

Involve@State Manual

Re-registration for existing Registered Student Organizations

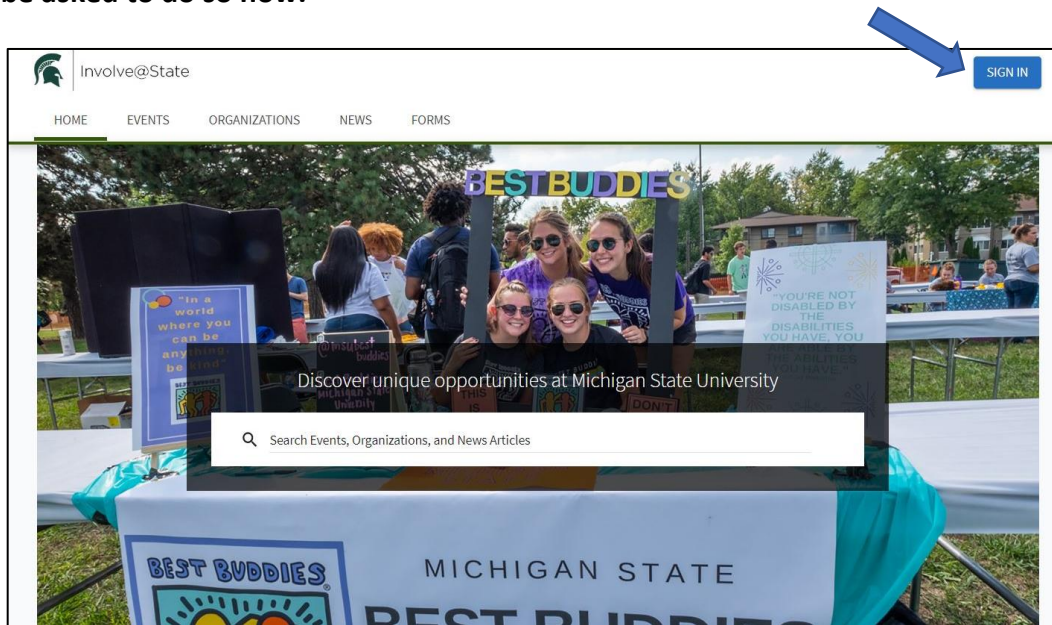
This document will direct you on how to re-register your organization. Please note that this document intended for the registration of new organization or university departments. Once you have completed the registration of your organization, please allow up to 3 weeks for a response. Questions can be sent to involve@msu.edu.

What is Involve@State?

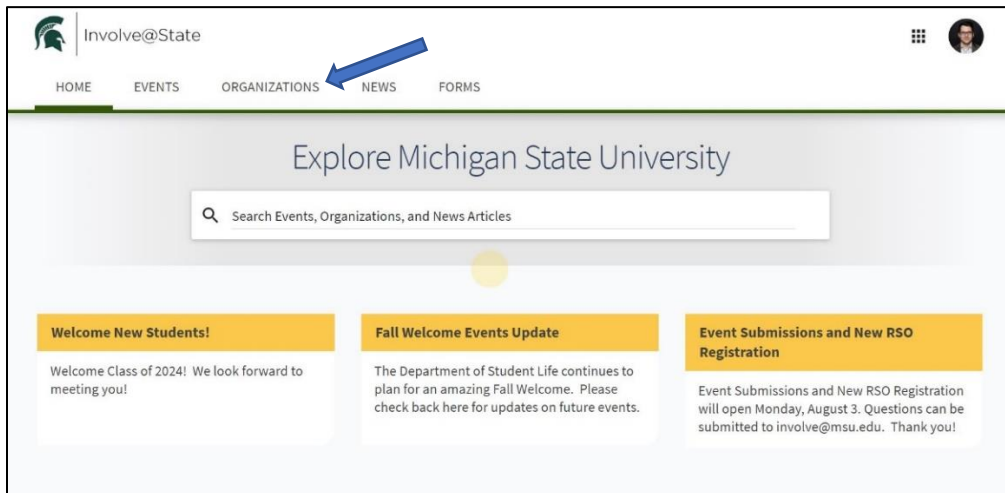
Involve@State is Michigan State University's Engagement Portal for students, staff, faculty, registered student organizations, major governing organizations, and University departments. The goal of Involve@State is to connect you, the student, to become engaged in co-curricular and educational opportunities. This site will also be used by registered student organizations to register or re-register with the University and request event space.

