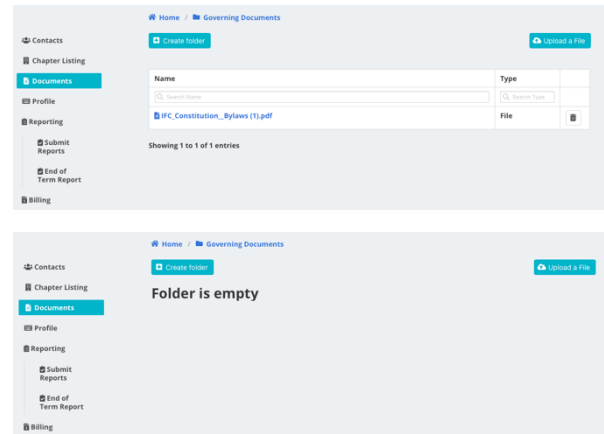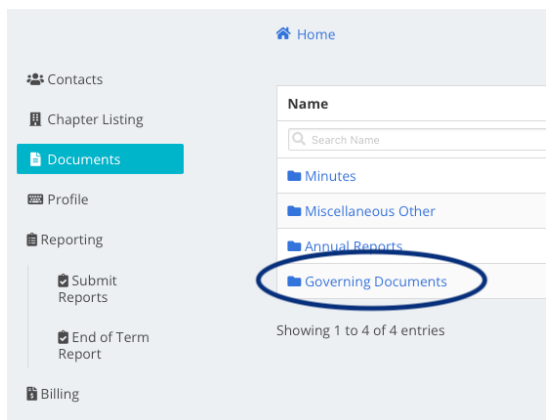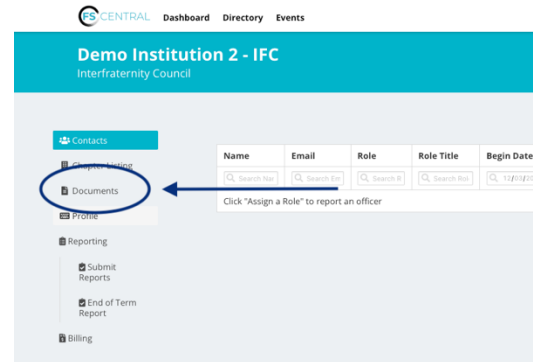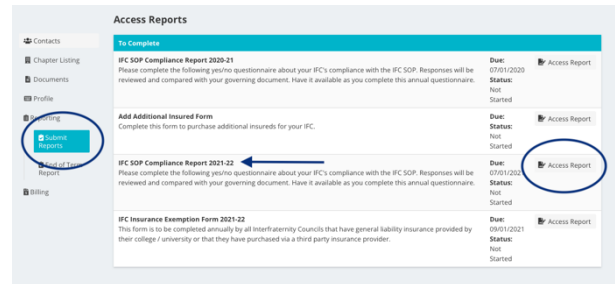# How to Submit Governing Documents and Assess Your IFC's SOP Alignment
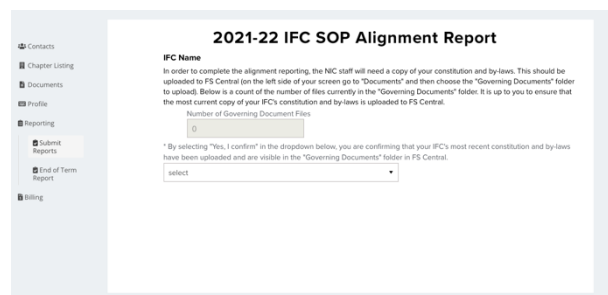
- Log into to [FS Central](#) and navigate to the IFC's page. *You will need to be listed as an IFC Officer in order to access the page.*
- On the left-hand side, click Documents.
- In the Governing Documents folder, upload the most recent version of your IFC's constitution. *If it is not already there. If it is there, it will be listed as an entry. If nothing is uploaded, it will say Folder is empty.*

- Go back to the left-hand side of the screen, click Submit Reports under Reporting.
- The third option is "IFC SOP Compliance Report 2021-2022. Click Access Report to the right.

- Confirm you have submitted the most updated version of your governing documents.
  - Once you click Yes, I confirm, it will auto-populate the report for alignment.
- Navigate through each category and compare the IFC SOP to your governing documents.

If you have questions email your Campus Support contact.