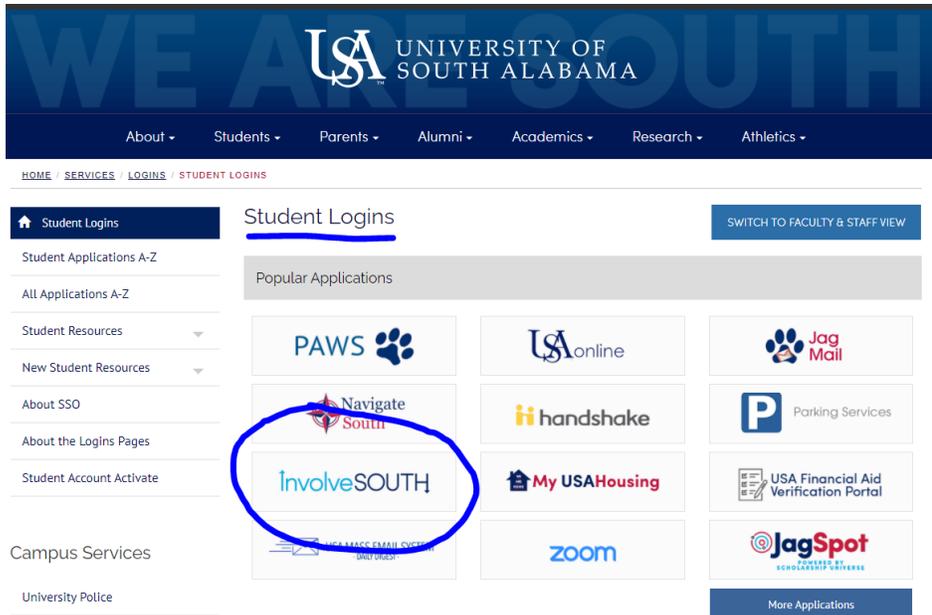
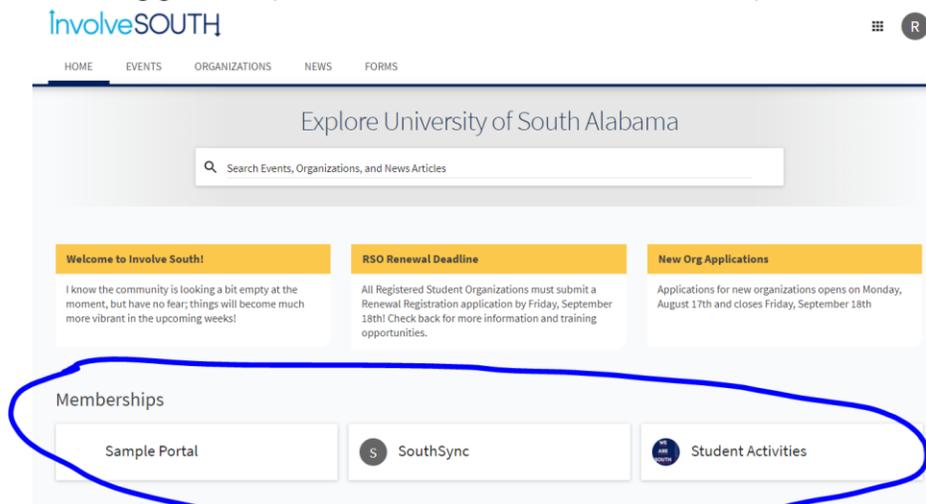


Student Organization Renewal Guide

1. Please navigate to the Student Login page on the South Alabama website: <https://www.southalabama.edu/services/logins/students/>