Step-By-Step Procedures for Re-registration for the 20-21 Academic Year

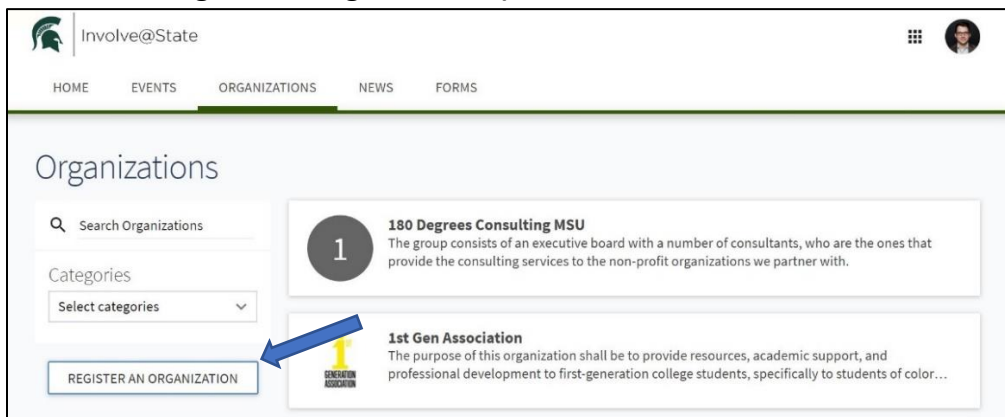
1. Visit <https://msu.campuslabs.com/engage>
2. Once on site, select 'Sign-In', you will be prompted to sign-in with your MSU e-mail and Password. If you have previously created a profile on the Involve@State Platform, you will be asked to do so now.



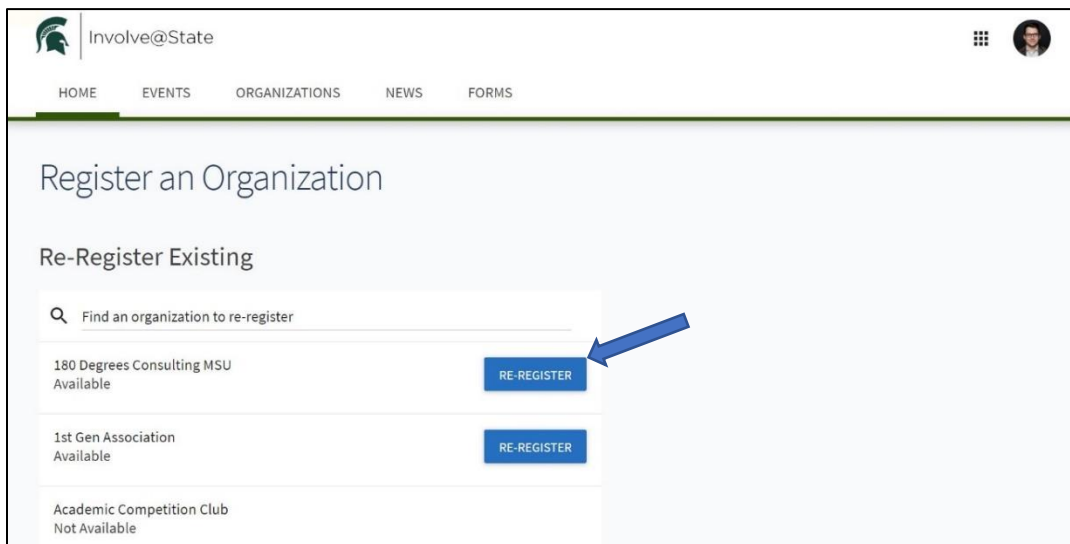
3. Once you are signed in, select 'organization' (located on the top taskbar)



4. Next select 'register an organization' (located on the left side of the window.)



5. Under the Re-Register Existing title, search for your organization. Once you have located your organization, select 'Re-Register' to start the form. *Note: If you the Re-Register tab does not appear, it means that your organization has already completed the re-registration form and/or the status of your registration is pending. If you feel this is an error, please notify our staff at involve@msu.edu.*



6. **Step 1 of 14 – Registration Instructions:** Please review this page as it contains important information to successfully re-register your organization. After you have reviewed these instructions

fully, please select 'next'. **Note: Failure to follow these instructions will result in your registration being denied. Thanks in advance for your attention.**

