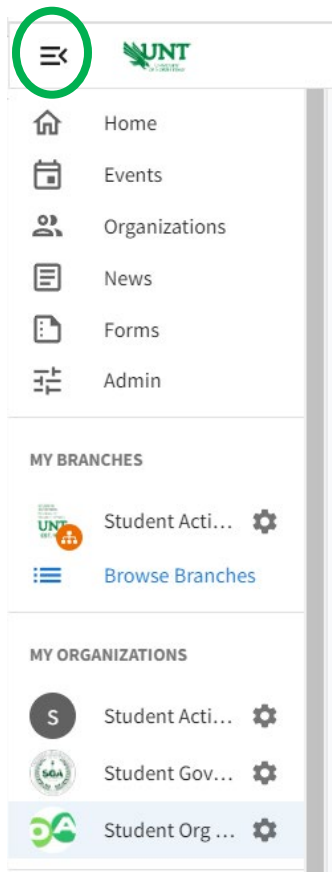


Re-registering your Organization

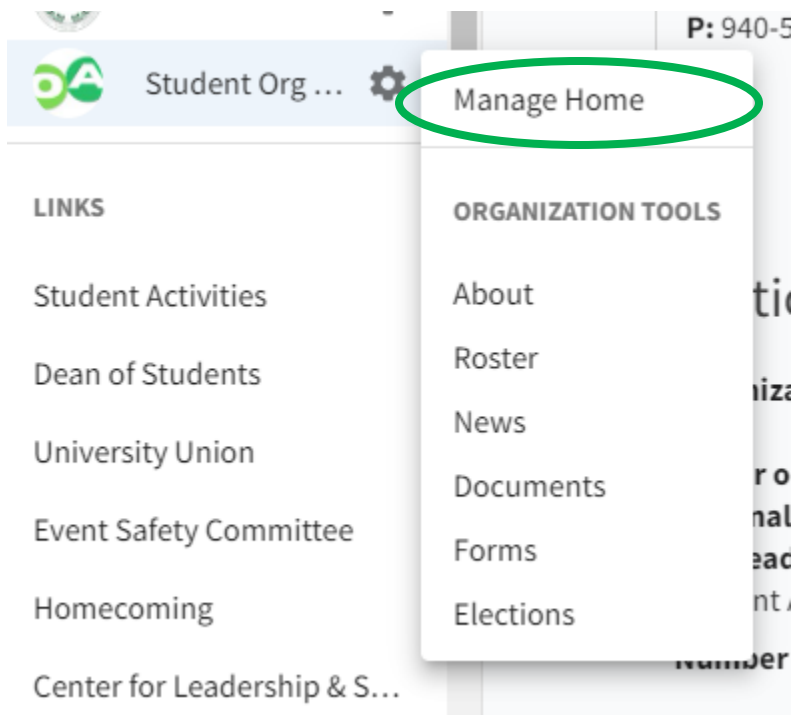
For organizations that have registered with Student Activities during the previous academic year, you can view which of your organizations might be up for registration by accessing your Action Center for the organization.

Note: the content you see within your organization's Action Center depends on the access granted to you within each student organization OrgSync portal.

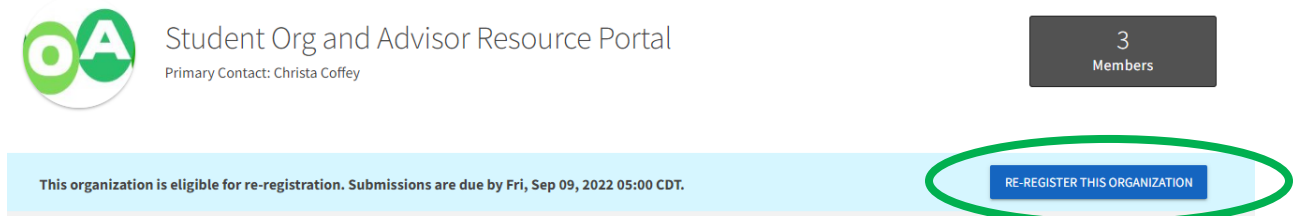
To locate the student org registration profile, click the three grey bars on the top left-hand corner of your page:



Next, find the portal for the student org that you are wanting to register and click on the gear icon. Using the pop-out menu, select *Manage Home*.



Once on the Manage Home page and if you have been designated as the Primary Contact or President/Primary Officer on your student org portal roster you will see the blue *Re-Register This Organization* button.



Keep in mind that only those in the Primary Contact or President/Primary Officer positions in the organization's OrgSync roster can complete the re-registration process. If you do not see the "re-register" button, you are not currently designated as the Primary Contact or President/Primary Officer for that organization and you do not have access to submit the organization's registration profile.

If you think you should be able to re-register your organization, please contact student.activities@unt.edu.

For instructions on completing the organization registration profile, see "Registration Steps (Profile) Walkthrough" under the *Registration Profile Submission Tips* heading on the [Returning Organization Registration](#) webpage.

Important Registration Notes:

- Completing the registration profile in OrgSync is only one part of the registration process. You must also have at least one officer complete **Student Org Orientation**.
 - For Sport Clubs and any student org or chapter associated with the Center for Fraternity and Sorority Life, the officer must be the current President or Risk Management officer.
- Your student org is not considered registered until the person who submits the organization's registration profile in OrgSync receives an email from "UNT Student Activities OrgSync" with the subject "Your registration for (org. name) has been approved!"