For Student Use:
Student Login Link: usc-community.symplicity.com
Login using myUSC credentials
To Register an Organization:

1. Go to the “Student Groups” tab on the top toolbar

2. Click “New group Registrations” on the left hand panel
3. Click: “Register a New Group”

4. Fill out all required information
5. Upload constitution (based off of sample constitution)

6. Add an advisor
   *Note: Your advisor will be sent an email to confirm their status. We cannot approve the organization until your advisor confirms.

7. Add at least three other members to meet four-person minimum
8. Agree to the Terms and Conditions and click “Submit”

9. Check your inbox for a confirmation email from stuacts@usc.edu
   - Keep checking back for any emails that explain changes that need to be made to the application before the group can be recognized.

10. Once you are approved by our office, you will be sent an email confirmation and will be able to access your recognition letter via engageSC
How to Access Recognition Letter:

1. Go to “Student Groups” tab on the top toolbar

2. Click on “My groups” on the left hand panel

3. Click on the organization name

Student Alumni Society
Student Alumni Society is a student run extension of the USC Alumni Association, built to connect the student experience with alumni life and the Trojan Family. Student Alumni Society shares the goals of the USC Alumni Association and seeks to reach out to serve and engage students and alumni, to connect alumni with students through effective communication, programs, and events, to facilitate a high level of volunteerism, and to celebrate...
4. Select “Documents” from the left hand panel

5. Find all of the organization’s documents, including the recognition letter.