

Registration Application Review and Approval

In this tutorial, you'll learn how to:

- Access a Registration Application awaiting your review
- Review the submitted information
- Approve or reject the Registration Application

Introduction

When a Registration Application is awaiting the **Primary Advisor's** or **President's** approval, the approver will receive an email notification from **UNT Student Activities EagleLink** at their UNT email address.

The subject is:

“Action required: Review the Registration Application for {Insert Student Organization Name}.”

You can also access the Registration Application directly from your EagleLink homepage.

Reviewing a Registration Application

Although there are multiple ways to access a pending Registration Application, we currently recommend accessing it through the link provided in the email notification or, if on the EagleLink homepage, via **Registration Application Status** rather than **My Pending Approvals**. This provides the most direct path to the submission while we continue making improvements to EagleLink.

The screenshot shows the UNT EagleLink homepage. At the top, there is a green navigation bar with links: Home, Organization Directory, Organization Management, and Organization Events. Below this, a welcome message says 'Welcome, Lucky !'. A message box states: 'Welcome to EagleLink, the platform designed to provide you with convenient access to explore, view, and manage student organizations. If you have questions or need assistance, whether it be about finding a student organization of interest or managing your student organization's portal, please contact Student Activities.' Below the message box, there is a section for 'My Pending Approvals' which is crossed out with a large red 'X'. This section contains a table with columns: Record Name, Object, Status, Submitted By, and Submitted Date. The table has one row with the following data: Record Name: OR-000298, Object: Organization Registration, Status: Pending, Submitted By: scrappy.e, Submitted Date: Jul 29, 2026, 10:05 PM. Below this, there is a section for 'REGISTRATION APPLICATION STATUS' which is circled in yellow. This section contains a table with columns: Organization Registration #, Organization, Primary Category, and Status. The table has three rows with the following data: Row 1: Organization Registration #: OR-000273, Organization: Squirrel Collective, Primary Category: Environmental, Status: Approved. Row 2: Organization Registration #: OR-000274, Organization: Green & White Traditions Society, Primary Category: UNT Spirit, Status: Draft. Row 3: Organization Registration #: OR-000298, Organization: Scrappy Fan Club, Primary Category: UNT Spirit, Status: Pending President Approval. At the bottom left of the 'REGISTRATION APPLICATION STATUS' section, there is a link that says 'View All'.

Record Name	Object	Status	Submitted By	Submitted Date
OR-000298	Organization Registration	Pending	scrappy.e	Jul 29, 2026, 10:05 PM

Organization Registration #	Organization	Primary Category	Status
OR-000273	Squirrel Collective	Environmental	Approved
OR-000274	Green & White Traditions Society	UNT Spirit	Draft
OR-000298	Scrappy Fan Club	UNT Spirit	Pending President Approval

To open a Registration Application:

1. Locate the Registration Application Status section.
2. Find the application awaiting your review.
3. Click on the “OR-####” hyperlink.

REGISTRATION APPLICATION STATUS			
Organization Registration #	Organization	Primary Category	Status
OR-000273	Squirrel Collective	Environmental	Approved
OR-000274	Green & White Traditions Society	UNT Spirit	Draft
OR-000298	Scrappy Fan Club	UNT Spirit	Pending President Approval

[View All](#)

Review the Registration Application

The Registration Application contains two tabs:

Details

- Use this tab to review:
 - Basic organization details
 - Specified officer roles
 - Advisor(s)

Related:

- Use this tab to review:
 - Officers and their positions
 - Constitution/bylaws
 - Organization profile picture (if provided)
 - Application approval history


Organization Registration
OR-000298

Submitted By Scrappy Eagle	Organization Scrappy Fan Club	Status Pending President Approval	President Approval Date	Primary Advisor Approval Date 7/29/2026, 10:06 PM
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✓

✓

Pending President Approval

Pending Admin Approval

DETAILS

RELATED

Organization Scrappy Fan Club	Primary Category UNT Spirit
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Note: While Student Activities continues to make enhancements to EagleLink, you may have the ability to edit portions of a Registration Application while it is awaiting your approval.

Please do not edit the application.

If changes are needed, select **Reject** to return the Registration Application to the submitting officer. The officer can make the necessary revisions and resubmit the application for approval.

Approve or Reject the Registration Application

Once you have reviewed the *Details* and *Related* tabs on the application:

1. Select the *Related* tab.
2. Scroll to the **Approval History** section.
3. Select **Approve** or **Reject**.

Approval History (3)			
Approve Reject			
Step Name	Date	Status	Assigned To
President Approval Step	7/29/2026, 10:06 PM	Pending	Lucky Squirrel
Primary Advisor Approval...	7/29/2026, 10:06 PM	Approved	aleka.myre
Approval Request Submit...	7/29/2026, 10:05 PM	Submitted	scrappy.e
View All			

- **Approve** routes the Registration Application to the next step in the approval process.
- **Reject** returns the Registration Application to the submitting officer for revisions.

For more information about completing or tracking the status of a Registration Application, refer to the [Registration Application](#) tutorial.