

Howdy and welcome to StuAct online, the organization management and resource center hosted by The Department of Student Activities at Texas A&M University. Today we are going to show you how to get started and take advantage of all the features on our site. Since StuAct Online uses the TAMU netid system to personalize your experience on the website, your first step will be logging in with your netid. From the StuAct Online home page you can do this by clicking the log in button. You will be taken to a page that looks different from the rest of StuAct Online. This is where you will log in with your netid and password. If you have forgotten your password you can reset it from this page as well. If this is your first time logging in to StuAct Online, you will be taken to a page where you can set up your personal profile.

Your personal profile contains basic contact information that will be used to identify you to your organization and our department, as well as some basic options for personalization. The information in your personal profile is kept protected and can only be seen by department staff and officers of your organization. You can edit your personal profile again at any time by clicking the my profile link at the top of every page. Your StuAct online profile also contains other useful pieces of information that relate to your account. If you have completed the StrengthsQuest program you can visit the strengths tab to view and edit your top 5 strengths. The training tab shows you any training credit you have received from our department and notifies you if you still have requirements to meet. The history tab gives you a detailed log of any activity associated with your account or your position in a student organization. Once you have logged in and set up your profile, visit the StuAct Online homepage by clicking the home link on the top menu or just click the department's name. The homepage is personalized to your account. It connects you to any organizations you are already associated with and alerts you of any actions you need to complete on the site. If you haven't already associated your account with a student organization, you can do that from the home page by clicking the add an organization button on the home page. This will take you to a page where you can type in the full name or part of the name of the organization and find it in the database. For example we're going to search for the test organization. You'll see here the test organization shows up as one of the results. Click the name of the group and you will be taken to a page where you can choose the position you currently fill. If someone else is already filling the position you hold with a group, you can still submit the request and if it's approved you will automatically replace the previous person who is in that position. At this point StuAct Online also checks your eligibility to serve as a student leader. If you're ineligible to fill a student officer position with a group you will be notified on this page along with an explanation of what might have caused you to be ineligible and what steps you can take to resolve the issue. If you are an advisor, you can safely disregard this notice and continue with the process. Once your request is submitted you must be approved to gain access to manage the organization. Requests follow an approval hierarchy. General officer requests are approved by student leaders, student leader requests are approved by advisors and advisor requests are approved by the department of student activities. The group that can approve your request is automatically notified as soon as it is submitted and once they have logged in and approved or declined your request, you will be notified via email.

Once you have associated with a student organization, it will appear on your StuAct Online homepage under the my organization section. You will see the name of the group, your position in it, its

current recognition status, and any important messages that relate to your role with the group. Just like your own personal profile every organization has its own profile where you can manage its information, roster, website, and more. To access this profile click the name of the group on the StuAct Online homepage.

The organization's home tab gives much of the same information you see about the group on the StuAct Online home page except with greater detail. You'll notice a series of gray tabs across the top of the page similar to the tabs on your personal profile. Depending on your role within the group the number of tabs you will see will vary, but the tab on the far right will always show your position within the organization your viewing. You can click this tab to view more information about your position or to submit a request to change it. Let go through each of these tabs and what you can do with them. Much of the information is available on the right sidebar of the pages themselves along with a phone number or email address of someone you can contact with any questions relating to that page. Some pages contain large amounts of information, so we've spilt them up into sub-tabs which you can navigate by clicking the gray bars on the left side of the page. The profile tab contains the information the public sees when they search for your organization on our website. As part of our annual recognition process we require you keep this information up to date, so that people wanting to find out more about your group have accurate information. This tab also contains the groups OrgMatch profile which you can optionally provide more details about the group to make it easier for prospective member to find your group using the OrgMatch system. The OrgMatch system gives users a questionnaire about their interests and what kind of group their looking for and matches them to the groups that are the closest matches.

The recognition tab gives you a detailed gives you a breakdown of the annual recognition process and how your organization is progressing in each of its requirements. Under each category you will find an icon. A red X means the group doesn't currently met the requirement, a yellow alert sign means some action is required by your group or our staff, and a green check mark means your group meets that requirement. In order for your organization to maintain recognized status, all of these categories must show green check marks.

The roster tab shows your current organization leadership as seen by our system. Advisors, leaders, and officers are tracked on this page, but for privacy reasons members are not. If there are any pending requests to fill officer positions that you can approve you will see them at the top of this tab. This tab also contains other tools for managing people that are listed on the roster. Using buttons listed next to each person, you can add or remove them from the SOFC signature card, a card that contains signatures of all the leaders that are authorized to conduct financial transactions for the group. Some positions are required to be listed on the card so you will not see a button listed next to these postions. If you are a student leader or advisor you will see a button next to some positions letting you remove them from the roster. There are also buttons above the roster, including add an officer which lets you manually add someone to the roster, change position name which will let you give each position an informal name that will show up next to the real position name anywhere on the website, Special permissions where you can give give general officers access to pages they wouldn't otherwise be able to see, and download roster which provides you with an excel spreadsheet of the current roster. At the

bottom of this page you will see the roster archive. Clicking any position will show you all the officers that have ever filled that position, since StuAct online launched.

The finances tab gives you access to the resources provided to your organization by our department's Student Organization Finance Center. From this tab you can access the previous statements for your organization and print your SOFC signature card. StuAct Online will automatically fill in the information it knows about each position on your roster for the signature card, so in most cases you will only need to print, sign, and turn it in.

The web and email tab gives you access to the free webhosting resources provided to your organization by our department's Information Technology team. If you don't already have a web account set up for your group you can request one from this page. As part of our hosting plan, student organizations are given a domain name, such as yourgroup.tamu.edu, where you can host a website and set up email accounts, forwarders, mailing lists, and more. The webhosting and email access sub-tabs of this page correspond to these options and give you all the information you need to manage each of these areas. If your group wants a website and is not familiar with the necessary software or just doesn't want to go through the trouble of putting one together our department now offers an easier alternative called the Drupal Content Management System. Using this system, your group can have an A&M themed website with videos, photo galleries, calendars, members only pages, and more right out of the box with no software or web design experience required. This system is offered free of charge by our department. You can sign up for it by visiting the Drupal Site sub-tab. If you group already has Drupel set up you can visit this same sub-tab to customize or log in to your website.

The resources tab shows you any additional features that are available. This includes links to departmental forms, extra resource pages, and the organizations history, which similar to your personal profile's history shows a full log of every action related to the organization.

Last, we have the files tab. This tab contains any files that have been uploaded and association with the organization. Any time you upload a file to this page it is visible to all future organization officers and leaders. This makes this feature very useful for carrying over transitional material between officers such as constitutions, operation manuals, organization rosters, and completed form , like the pre-event planning form. Thank you for watching this getting started guide to StuAct Online. If you have any other questions click the help link on the top menu to see frequently asked questions and contact information for our department.