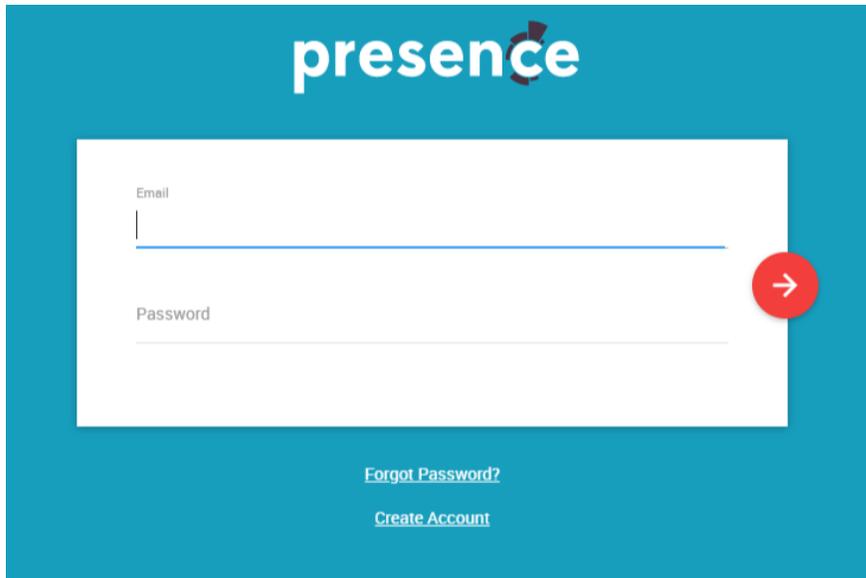
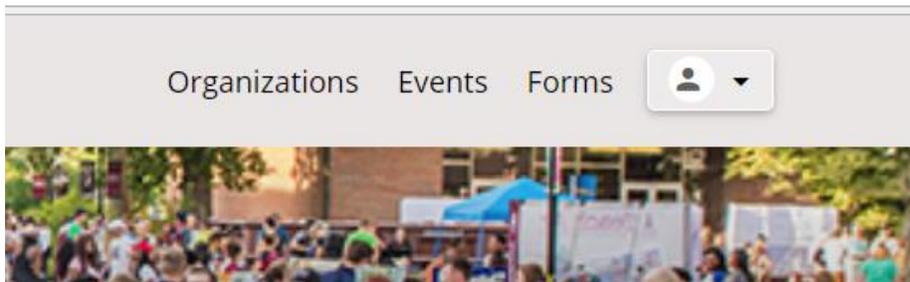


To register your organization please follow the steps below:

1. **Go to siu.presence.io**
2. Create your own personal account by selecting the dropdown in the top right corner of the screen. "Login" will bring you to this screen.



- a. When you login for the first time select **Create Account**. You MUST use your SIU email for this. You can use any password (it does not need to be your SIU Network ID password)
3. Once you create your account, login and go to the **Forms** tab located in the top bar



4. On the Forms page select “Organization Registration”

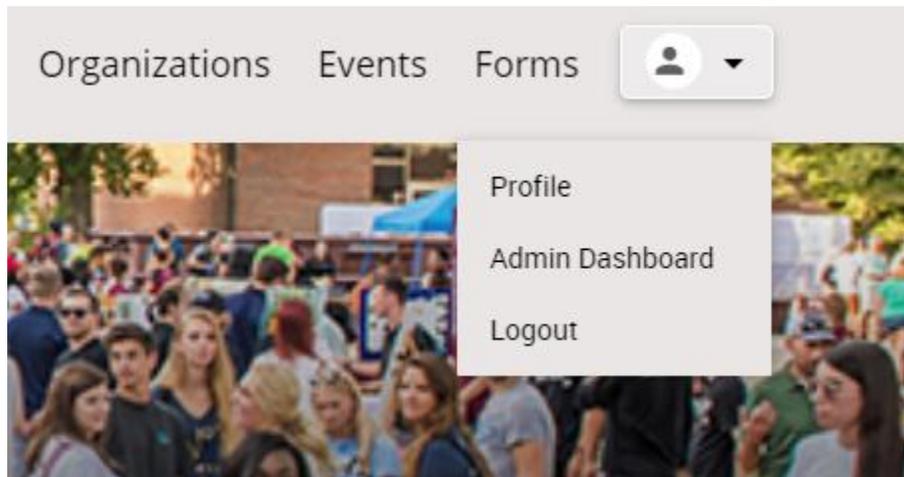
The screenshot shows the SIU Carbondale website's Forms page. At the top left is the SIU Carbondale logo. To the right are navigation links for "Organizations", "Events", and "Forms", along with a user profile icon. The main content area features a large "Forms" title over a background image of students. Below the title is a search bar labeled "Search Forms". A table below the search bar lists the following forms:

