

## RSO REGISTRATION INSTRUCTIONS

Thank you for registering your organization for current year. Please read the following instructions carefully to ensure that your registration is completed correctly and by the deadline.

1. The member serving as President should visit UoIConnections at <https://illinois.campuslabs.com/engage/> and select the “registration” button. The only person permitted to register or re-register your organization is the President (this can be done by the incoming or new president for the spring 2018 academic year).
2. President will be prompted to review the organization's summary, description and contact information. Make any necessary edits or updates to this information.
3. Update the list of officers. Every organization is required to have one President/Primary Contact, one Treasurer, and three total “Authorized Agents” labeled Authorized Agent #1, Authorized Agent #2 and Authorized Agent #3.

Once their name and email addresses are entered, the President will need to send an email to the Authorized Agents asking these members to log in and accept their positions. **Note:** Registration is not complete until all 3 have done so.

### *Helpful Hints & Information:*

- *Use only official illinois.edu email addresses in your roster.*
  - *If ” ---“ appears in the location for the email address, please remove the officer and reinput the information.*
  - *Unfortunately, UoIConnections does not allow for co-officers, so if more than one member serves as president or treasurer, list only one name per position. Who is designated as an Authorized Agents is up to the organization but these members serve as a point of contact and are able to check out equipment from the Registered Organization Office, so put members you think make the most sense to be listed.*
4. The President **MUST** read the Pledge of Nondiscrimination and choose an option indicating their preference. Choosing “**NO**” will keep your registration from moving forward.
  5. The President should review the ***Registered Student Organizations Handbook***, found here: [RSO Policies & Guidelines](#). Once the President has reviewed these guidelines, they should check the box provided within UoIConnections acknowledging they have been reviewed.

The President should next send their Treasurer to review: *the Guidelines for Registering, Finances and Reservations* including the *guidelines outlining SORF* located at the following link: [Treasurer's Info Guide](#) for them to read and adhere to policies. Their response will automatically be sent to the Office of Registered Organizations.

Once the Treasurer reviews both, they will need to provide written confirmation to their President acknowledging their understanding of both. The President will need to upload this statement of agreement into the UofIConnections Registration page for the organization.

*Helpful Hints & Information:*

- *Reviewing these documents and acknowledging your understanding of them, replaces the former requirement of taking Officer Quizzes as part of the registration process*
  - *An example of the Treasurer's Statement follows: "As Treasurer of XXX RSO, I acknowledge I have reviewed the Guidelines for Registering, Finances and Reservations ([Treasurer's Info Guide](#)) and SORF Guidelines on XXX date."*
  - *The President will need to upload the Treasurer's statement as a PDF to the UofIConnections site to complete this portion of the registration process.*
  - *Because the RSO Treasurer has acknowledged their review of SORF Guidelines, they are able to apply for funding in the coming semester. No further quizzes are necessary.*
6. The President should select the "Submit" button to forward the request to the Registered Organizations Office.
  7. The RO Staff will send a confirmation to the President once the registration is accepted. If there are any issues or questions with registration, the staff will contact the President with questions.

**Reminder:** It may take several days to complete re-registration. Please start early to ensure reregistration is complete by the deadline of NOON, **September, 30th, 2018.**