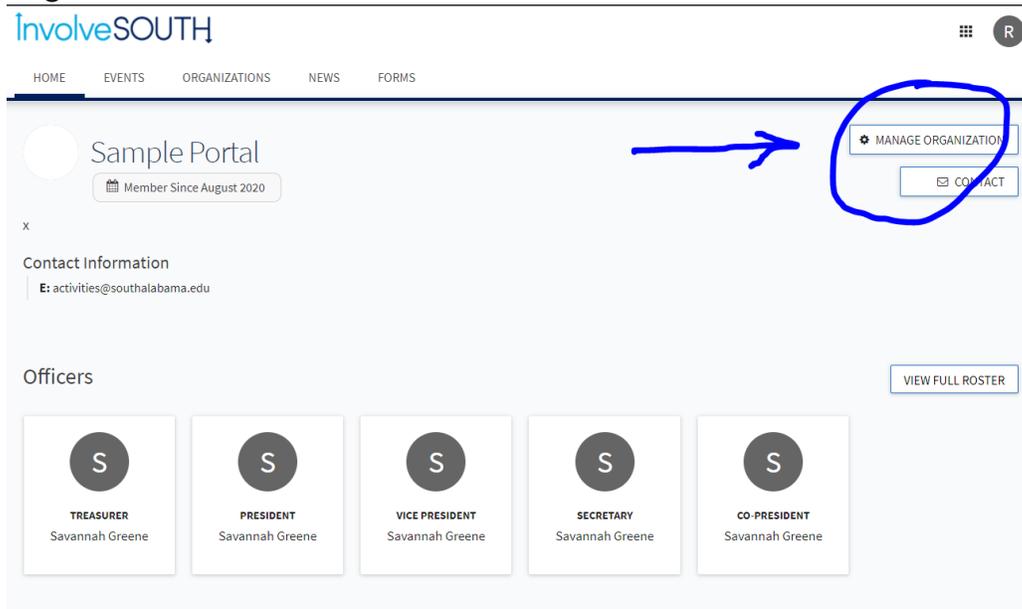


2. You will login with your J number and email password.
3. Once logged in, you will look for the 'Memberships' area



4. Look for the name of the organization you want to renew and **CLICK** on the name of the organization.

- After clicking on name of organization, you will want to click on 'Manage Organization' button.

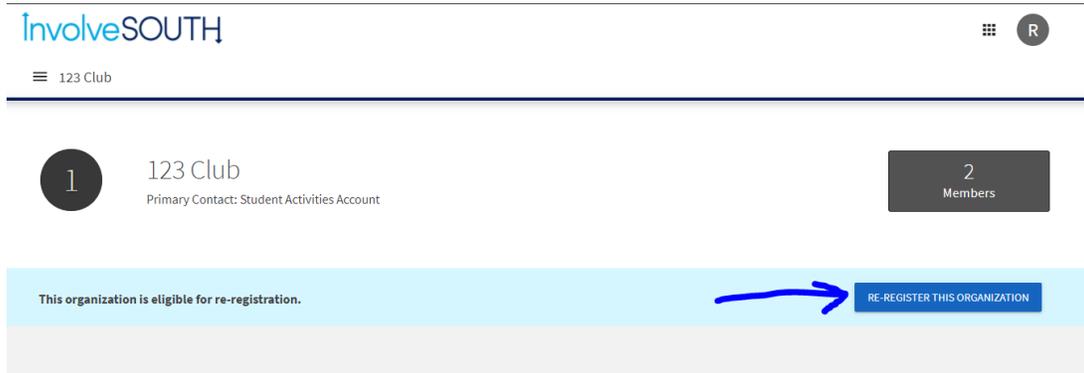


- You will then click the blue button under the number of members. It should say 'Renew Organization.'

NOTE: The primary contact will have to do the renewal.

