

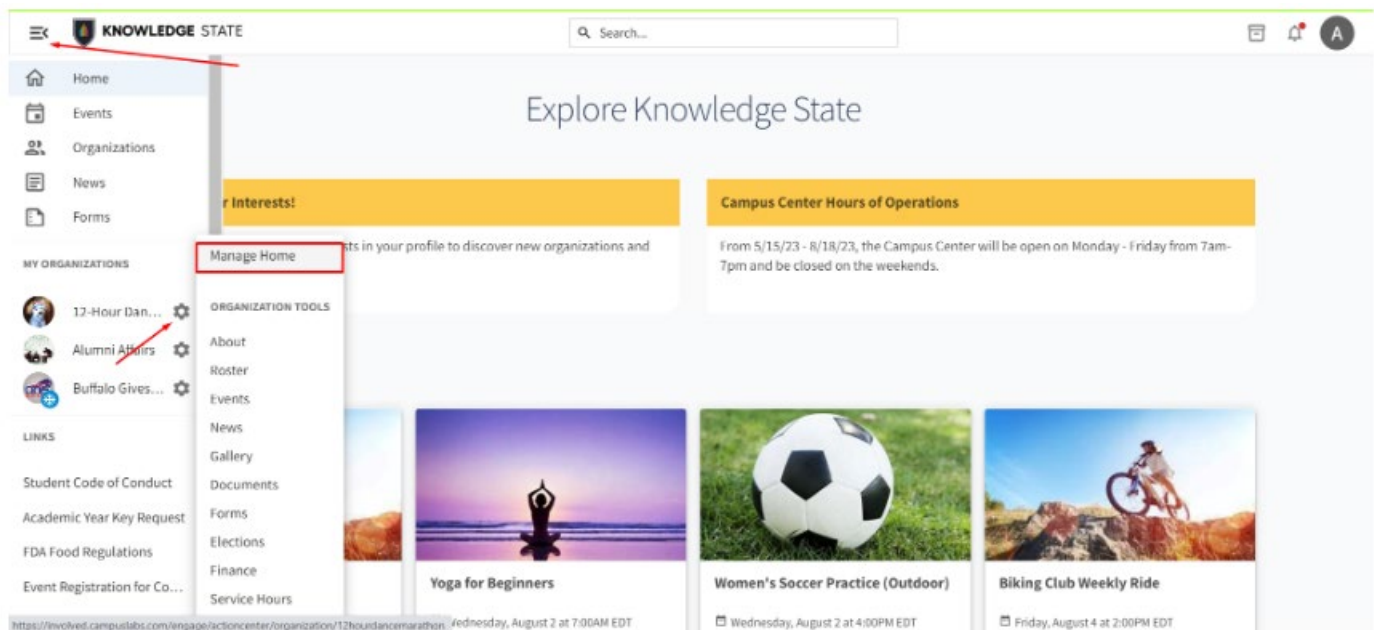
Re-registering your Organization

This applies to student organizations that were registered with Student Activities last academic year.

Select a single organization to view

If you are the current President or Primary Contact and already have appropriate permissions in your organization's portal, you can view if your organization is up for the current year's registration by accessing the "Manage Home" page for the organization. *Note: If you do not have appropriate permissions, ask the currently listed President or Primary Contact to assign you to the President or Primary Contact position within the organization's portal roster.*

To access the "Manage Home" page, click the Navigation Icon (3 horizontal black bars) on the top left-hand corner of the OrgSync community and click the gear icon next to the organization you'd like to re-register. From that dropdown, choose "Manage Home".



On your "Manage Home" page, if the organization is eligible for registration (and you have the appropriate permissions within the organization's portal, and assuming the annual registration period is open), you will see the following message with blue "Re-Register this Organization" button:

This Organization is eligible for re-registration.

Submission is due by Friday, August 30, 2024 5:00 PM

[RE-REGISTER THIS ORGANIZATION](#)

Click "*RE-REGISTER THIS ORGANIZATION*" to update the organization's registration profile.

Keep in mind that only those assigned to the Primary Contact or President positions in the organization's portal roster can complete the registration profile. If you do not see the "re-register" button and you know the organization was registered last academic year, that means you are likely not assigned as the Primary Contact or President for that organization and you do not have access to submit the 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 registration profile, see "Registration Steps (Profile) Walkthrough" on studentactivities.unt.edu/orgs-registration (then click on Returning Organization).

Keep in mind that in addition to submitting this registration profile, you must have at least one officer (as indicated in its registration profile) complete Student Organization Orientation to become registered for this academic year. For more information about the registration process, visit studentactivities.unt.edu/orgs-registration.