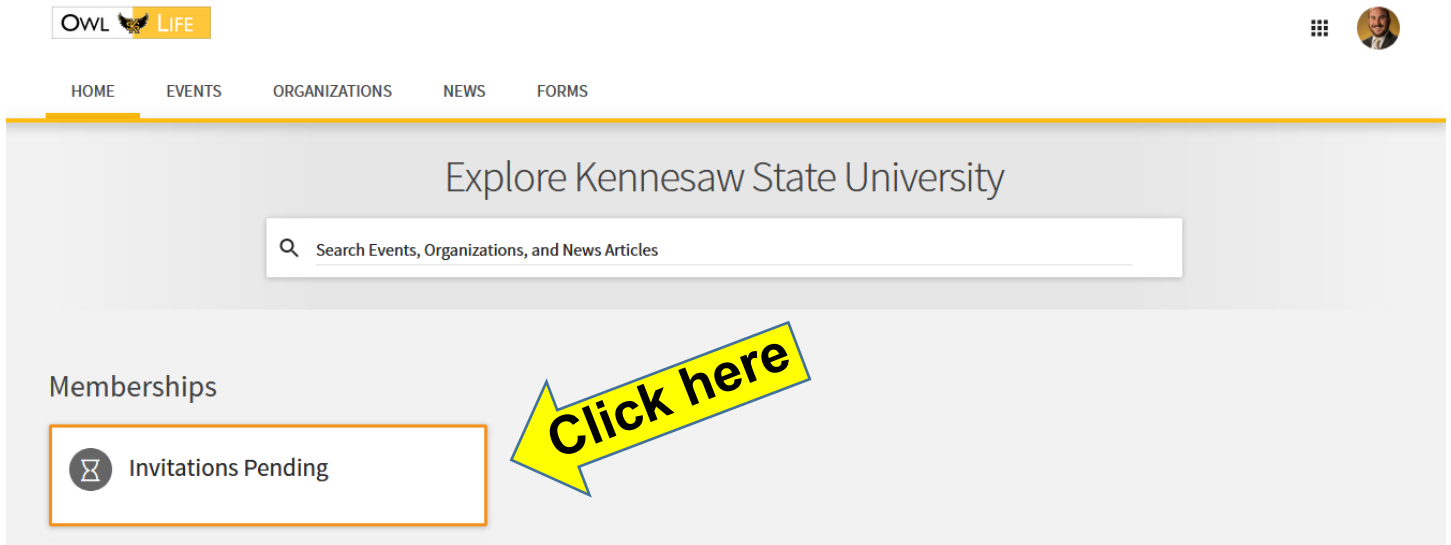


Accepting or Declining an Owl Life Roster Invitation

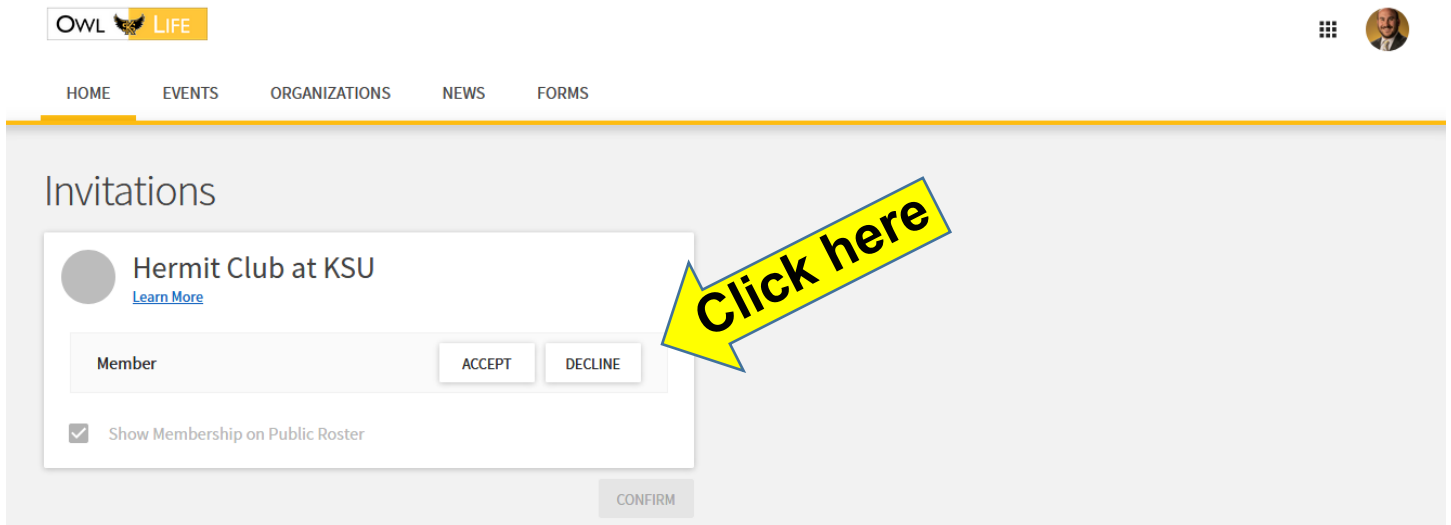
1. Log in to Owl Life at owlife.kennesaw.edu with your Ned-ID and password.

