1. Check your primary and clutter siu.edu inboxes for an email from Org'Sync with the subject “New Forms to Complete”. Click on the green “Fill Out Forms” button.

2. When the Org'Sync link opens click the green “Fill Out Now” button
3. Fill Out Adviser Verification Form.

4. After completing the Adviser Verification Form, click the green “Continue” button.
5. Almost Done! Click the green “Finish” button.

6. Click on the green “Finish” button.
7. You have submitted your adviser verification form. You will receive an email when it has been approved. We try our best to approve everyone within 48 hours. It can take up to a week depending on how many other Registered Student Organizations are registering at the same time.

8. All the Certified Officers and Advisers will be listed on your RSO’s portal homepage.