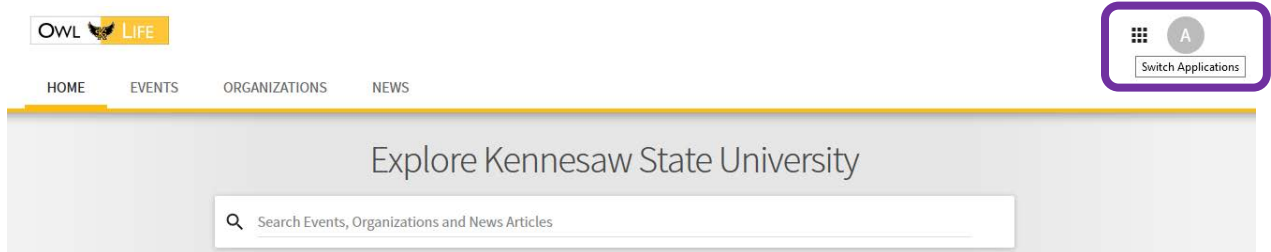
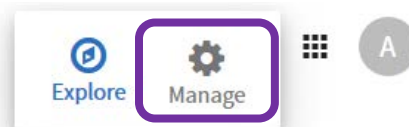


How to Complete an RSO Re-Registration form in Owl Life

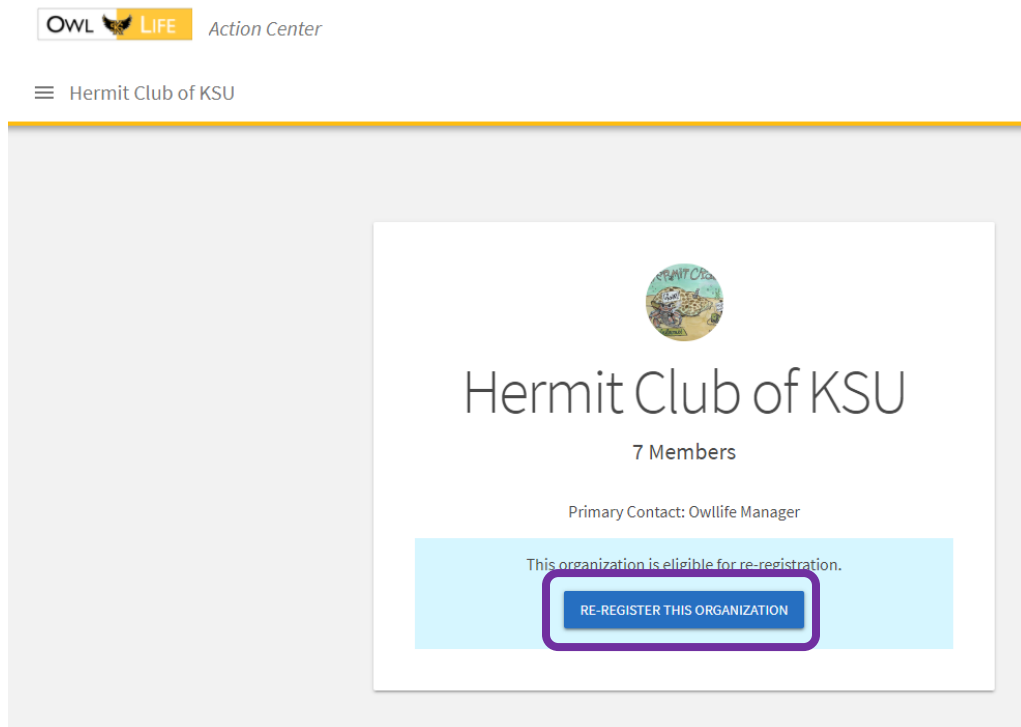
1. Navigate to Owl Life (owllife.kennesaw.edu) then click the “sign in” button in the top right corner to log in with you KSU net-id & password.
2. Click on the switch applications icon (nine squares in the top right corner by your picture or initial).



3. Then click on the "manage" gear icon to go to your Action Center.



4. When in your Action Center, select the organization you wish to register from your “My Memberships” list*. This will take you to the manage mode for your organization.
5. While in the manage mode, click on the blue “Re-Register This Organization” button in the center of the page which will begin the Owl Life Re-Registration form.



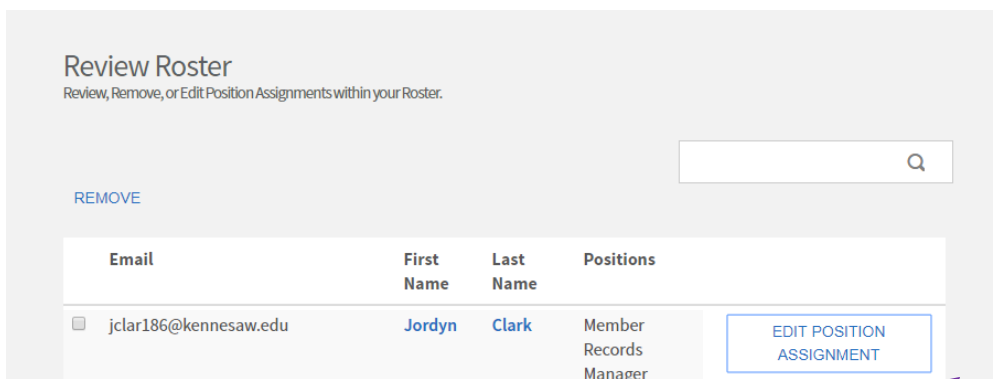
*If you do not see the organization you wish to re-register consult “Option Two” at the end of this document.