Title	Description
Organization Registration	Organizations and Departments should use this form when creating a portal/registering their organization.
Resource Checkout	This form is to be used when checking out resources available in the Office of Student Engagement. This form is to be used if your RSO is not wanting a Solicitation Permit.
Start/Revive a New Student Organization Form	This is the first step towards becoming/reviving a recognized student organization at SIU. All applications will be reviewed by an Office of Student Engagement staff member. The application materials will then be sent to the Internal Affairs Committee of Undergraduate Student Government or the Graduate Professional Student Council for approval. ****Note that this process could take 4-6 weeks.

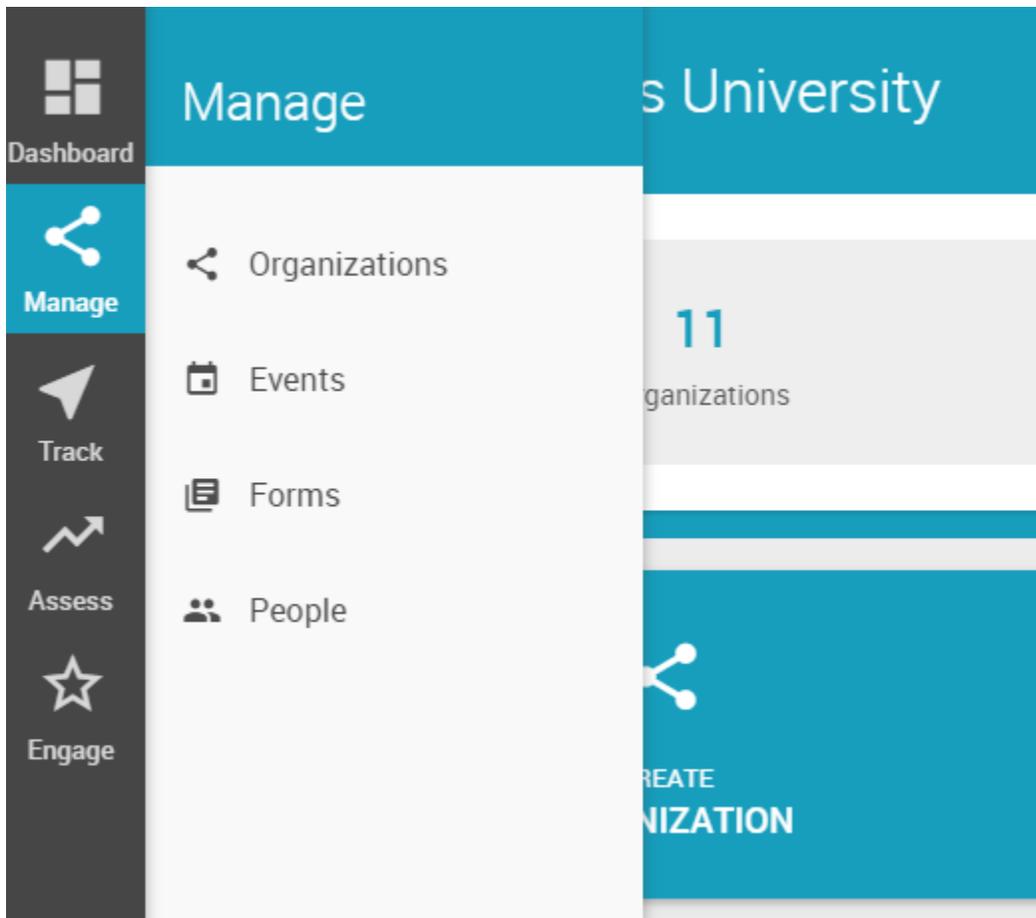
- a. Things you will need to complete the registration process
 - i. Constitution
 - ii. Picture of your organization (Or you can search the library of images)
 - b. Select the **Category** that best represents your organization.
 - c. When entering **Executive Board Officers**, there are only four options (President, Vice President, Treasurer, and Secretary). Please select the option that is most similar to an available position. For executive council officers that are not similar to these options please select “Committee Chair”.
 - i. Do not add General Members in the Executive Board Member section. They will be added once the portal is created.
 - d. **Certified Officers:** These will be the members of your organization that will schedule space on campus and have access to the student organization’s on-campus financial records.
5. Please be sure to tell your Advisor to be on the lookout for an email. We will have to add them to Saluki Connect.