7. **Step 2 of 14 - General Organization Information:** While many of these fields are optional, we highly encourage your organization to complete as much of the form as possible.
 - a. A few notes on this page:
 - i. Please do not change your organization's name. If you have any questions regarding changing your organization's name, please e-mail involve@msu.edu
 - ii. Organization Summary is the text that will appear for students and the public when they search for your organization. We recommend a short and concise description of your organization for this field.
 - iii. Organization Description is the text that will appear on your organization's site. There is not character limit to this field and you are able to link YouTube and Vimeo video in this field.
 - iv. Organization Web Site URL is where you will assign your organization's URL on the Involve@State Platform. **This is not your external website.** For example, if your organization's name is Red Cedar Ducks, you could assign the URL RCDucks.
 - v. If applicable, external website is your organization's website.
8. **Step 3 of 14 – Organization Categories:** This is where **you must select** at least one category for your organization. Please select the most appropriate category for your organization.
9. **Step 4 of 14 – University Financial Account Number:** If your organization has a University Account, please add it here. If your organization does not have a University Account, please type n/a.
10. **Step 5 of 14 – Organization Roster:** On this page, you will add your organization's roster including faculty or staff advisor. Please add each member including yourself on this page. We highly recommend that you add your executive board or organization leadership for this registration.
 - a. First select the position type from the drop menu, add the **individual's MSU E-mail**, First Name and Last Name. Then select 'add'. Repeat for each member.

Re-Registration RSO 2020-2021 - Step 5 of 14

Select members to fill the Positions in your Organization.

View Organization Roster Requirements
Fulfill your Organization's Roster Requirements

At least 1 President

At least 1 Faculty or Staff Advisor

At least 5 total participants

Add New Members and Assign Positions
Add new members or assign positions to your roster. Please use a school associated e-mail (edu.tul) when inviting users to this organization.

Add individual Members or Positions Add multiple Members in bulk

Position * Email

Member

First Name Last Name

- b. To move forward with registration, you must have at least 1 President, 1 faculty staff advisor and at least 5 total members added. Once you have met this condition, your screen should look like this:

Re-Registration RSO 2020-2021 - Step 5 of 14

Select members to fill the Positions in your Organization.

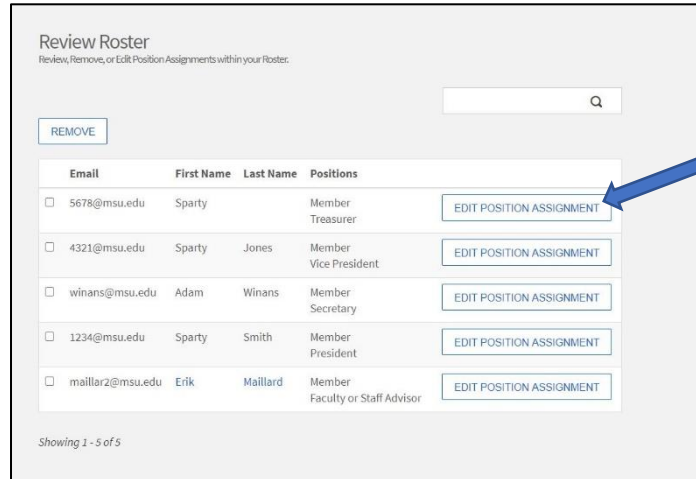
View Organization Roster Requirements
Fulfill your Organization's Roster Requirements

At least 1 President

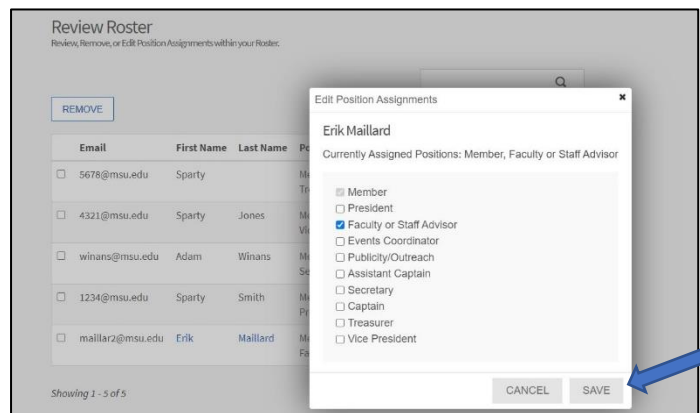
At least 1 Faculty or Staff Advisor

At least 5 total participants

- c. If you need to edit your member's roles, scroll to the bottom of the page and select "edit position assignments".