From here you will begin the re-registration form. Before you begin the form obtain a list of all officers' KSU email addresses (__@students.kennesaw.edu), a list of all organization members' KSU email addresses, the Constitution/Bylaws your organization currently uses as a governing document, and a round profile picture for your organization (if not already in Owl Life).

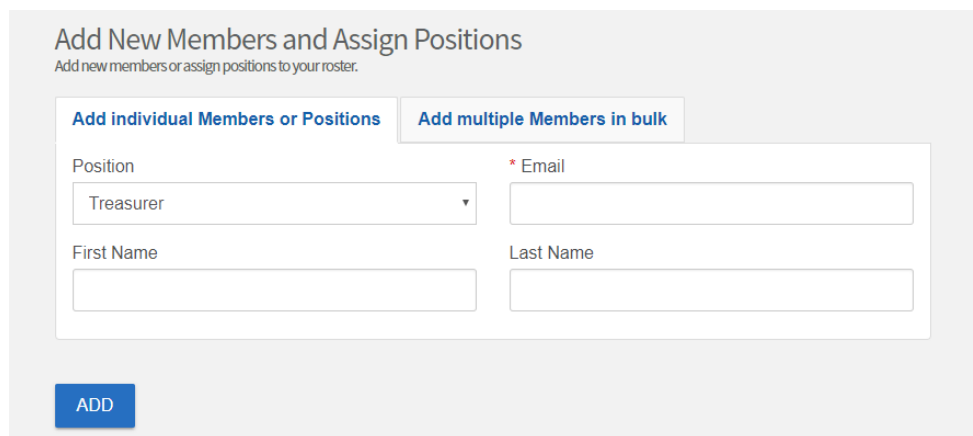
After completing the “Officer Information” and “Additional Organization Information” sections of the form, you will go to the roster update section.

Roster Update (Step 3 in re-registration form):

1. Ensure the president, reservation delegate, treasurer, advisor and other organization officers are on the roster. Do this by scrolling down to see all members currently on the roster in the “Review Roster” section.

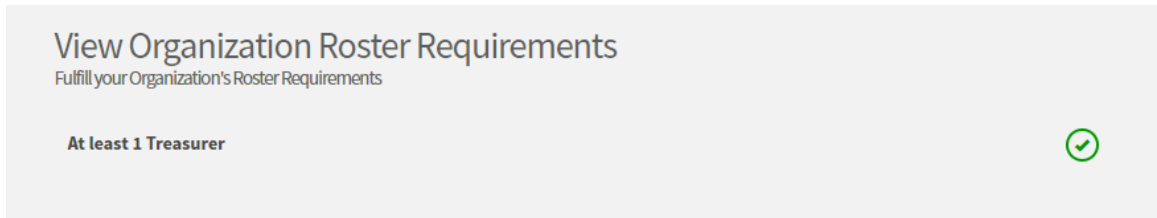


2. If the person is already on the roster, assign the new treasurer or other position by clicking the “Edit Position Assignment” icon to the right of their name.
3. If the new treasurer is not on the roster, use the “Add New Members and Assign Positions” section. Use only KSU emails in this section.

