Setting Up Your Collegiate Link Profile

Go to [www.uwyo.edu/rso](http://www.uwyo.edu/rso) and click any box. Or to go directly to the Collegiate Link page, type in the URL: [https://uwyo.collegiatelink.net/](https://uwyo.collegiatelink.net/) and skip to the sign in step starting on the next page.

To begin, start at [http://www.uwyo.edu/cac/rso](http://www.uwyo.edu/cac/rso) and click on the banner to be taken to Collegiate Link.
Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.
Click on “Settings”
On the “Profile” page, you can edit and add information such as your social media profile links.
From there, you will be taken to a page with two drop down menus: Community Settings and Organization Roster Settings.

For each Field or Organization, if “Show” is turned blue, it means that particular information is visible to the UW community, and if “Hide” is turned blue, it means it is not.

Under the Community Directory, you can choose which, if any, of your contact information is visible. Under Organization Roster Settings, you have the option to have your name visible in any organizations roster that you belong to. If you hold a position, you can choose if you want to be visible as a member or as an officer.
Please note: If you are listed as the Primary Contact for an organization, your name AND contact information will be listed on your RSO Collegiate Link page. This information was entered separately as a part of the registration process, so it is not controlled through your personal Privacy Settings. If you are listed as the Primary Contact, and wish to change that, you can follow this guide on Changing/Adding an Officer/Advisor.

NOTIFICATION SETTINGS

On the “Notification” page, you can edit the manner in which you receive notifications from Collegiate Link, from receiving everything in your email, to just being notified when you log into Collegiate Link.
Click your name in the top right hand corner to generate the dropdown menu. Select “Involvement.”

You will be taken to your “Memberships” page that shows you all your current and past memberships in organizations on campus.

Next, click on “Interests.”
To search for organizations aligning with your interests, click on “Organizations.”

On this page, you can select and rank your interests. This becomes important, as it enables Collegiate Link to help you find organizations that may be a good fit for you!

Click “View Recommended.”
Based on the Interests you have established in your profile, Collegiate Link will generate a list of organizations that match. In my case, there are 51 organizations I can look at. The more specific your Interests are, the better the matches will be.