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.
5. After clicking on name of organization, you will want to click on ‘Manage Organization’ button.

6. 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:
   a. Have the current primary contact assign the position to you
   b. Email activities@southalabama.edu to request to be added

7. This will open the renewal process. There are 6 steps of this process. Incomplete submissions will be denied.
8. 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.

9. 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.