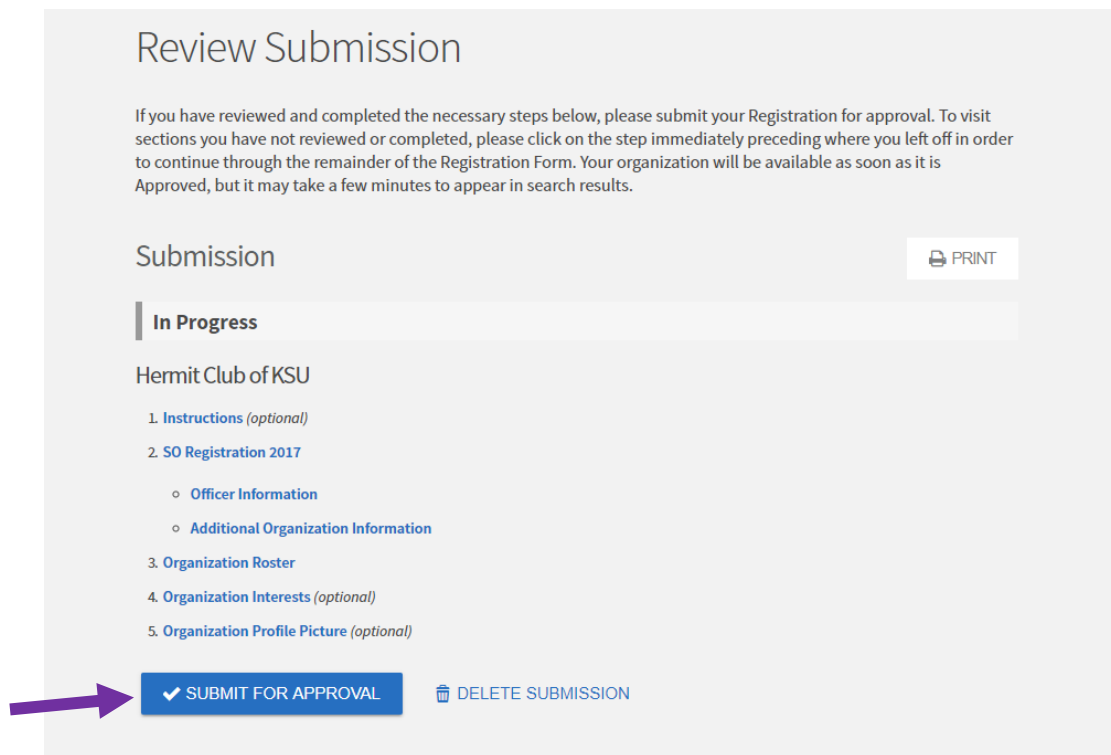


4. Add any officers or members that are not on the roster with this section. If the position you wish to assign is not available it can be assign by the normal roster management process later. The President & Reservation Delegate (RD) will be assigned on the roster by Student Activities Staff after you submit the re-registration form. Ensure the President & RD are members on the roster with this step.

- The treasurer position must be assigned to move on to the next step of the re-registration form.



After confirming organization interests and the profile picture, you can review the submission or submit it. Be sure to hit the blue "Submit for Approval" button.



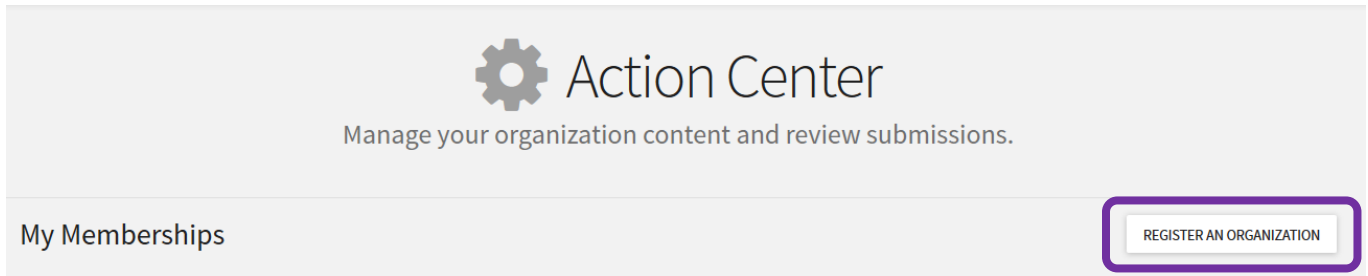
The next steps are to remind the President & Reservation Delegate to complete the Officer Agreement form (owllife.kennesaw.edu/organization/ksustudent/forms), send the Advisor Agreement form link to your KSU advisor(s) (owllife.kennesaw.edu/organization/ksustudent/forms), and inform the appropriate officers per your org's classification to complete the online Student Organization training found at campustraining.kennesaw.edu. See the "2017-2018 RSO Re-Registration Instructions" for full details.

Questions? Email RSO Support at rsosupport@kennesaw.edu

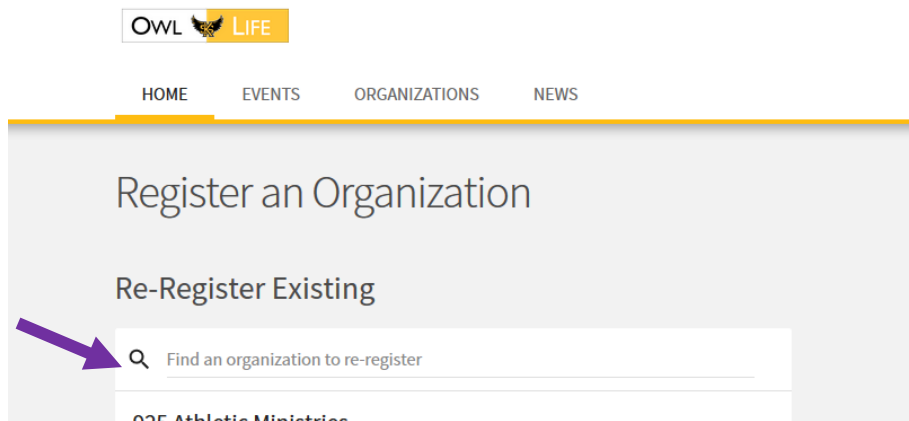
(No, the Hermit Club is a not a real RSO. Just a page used for testing.)

Option Two to Access the Re-Registration Form:

1. While in the Action Center, click on the “Register An Organization” button on the right.



2. Use the search bar of the “Re-Register Existing [RSOs]” section to find the organization you wish to re-register.



3. Use the blue “Re-Register” button to begin the Owl Life re-registration form and follow the steps listed above.

