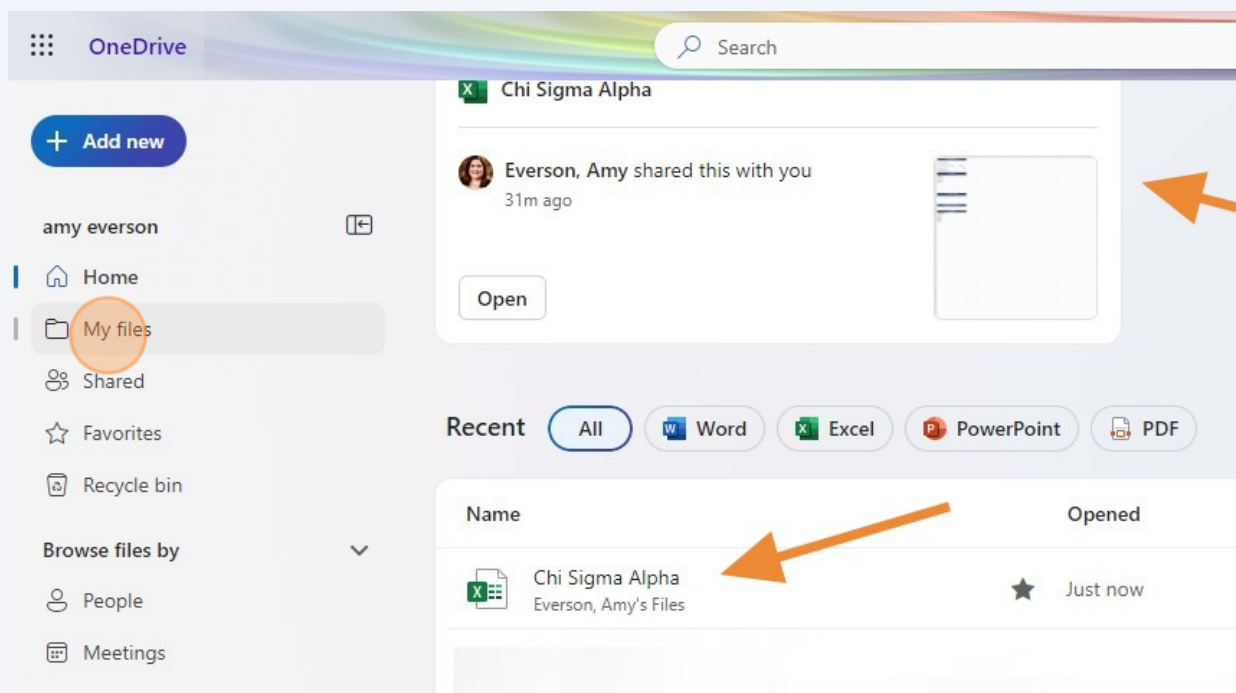
ics

12 The Roster tab will show all your organization members, their email addresses, and the date they were added to the roster. Your newest members will always be at the bottom.

	A	B	C	D
1	**First Name**	**Last Name**	**Email Address**	**Date Added**
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

