# Campus LINK frequently asked questions and tips

## Tips

* Campus LINK has a help site at <http://support.collegiatelink.net/home>
* Use the (?) mark on Campus LINK’s site to ask a question
* Be sure to use ucmail.uc.edu or mail.uc.edu addresses when inviting members.

## FAQ Document

*The following questions were asked during training sessions when implementing Campus LINK.*

1. **How do I change a member’s permissions to allow them more or additional access to our page?** Go to Roster on the left hand side. Click Manage Positions. Click on a position and change their access in the “Manage Access” section. Only an administrator of the organization can change access and create positions. If you find that you need to create a new position, more information is [here](http://support.collegiatelink.net/entries/228232-Update-Existing-Organization-Positions).
2. **What types of files are accepted to be posted as a flyer?** Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf), and html, htm, mht and pdf. Files must be smaller than 4MB. If you are having trouble with a pdf upload the file as a jpg. More information on posting flyers can be found [here](http://support.collegiatelink.net/entries/228048-creating-a-new-event-system-5).