2. Scroll down to the “Memberships” section and click on “Invitations Pending.”



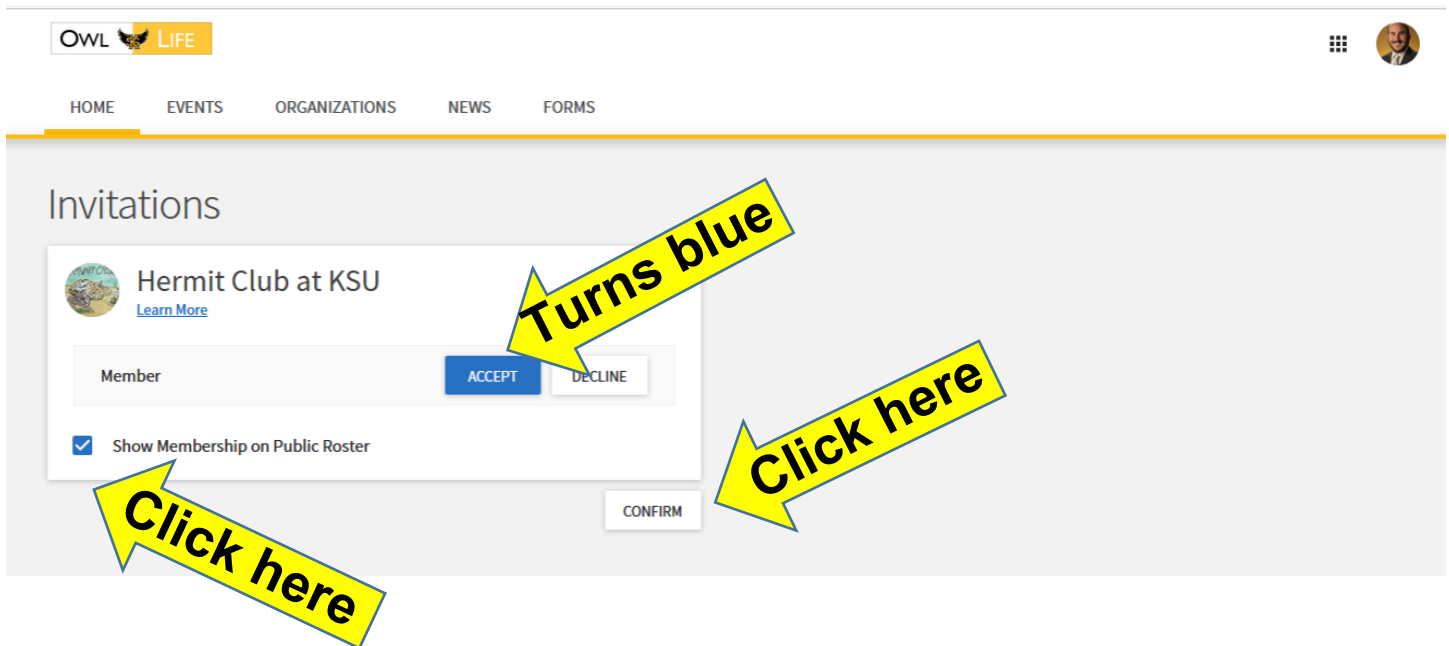
The screenshot shows the Owl Life website interface. At the top left is the "OWL LIFE" logo. To the right is a user profile icon. Below the logo is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is "Explore Kennesaw State University" with a search bar below it. Under the "Memberships" section, there is a button labeled "Invitations Pending" with a clock icon. A large yellow arrow with the text "Click here" points to this button.

3. Select “Accept” or “Decline.”



The screenshot shows the Owl Life website interface. At the top left is the "OWL LIFE" logo. To the right is a user profile icon. Below the logo is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main heading is "Invitations". Below this, there is a card for "Hermit Club at KSU" with a "Learn More" link. The card shows the role "Member" and two buttons: "ACCEPT" and "DECLINE". A large yellow arrow with the text "Click here" points to the "ACCEPT" button. Below the card is a checkbox labeled "Show Membership on Public Roster" which is checked. At the bottom right of the card is a "CONFIRM" button.

- The button you select will turn blue. Then decide if you would like for your membership to be shown on the public roster, which is required for Officers. Click “Confirm” once you are finished. Note: If you have multiple roster invites pending you must accept or deny all pending invitations at the same time.



- Congratulations! You are now a member of that organization’s Owl Life roster. That organization is now listed under the “Memberships” section when you login to Owl Life.

If you have any questions, please email RSOsupport@kennesaw.edu.

