Instructions for Re-registering my Student Organization

1. Download a copy of your constitution and/or bylaws from your Engage page. You will need these later in the submission process. These can be found on your organization’s page in Engage.

2. Navigate to the Home page of Engage. Make sure you are signed in! Click on “Organizations” and search for the organization you wish to re-register.
3. Once you have found your organization, please click the Re-register button.
You may also find the re-registration button if you are navigating to the Manage side of your portal.

4. You then will complete the steps for Re-registration.

5. Once you have completed all steps in the Re-registration process, make sure you click submit.  
   
   When submitting your roster, make sure you do not leave anyone who previously held a position. Anyone listed as a President or Treasurer will be required to complete trainings in Phase 2 of Re-registration.
   
   You will need to add your governing documents as the last step of this section. If you made any changes, you will need to describe what changes were made.

6. Once submitted staff will begin reviewing your submission. You will be notified if your submission is approved or denied. If your submission is denied, you will receive reasoning for why.

7. Once we receive the submission and approve, we will add President and Treasurer to an ICON course for required trainings. You should receive notification once you are added. Courses must be completed by September 15th to finish re-registration process.

   NOTE: You must have an approved submission and have completed required trainings by the September 15 deadline. If you submit re-registration that gets denied after the September 15 deadline your organization will not have another chance to submit.