NOTE: You can become the primary contact two ways:

- Have the current primary contact assign the position to you
- Email activities@southalabama.edu to request to be added

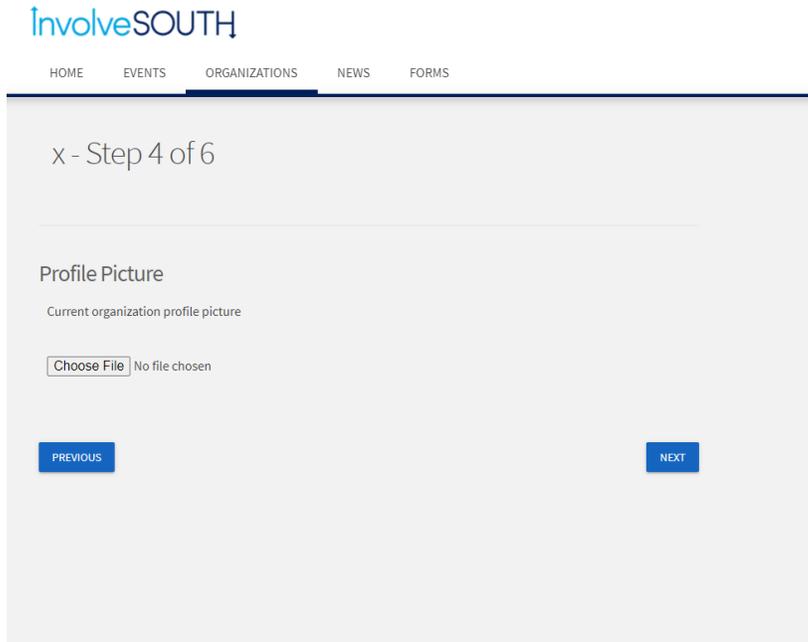


- This will open the renewal process. There are 6 steps of this process. *Incomplete submissions will be denied.*

- Step 2 of 6 is selecting the category for your organization.
Remember: this is how potential new members will sort through all the organizations, so you will want to pick the categories most relevant to your organization

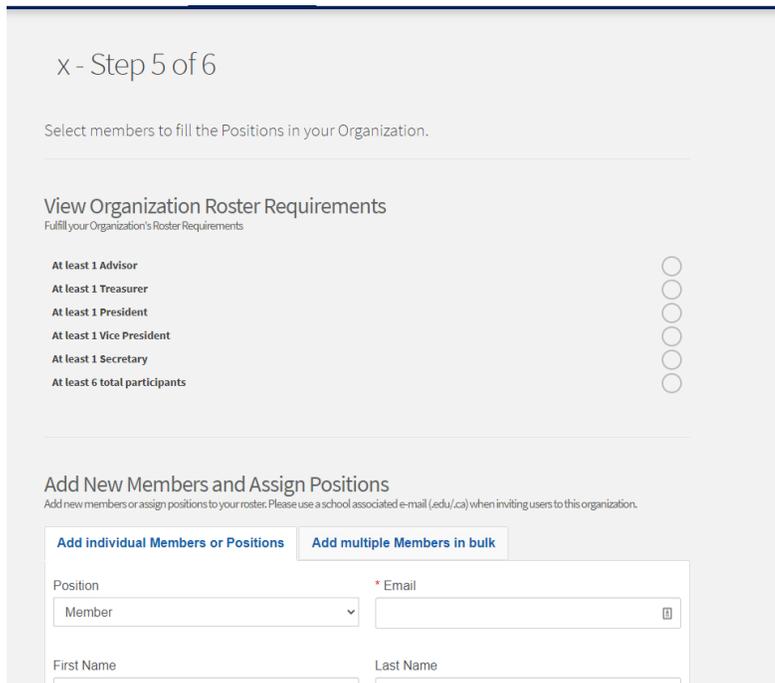
- Step 3 of 6 is the organization general information for your organization.

