



A Brief User's Guide to Using the Student Organization Network

You can access the website for SON by going to the Student Activities homepage (www.american.edu/activities), clicking on the "Leadership Resources" tab in the left navigation bar, then the "Student Organization Network Log In" link.

SIGNING IN

Every student at AU has access to SON. You can log in to SON using the same credentials that you use to sign in to the my.american.edu portal. Please note that SON functions best in the Internet Explorer or Firefox browsers. If you are unsuccessful, go to the portal, log in, click on the "Technology" link and then "Synchronize Passwords." Confirm that you'd like to synchronize your passwords and attempt to log in again. If you're still unsuccessful, please email us at activities@american.edu.

RE-APPLYING FOR RECOGNITION WITH A PRE-EXISTING CLUB, COALITION, OR ORGANIZATION (INCLUDING MEDIA, SG, GLC, AND GREEK ORGANIZATIONS)

After signing in, on the main page:

- Click on the "Group Reactivation" link in the top right corner
- Find your club/organization in the list and click on the "Apply to Reactivate the Group" button
- Carefully read and update all information on the application
 - If you need help in creating a constitution, click on the "Need Help?" link
 - To download a copy of the Advisor Agreement, click on the "Download Here" link (Greek organizations, clubs and coalitions only)
 - Please note that the person filling out the application is the default group administrator but you do have the option to have more than one administrator

APPLYING FOR RECOGNITION FOR A NEW ORGANIZATION

After signing in, on the main page:

- Click on the "New Group Registration" link in the top right corner
- Click on the "Register a New Group" button
- Carefully read and fill in all information on the application
 - If you need help creating a constitution, click on the "Need Help?" link
 - To download a copy of the Advisor Agreement, click on the "download here" link
 - As you fill out the application, for the "Category" option, be sure to choose the correct category. If you're unsure which category to choose, please follow up with Student Activities.
 - Please note that the person filling out the application is the default group administrator but you do have the option to have more than one administrator

Congratulations! Your group has been submitted to Student Activities for approval. Please note that recognition applications are only reviewed once per semester, usually the third week of classes. The application will have the correct date for this semester.

Once your organization is approved, there are a few helpful tips and tricks to using SON on the next page.

UPDATING OR CHANGING OFFICERS

It is important to keep officer information up to date in SON as communications from Student Activities will go to the officers that you've listed in the Network. Please note that only a group administrator can update or change officers.

After signing in, on the main page:

- Click on the "Student Groups" tab
- Click on the name of the organization that you would like to edit
- Along the left side of the screen, there is a task bar that outlines the various functions you can complete as the organization's administrator
- Click on the "Members" link

To remove old officers:

- Click on the "View This Item" graphic next to the person's name
- Click the "Disable Membership" button
- If you are done, you can close the window. If you have others to remove, click on "Back to List" button

To add new officers:

- Click on the "Add/Invite Student" button
- On the "Student" line, in the "[Search Here]" box, type the person's full name then click "Go"
- Choose the correct name from the pull down menu
- In the "Position" pull down menu, select the appropriate title
- Click "Submit"

To choose a new group administrator or add an additional one:

- Click on the "View This Item" graphic next to the person's name in the main list
- Click on the "Make Group Admin" button to make someone a group administrator
- Click on the "Remove Group Admin" button to remove someone as the administrator

UPDATING OR CHANGING ANY OF YOUR CLUB/ORGANIZATION'S INFORMATION

It is important to keep this information up to date because this information is displayed on the Student Activities website as your club/organization's profile. Please note that only a group administrator can update or change this information.

After signing in, on the main page:

- Click on the "Student Groups" tab
- Click on the name of the organization that you would like to edit
- Along the left side of the screen, there is a task bar that outlines the various functions you can complete as the organization's administrator
- Click on the "Group Details" link, scroll to the bottom and click "Edit"
- From here, you will be able to change any of your organization's information
- Click "Submit" when done

ADDING MEMBERS

Please note that only a group administrator can add members.

After signing in, on the main page:

- Click on the "Student Groups" tab
- Click on the name of the organization that you would like to edit
- Along the left side of the screen, there is a task bar that outlines the various functions you can complete as the organization's administrator
- Click on the "Members" link
- Click on the "Add/Invite Student" button at the bottom of the page
- Change the "Status" to "Active Member"
- In the "Student" field, begin typing the person's name and the field should populate automatically
- If applicable, you can change the "Position" field but it is not necessary
- Click "Submit" when done
- Repeat this process for each student that you would like to add