



For Student Use:

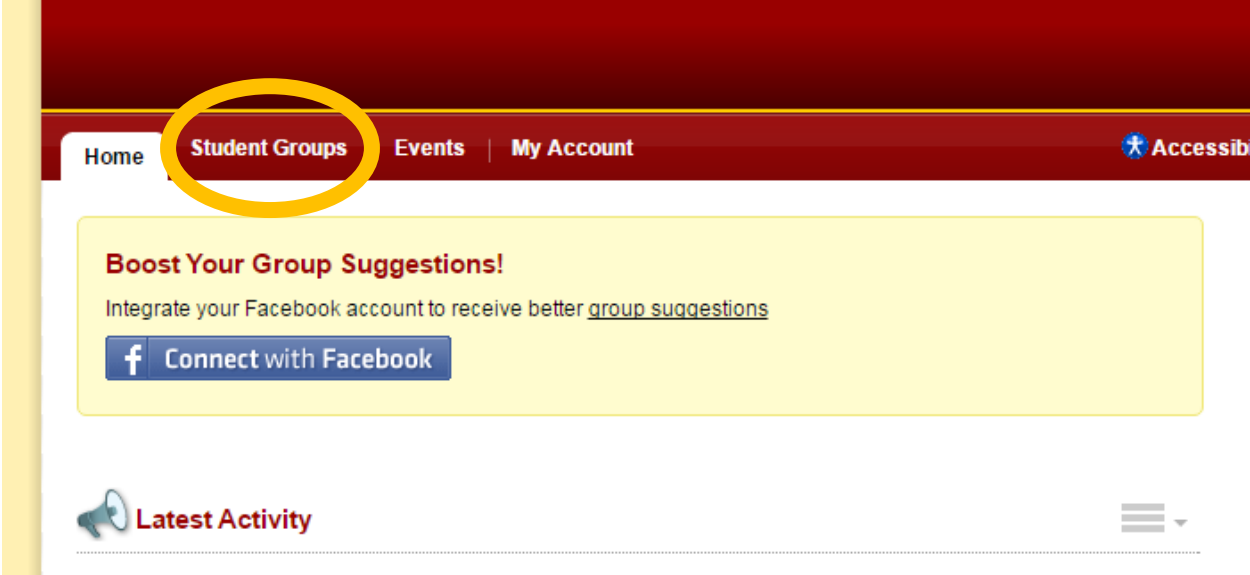
Student Login Link: usc-community.symlicity.com
Login using myUSC credentials

The image shows a login page for USC. At the top left is the USC crest, followed by the text 'USC University of Southern California'. Below this is a dark red box containing a login form. The form has a header that says 'Welcome. Please sign in to continue.' It includes two input fields: one for 'USC NetID (username)' with a magnifying glass icon, and one for 'Password' with a lock icon. A 'Sign in' button is positioned to the right of the password field. Below the form are three links: 'Activate new account', 'Forgot NetID', and 'Forgot password'. At the bottom, there is a 'To sign out' instruction and a 'Need help?' section with contact information for USC NetID account services and the ITS Customer Support Center.

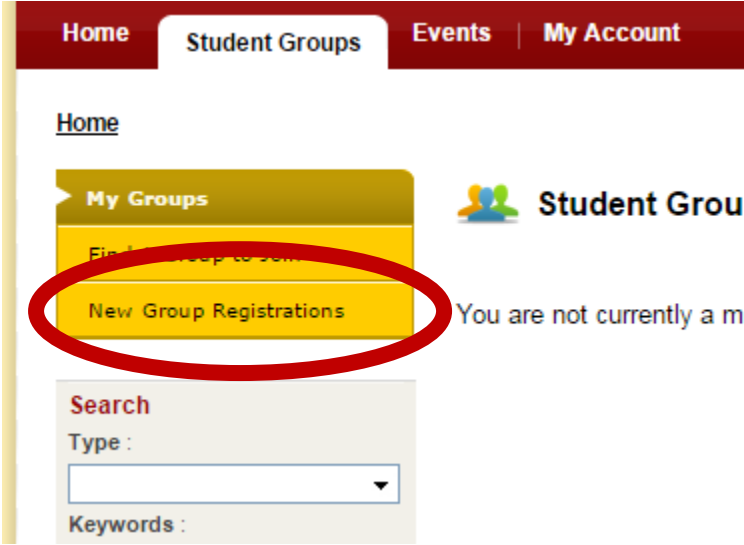


To Register an Organization:

- 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

[New Student Group]

Instructions

This form is to register your student organization with the Office of Campus Activities.