10. Step 4 of 6 is for uploading the organization profile picture.



11. Step 5 of 6 is assigning positions for your organization.

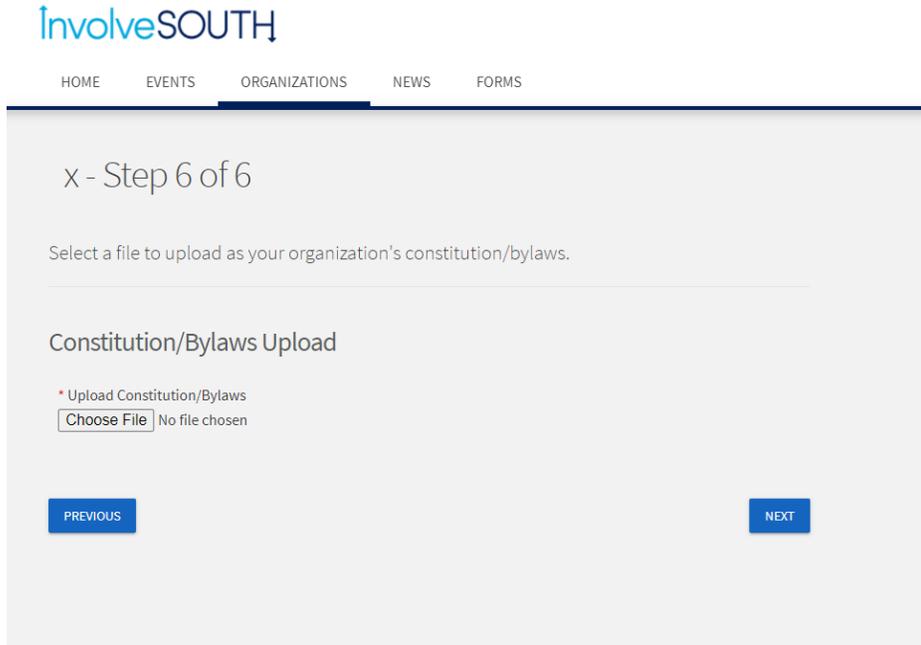
NOTE: Officers must be 4 different individuals.



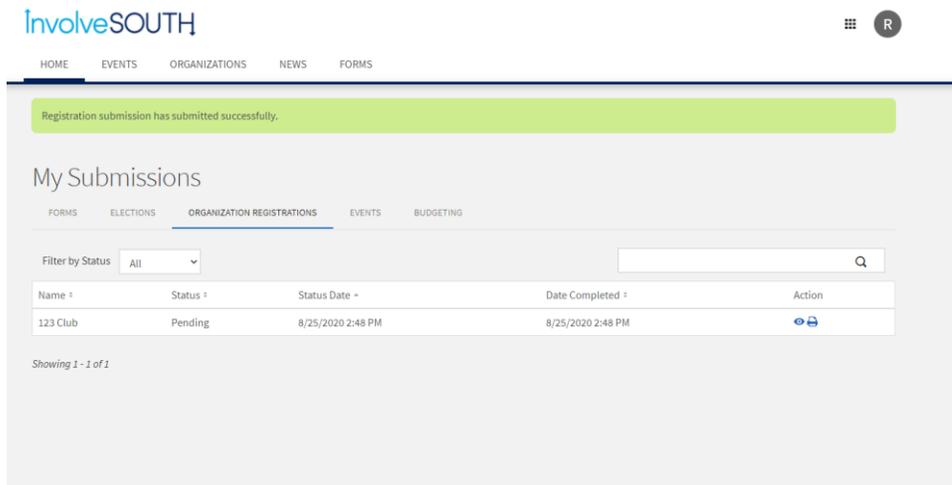
NOTE: Make sure to update your roster.

- You will want to remove members who have graduated or are not currently enrolled.
- Do not forget to add new members by adding their Jagmail.

12. Step 6 of 6 is uploading your organization's constitution/bylaws.



13. Once you have submitted, you will see a green bar that it was successfully submitted. You can also check the status of your organization.



14. Your submission will be partially Approved pending the completion of the Advisor Agreement/Terms & Conditions. We will contact you if your advisor does not complete the Advisor Agreement/Terms & Conditions.
NOTE: If your renewal is denied, you will have a chance to edit and resubmit before the deadline.
NOTE: Please allow for our office 5 to 7 business days to process the renewal.