

Uploading Documents in Owl Life

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

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

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Kennesaw State University

Search Events, Organizations, and News Articles

Memberships

Student Life

Click here

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

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

student LIFE Student Life

Member Since November 2019

Student Life will empower all students to maximize their development through learning, leadership, and involvement. We create a sense of belonging through collaborative partnerships, programs, and services.

You're the "student" in Student Life. Kennesaw State will help you take charge of your future. A college degree means more career opportunities and a greater earning potential. But it takes some creativity, planning and preparation. Involvement in student life is an opportunity for you to experience activities outside of the classroom that will contribute to the success of your education at KSU. Find your voice at a Student Government meeting, find answers during an interview for The Sentinel newspaper, and find yourself in one of over 300 student organizations*. Discover your passions and test your values. Build your body, strengthen your mind, and develop positive interpersonal relationships. Start a new organization, or become part of one. Help plan a special event. Learn interpersonal skills as you meet new friends and work with others. You'll never be here again. Now's the time to create a rich college experience for yourself before you take that giant leap into life after college. But before taking that leap, take a few steps along with us. **Get involved.** Please visit our website at studentlife.kennesaw.edu for more information!

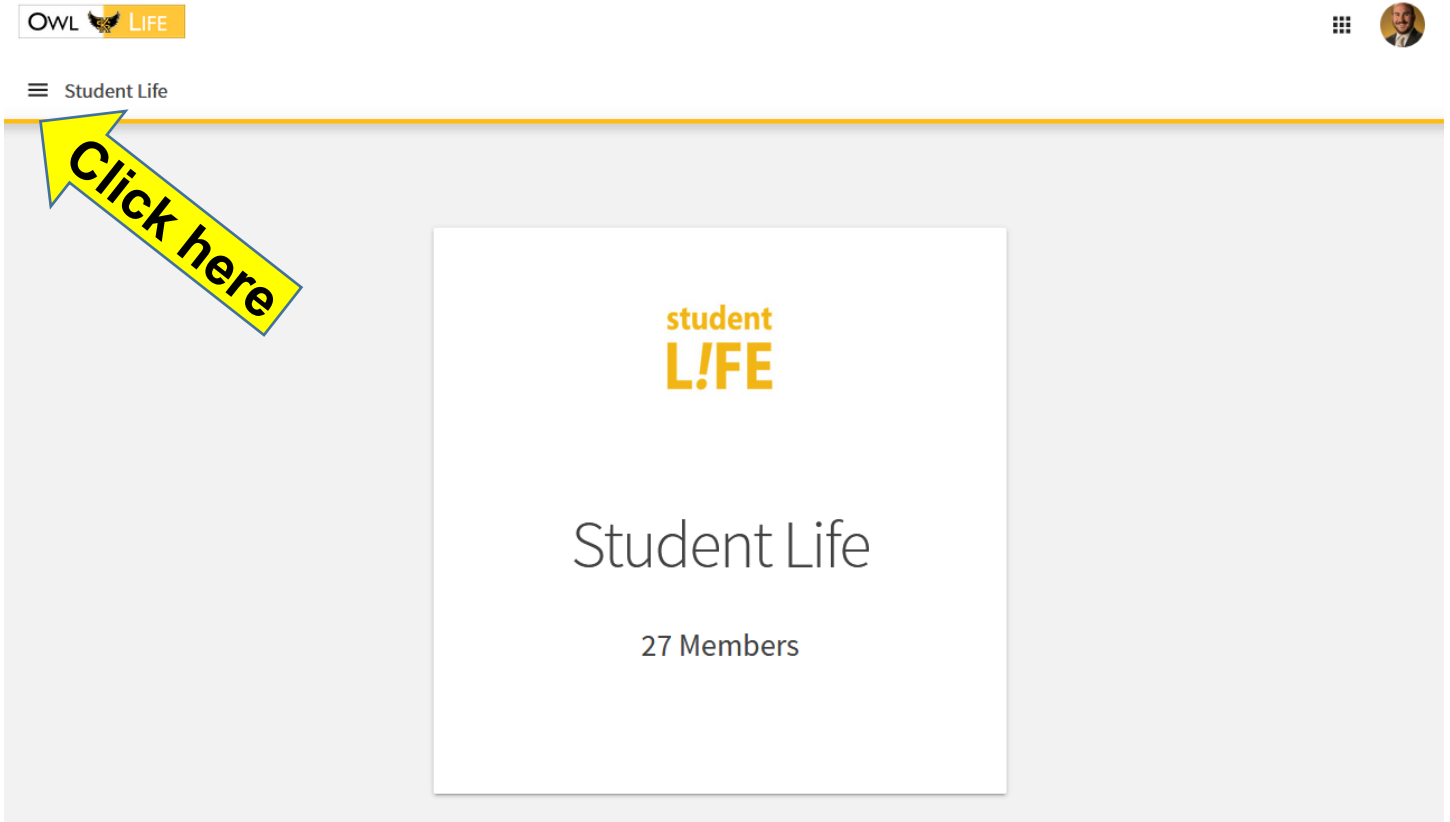
VIEW ALL PHOTOS

MANAGE ORGANIZATION

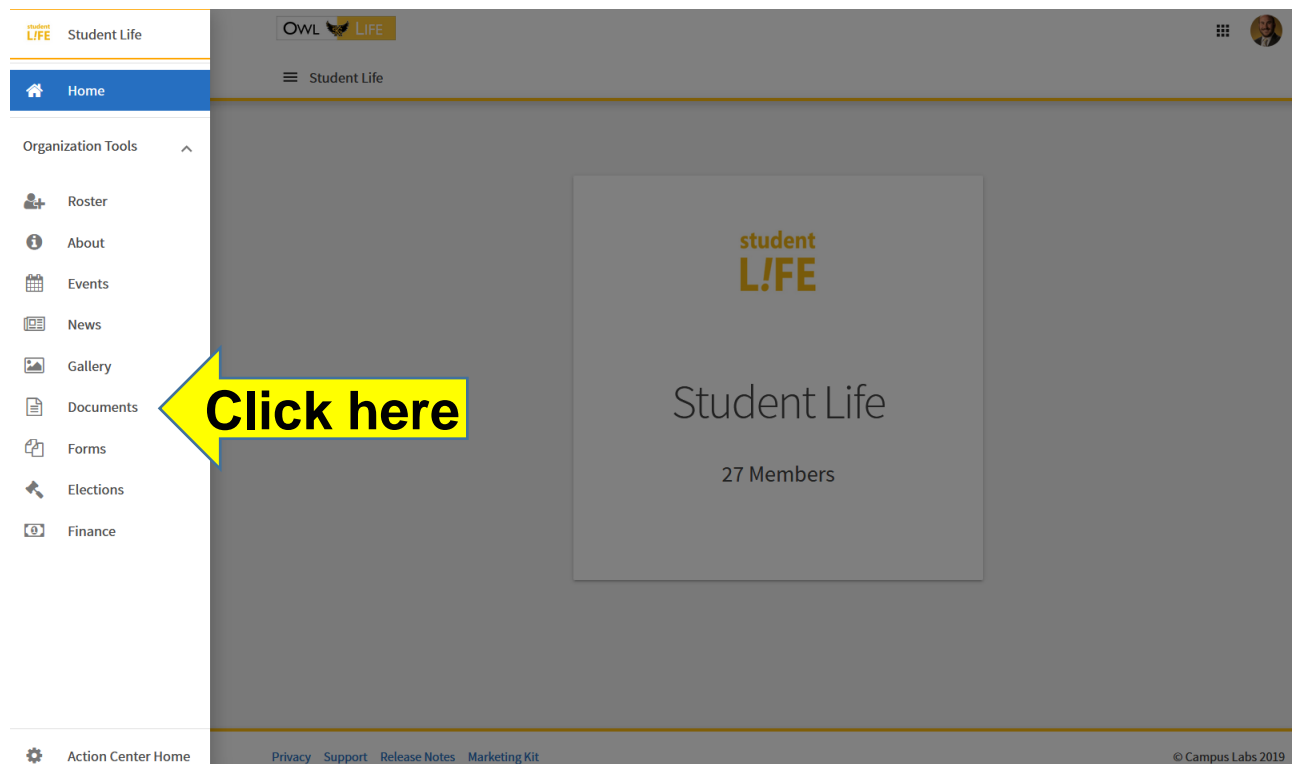
CONTACT

Click here

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



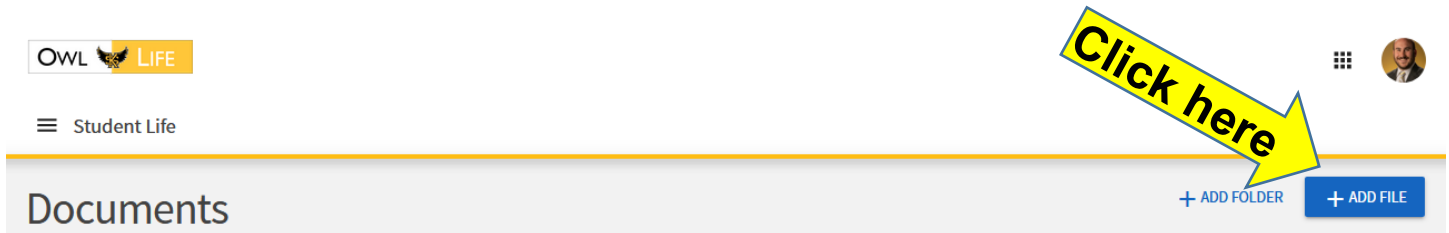
5. From the drop-down menu, select "Documents."



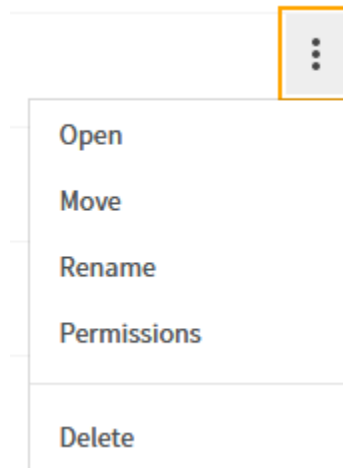
6. To create a folder, click “Add Folder” in the top right corner.



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 RSOsupport@kennesaw.edu.