To complete the form, you will need the following:

- Your student organization contact information
- Your advisor's contact information
- The contact information of your four primary offices (These four officers are the only ones allowed to make reservations with Trojan Event Services.)
- Read and agree to abide by all of the policies outlined in [SCampus](#) as they apply to students and to student organizations: <http://scampus.usc.edu/>

Please contact our Peer Leadership Consultants with any questions: stuacts@usc.edu or (213) 740-5341

Group Info

Student Requestor*: Jamie Kwong

Group Name*:

Commonly used abbreviation:

Type*:

New or Renew*:
 Selecting new means your organization has not been recognized in the past
 Selecting renew means your organization has been recognized in previous years

New
 Renew

Year founded or started at USC*: 2016

Annual membership dues*:



5. Upload constitution (based off of sample constitution)

Purpose*: Please list the general purpose of this organization.

Add Documents*: Upload your Constitution here. [Click here for a sample constitution.](#)

Add Document

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.

Advisers

Add Information for Advisers*:

Add Adviser

7. Add at least three other members to meet four-person minimum

Members

New members process*:

Do you have a formal new members intake process such as rush, pledgship or probation?
 Yes No

Add Members*:

Type*: Admin

Student*: Jamie Kwong

Visibility*: Public USC Users Only Members Only Group Admins Only

Position: [Dropdown]

Joined: 2016-01-25 [Calendar] [Reset]

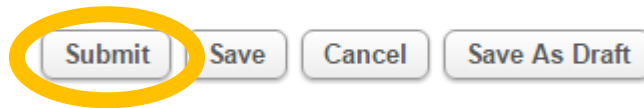
Add Member



8. Agree to the Terms and Conditions and click "Submit"

Statement of
Agreement*:

I understand and agree to take full respons
related to student organizations, most of which

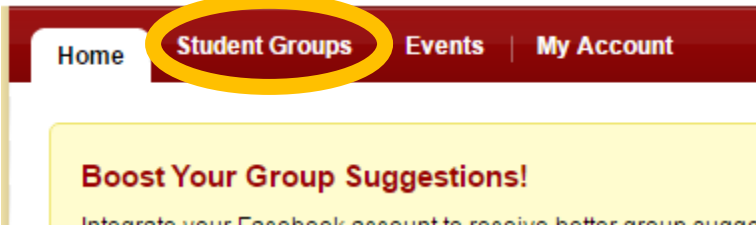


9. Check your inbox for a confirmation email from stuacts@usc.edu
-Keep checking back for any emails that explain changes that need to be made to the application before the group can be recognized.
10. Once you are approved by our office, you will be sent an email confirmation and will be able to access your recognition letter via engageSC

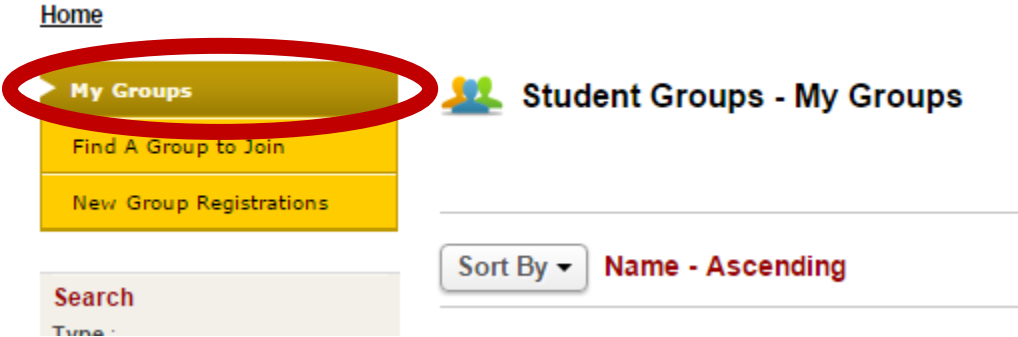


How to Access Recognition Letter:

- 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





4. Select "Documents" from the left hand panel

The screenshot shows a sidebar menu for a 'Student Group: Student...' with various options: Group Details, Blog, Events, Manage Events, Members, Budget, Photo Gallery, Documents (circled in red), Links, Notes, and Polls. The main content area features the 'USC Student Alumni Society' logo and a 'Latest Activity' section with a megaphone icon. A notification states: 'Student Alumni Sc' uploaded the document 'Recognition Letter' in view document [view document](#).

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

Sort By **Last Modified - Descending**

	Title ▾	Filetype ▾	Size ▾	Visibility ▾	Document Type ▾	Last Modified
	<u>Student Alumni Society Recognition Letter</u>	PDF File	271.91Kb	Group Admins Only	Recognition Letter	Jan 25, 2016, 11:20 am
	<u>Student Alumni Society Constitution</u>	MS Word	99.88Kb	Group Admins Only	Constitution	Jan 22, 2016, 4:33 pm

Items 1-2 of 2

[Add New Document](#) [Add New Folder](#)