13 After the first time you open the file, you'll access it through the OneDrive icon on the left of your email box.
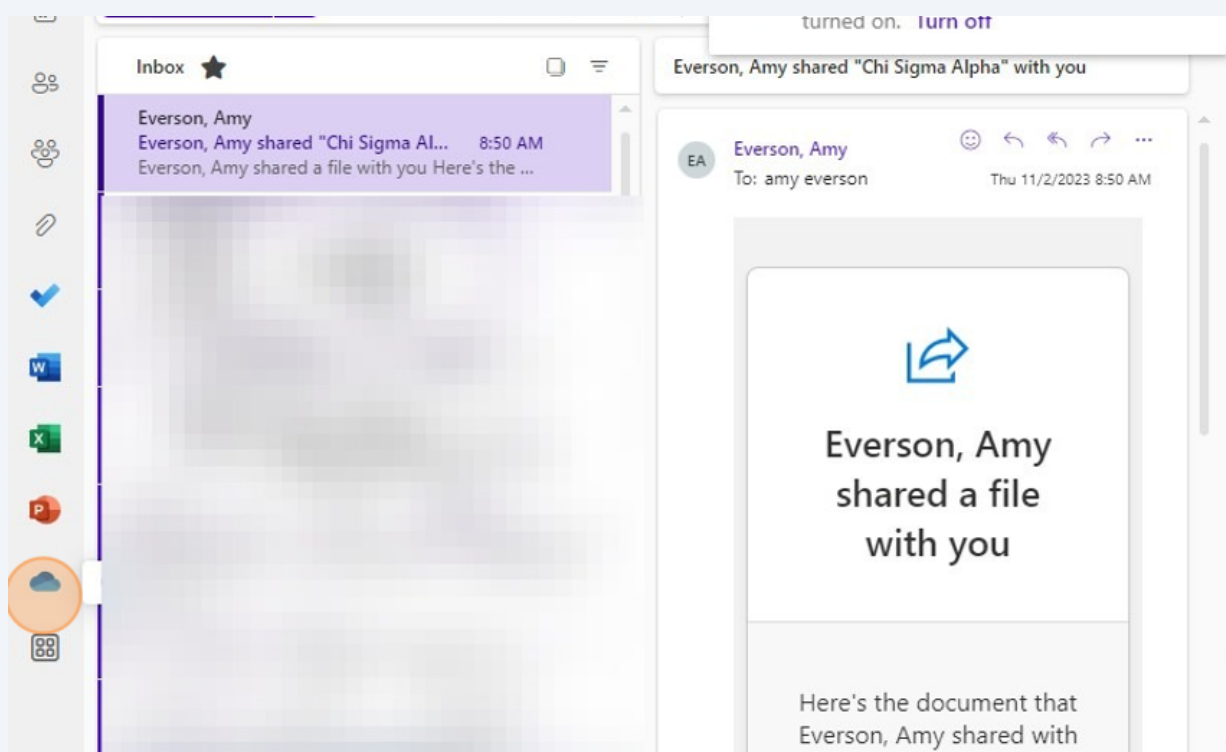
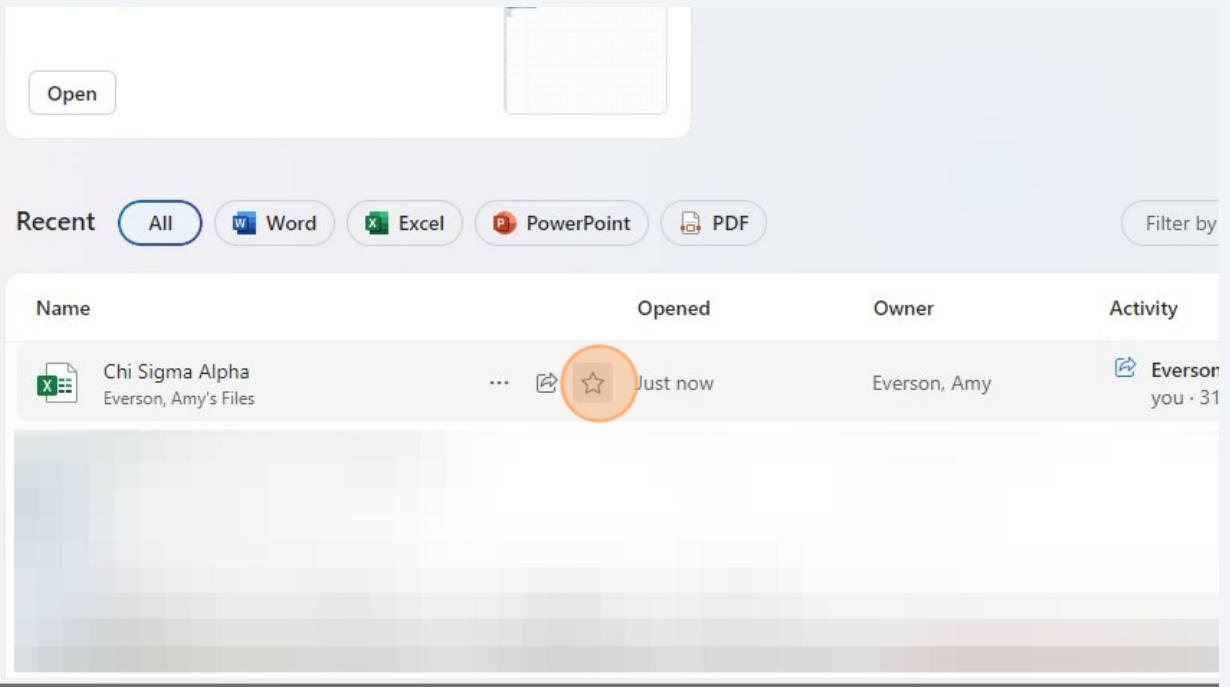**14** File will show several places - my files, shared, recent, and "for you"

15 To favorite the file, click the star.

Open

Recent All Word Excel PowerPoint PDF Filter by

Name	Opened	Owner	Activity
Chi Sigma Alpha Everson, Amy's Files ··· ↗ ☆	Just now	Everson, Amy	Everson you · 31

16 Click "Favorites"

+ Add new

amy everson ⬅

⌂ Home

▢ My files

⚇ Shared

☆ Favorites

▢ Recycle bin

Browse files by ⌄

⚇ People

▦ Meetings

Quick access

As you open files from shared libraries,
they'll appear in this Quick access list.

With you By you All 📁 Folder Word Excel

Name ⌄	Date Shared ↓
Chi Sigma Alpha Everson, Amy's Files	★ 32m ago