- d. Once selected, you can change the member's assignment. Once you have selected the new position assignment, select 'save'.
- e. Review your roster and select 'next'. **Note: Once your registration is approved, you will be able to add additional members and edit position assignments.**



- f. Final Roster Note: Members added to your roster will receive an e-mail notification. Your members will need to log-in to Involve@State to accept their position.

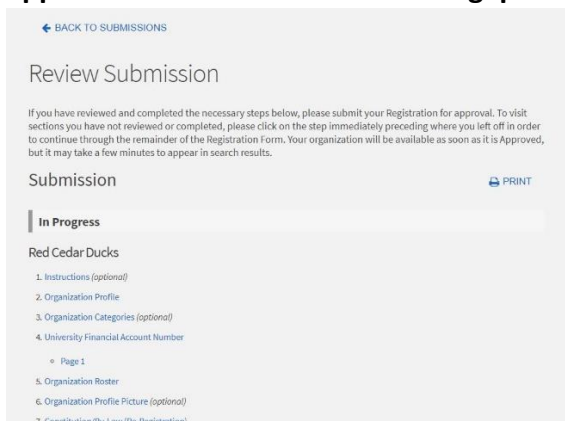
11. Step 6 of 14 – Profile Picture: On this step you can add a profile picture for your organization's page on Involve@State. **Note: You can skip this step and add a photo later. However, we recommend that each organization provide a profile picture.**

12. Step 7 of 14 - Constitution/By-Law Upload – For this step, we ask that you upload your most recent constitution and by-laws for your organization. **Note: That unless you were notified by our office, your constitution and/by-laws was transferred from the Community Site.** If you have any issues uploading your document, please e-mail involve@msu.edu with your organization's name and include the file you wish to upload.

- a. **All constitutions must contain the following language:** Greek Social Organizations may exclude 'gender' but everything else must be included: The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

13. Step 8 of 14 – Organization Address – If your organization owns, leases, rents or has a written agreement to utilize a building or property that is **off-campus**, please select 'yes' and proceed to the next page to complete the locations information. If your organization does not, please select 'no' and proceed to the next step.

- 14. Step 9 of 14 – Membership Type** – At this step, please select who can join your organization. Please select carefully and select ‘next’.
- 15. Step 10 of 14 – Enrollment Type** – At this step, please select how new members are added to your organization. Please select all that apply.
- Open Enrollment** – Anyone fitting the membership type is able to join.
 - Approved Applications** – Your organization requires an application and/or interview process
 - Invitation Only** – Members are only able to join if invited.
- 16. Step 11 of 14 – Advisor Information** – Please type your advisor information here. Select ‘next’. On this page, you will be prompted to include your advisor’s contact information including on-campus address and on-campus phone number. **Select ‘next’**. On this page, please use the drop down to select your advisor’s affiliated department. **Note: If you are unsure of your advisor’s information, we recommend you utilize the MSU People Search (search.msu.edu) to provide the most accurate information.**
- 17. Step 12 of 14 – Learning Outcomes** – This is a new step for the registration process. Please 1-5 desired learning outcomes from your member. In other words, what do you want your membership to gain from their experience in your organization? Please contact us at involve@msu.edu if you need assistance with this step.
- If you would like more information on how to add your group to the co-curricular transcript program, My Spartan Story. Please visit mystory.msu.edu.**
- 18. Step 13 of 14 – RSO Agreement** – Please review the RSO Agreement. As the individual re-registering your organization, you are responsible for knowing, understanding, and communicating this agreement to your organization. For a complete list of regulations, please visit : <https://studentlife.msu.edu/rso-s/student-organization-handbook.html>
- 19. Step 14 of 14 – FERPA Agreement**
- 20. Review your submission** – Please review your submission prior to submitting for final approval. We recommend selecting ‘print’ to review the entire submission on one page.



- 21. Once you are ready, please selected ‘submit’**

All submissions are reviewed on a first come, first serve basis. Please note it may take up to 1-3 weeks to receive additional notifications.

Please contact involve@msu.edu with any questions or concerns.