

Are you a listed Campus Organization Officer on OrgSync?

If you are, you need to complete a certification form and formally accept your role. Here is how to do it:

1. Check your U-Mail.

You should have received an email with the subject line **“New Forms to Complete.”**

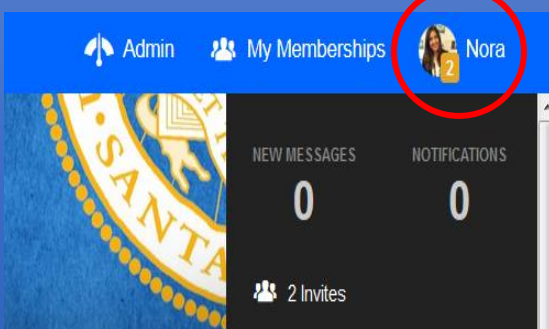
If you found the email skip to **#5**.
If not, continue to **#2**.

2. Log on to OrgSync with your UCSB NetID and password.

Here is the link:

<https://orgsync.com/login/university-of-california-santa-barbara>


3. Once you're logged in, click on your name in the right-hand corner. A sidebar will pop up. Find Notifications and click on it.



4. Under Notifications there should be a recent notification that says “You have been tentatively assigned the position of...” Click on “Submit the Following Form”.

5. The Admin Position Page should open.

Vice President/Chair

 Nora G. Rosales Soto
Jun 3, 2016 to Present
Admin position

Forms accompanying this position:

<input checked="" type="checkbox"/> Organization Officer Certification Form	SUBMITTED
This position has been submitted.	SUBMITTED

Under the Forms accompanying this position, select **“Organization Officer Certification Form”** and you should be prompted to begin the form.

6. Once you complete the form, you will return to the Admin Position Page. Click on **Finish** next to the **“This position has been submitted”**.

If you have successfully submitted both forms they should say **SUBMITTED**.
Congratulations! You are now a recognized Officer of your organization!

Now when you go to the homepage of your organization's OrgSync portal, your name and position should appear on the right-hand side of the screen. Remember you need a minimum of 3 officers and an advisor.

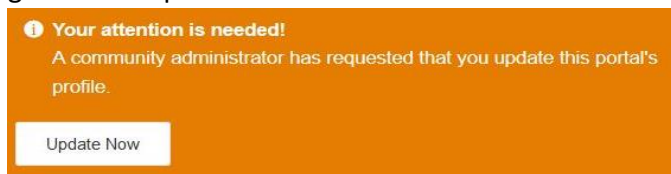
You're done with this step of Re/Registering your Campus Organization. See you at a Campus Org Orientation and/or at Student Leader Retreat!

Recognized Campus Organization Registration Process

The time to re-register your campus organization for the 2017-18 academic year is here! Our organization management system, **OrgSync**, will be very beneficial to your organization and is **REQUIRED** to use as you go through the re-registration process.

STEP ONE – Update Organization Profile

As an administrator for your organization, you will see an orange box when you log into your organization’s portal. Click the link to update your organization’s profile.



Prior to Fall 2018, the following **MUST** be updated in your OrgSync portal:

- Your **organization’s constitution**
- The **names and contact information** of three (3) officers. (Recommended: President, Vice President, Treasure)
- A completed **Officer Certification Form** (see reverse side of this handout for instructions)

****Note:** Review the Campus Orgs policies on the last page carefully before submitting your renewal request. The *Campus Regulations* are available online at www.sa.ucbs.edu/regulations.

STEP TWO – Pass Down the OrgSync Baton

After you have submitted the portal update, be sure to go to the “People” tab on your portal and **give administrator or officer access to the new officers!**

****Note:** Make sure the new officers have joined your org’s portal. If the new officer is not yet registered on OrgSync, click “Invite Members” to send a personalized invitation.

- Choose Member
- Click “Manage”
- Select “Administrator” and voila!



STEP THREE – Pay the Registration and Account Maintenance Fee

The Registration and Account Maintenance fee subsidizes a small portion of the costs of OSL doing business: resource center supplies (poster paper, markers), room reservations, hiring peer advisors and interns, etc. It will be automatically deducted from your organization account, so be sure to make a deposit to cover the fee!

- Priority: (For those who **DO** meet the registration deadline): \$30
- General: (For those who **DO NOT** meet the registration deadline): \$50
 - Q: What’s the “deadline”?
 - A: To meet the deadline organization must have completed their Campus Org Orientation and attended the Student Leader Retreat by **Oct. 7, 2017**

STEP FOUR – What’s Next?

The essential steps to finalize your org’s registration will take place during early fall quarter. We will send communication via OrgSync to provide additional instructions. The registration process will include:

Registration Checklist
CREATE or UPDATE an OrgSync Portal
Attend one (1) Campus Orgs Orientation (note: details coming Fall 2018)
Attend the Student Leadership Retreat (Saturday, October 7, 2017)
Pay Registration and Account Maintenance Fee
Attend at least one (1) Peer Advising Meeting an OSL Intern per quarter (note: An OSL Intern will set up first meeting during Fall Quarter)

