

# STUDENT

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## CHEAT SHEET

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## HOW TO LOG IN

1. Navigate to **TC3 Campus Groups**.
2. Click 'Login.'
3. Enter your credentials & click login.

## HOW TO ACCESS GROUP(S) YOU'RE A MEMBER OF

1. Log into your platform.
2. Click on the group's name under 'My Groups.'
3. This should be the first page you see when you log in.

## HOW TO REQUEST TO JOIN A GROUP

1. Log into your platform.
2. Search for the group in the search bar OR click blue 'All Groups' button.
  - a. Find by clicking on the group of 'people' icon on the top left corner.
3. Check the box next to the group name & click blue 'Join' button at the bottom.
  - a. Many groups require their Officers to validate a person before making them a Member so you may have to wait to be officially approved.

## HOW TO FIND YOUR CO-CURRICULAR TRANSCRIPT

1. Log into your platform.
2. Click 'My Involvement' (Left-Hand Menu)
3. Click 'My CCT.'

## NEED MORE HELP?

1. Explore CampusGroups Resource Articles <http://help.campusgroups.com>.
2. Click "?" on bottom right to access CampusGroups Support.
3. Contact Student Activities (607.844.8211 ext 4442).