Add Members

1. Once your organization is approved you will be able to go to the “Admin Dashboard”



2. Once you are in the “Admin Dashboard” go to the top left and select “Manage” and then “Organizations”



- Once at the "Organizations" page select your organization (please note you will only see the organizations you are a member of).

Organizations

ORGANIZATIONS

11
Active Organizations

36
Unique Members

Search Organizations

Title	Category
Alpha Kappa Alpha Sorority, Incorporated - Delta Beta Chapter	Fraternity/Sorority
Black Affairs Council	
Chi Sigma Alpha Student Affairs Honor Society	Academic, Professional, Honorary
College Panhellenic Association	Umbrella Organizations/Governing Councils

- Once you have selected your organization you will then select the "Roster" tab

Chi Sigma Alpha Student Affairs Honor Society

DETAILS EVENTS ROSTER DOCUMENTS FORMS ANALYTICS [↗](#) VIEW ON PORTAL [↗](#)

5. Halfway down the “Roster” page you will see the “Members” box. Select the “Add Members” dropdown box.



6. There are two ways to upload members the first way is to do so one by one.
 - a. Click “Add Member” tab and search the person’s name in the pop up box.
7. The second way is to bulk add members, follow these steps to do so:
 - a. Go to Saluki Connect’s main page
 - b. Go to the “Organizations” tab, once there search for the Office of Student Engagement
 - c. Once you select the Office of Student Engagement and are in their portal select the “Documents” tab.



- d. Once you are on the “Documents” tab click the “Bulk Roster/Member Upload” to download the necessary excel spreadsheet.

Office of Student Engagement

University Department/Office • 11 Members

[Details](#) [Forms](#) [Documents](#) [Contact](#) [You're A Member!](#)

Office of Student Engagement Documents

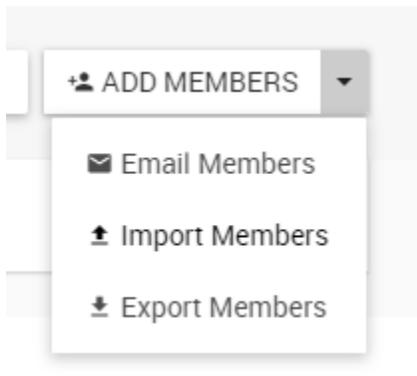
Name	Description	Visibility
Bulk Roster/Member Upload	To successfully import members, you will need to upload a .csv file with the following information: Position (Member, President, Vice President, Treasurer, Secretary, or Committee Chair), SIU Email Address, and Status (Inactive or Active)	Public

e. On the Spreadsheet only fill out their email, do not edit the other columns.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The font is Calibri, size 11. The active cell is A1, which contains the text 'Email'. The spreadsheet data is as follows:

	A	B	C	D	E	F
1	Email	Position	Status			
2		Member	Active			
3		Member	Active			
4		Member	Active			
5						
6						
7						
8						

- f. Once you have completed the spreadsheet go back to the “Roster” tab in your Organization’s portal on the Admin Dashboard. Once there select the dropdown arrow next to “Add Members”



- g. Select “Import Members” and upload your completed spreadsheet.