MyBaruch

Registration Guide

All student organizations are required to register annually with the Office of Student Life via MyBaruch. The registration process serves to provide current information to the Office of Student Life and the campus community at-large. Organizations are encouraged to examine their mission and goals while completing this process. The steps are outlined below.

Step One

Before beginning the registration process, you'll need to have the following documents/information:

- **Contact information for all current officers**
  - You will be required to report a President, Vice President, Secretary, & Treasurer. If you have different titles for these positions, you can edit those titles after you register the organization. These officers should already have MyBaruch accounts. They can create accounts by simply logging into MyBaruch using their Baruch WiFi credentials.
- **Membership roster with at least 10 members**
  - You will need the Baruch e-mail addresses for at least 10 of your organization's members. The four officers mentioned above (President, Vice President, Secretary, and Treasurer) are included in the 10 members.
- **Current constitution**
  - You will need your organization's current constitution and/or bylaws in a PDF or Word document. This is a great time to re-evaluate your constitution to ensure it is up-to-date and relevant.
- **An organization profile picture**
  - You will need to upload a profile picture that represents your student organization. You can change this profile picture at any time.
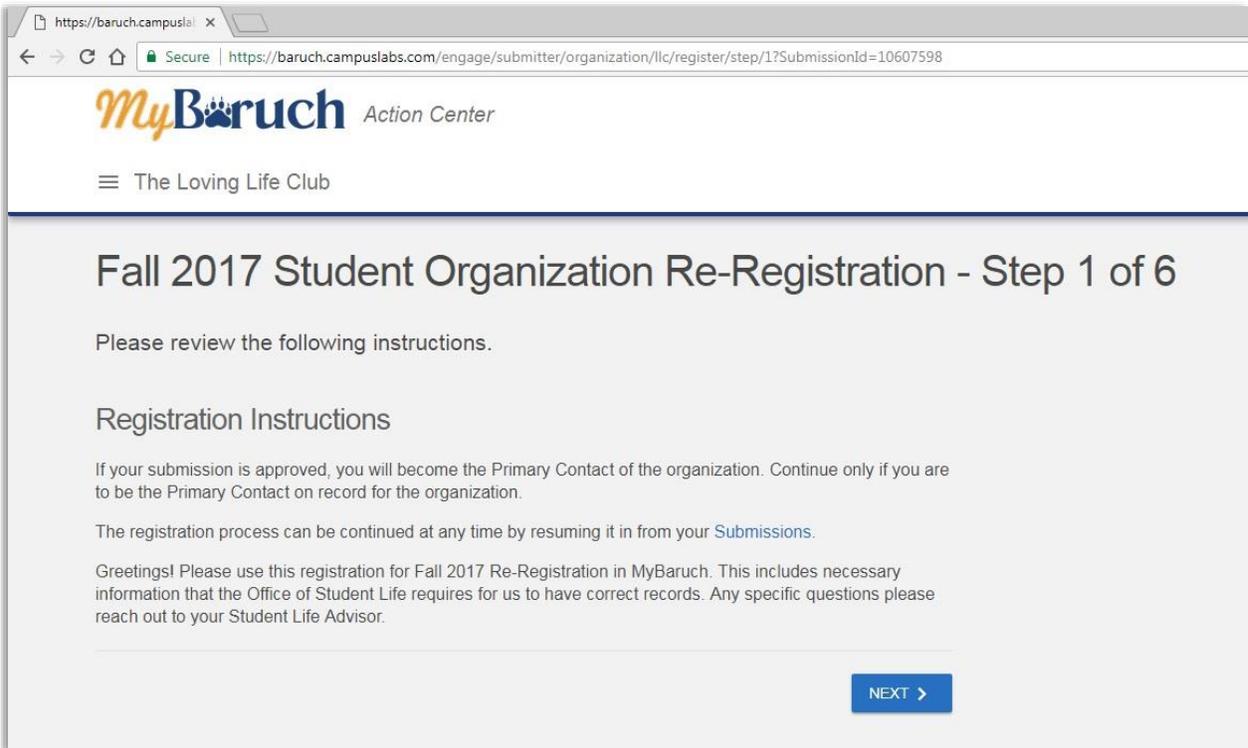
Step Two

Visit https://baruch.campuslabs.com/engage/ register to access the main Registration page. From this page, you can search for the student organization that you'd like to register. Once you've found your organization, click the blue "Re-Register" button to the right of the organization name. See the screenshot to the right to see how we might go about re-registering The Loving Life Club.
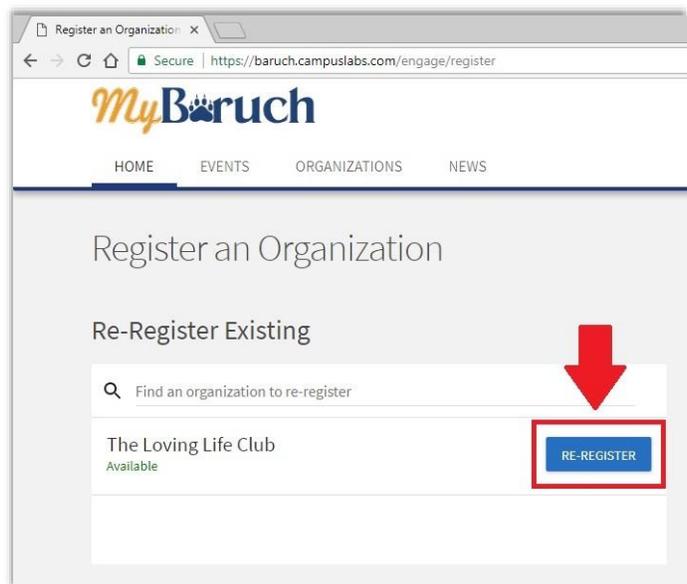
Step Three

Once you have clicked the "Re-Register" button, the registration steps for that organization will open. The first page will list any important instructions concerning the registration form. Please read it carefully before going any further. Please note that whoever completes the registration will automatically become the primary contact for that organization. You can always go in and change the primary contact after you have completed the registration.

Step Four

Once you have thoroughly read the registration instructions, continue on to the next page by clicking the blue "Next" button at the bottom right of the page. The first page of the registration process is where you will enter all of the details about your organization. Reference the screenshot below to learn more about each of the fields included on this page.

MyBaruch Action Center

≡ The Loving Life Club

Fall 2017 Student Organization Re-Registration

Provide some basic information about your organization.

General Information

This is the official name of your organization as you want it to appear anywhere your organization is listed.

If your organization has an acronym or nickname, list it here.

*Official Name
The Loving Life Club

Acronym/Nickname
LLC

*Organization Description Summary
We love life.

This is a shorter description that will appear in the organization directory. Think of something that will catch the attention of potential new members!

241 characters remaining

This is a longer description that will appear on your organization's main page. You can expand more on your description summary here.

Organization Description

↶ ↷ **B** *I* U̲ ✂ ⎘ 📋 ☰ ☰ ☰ ☷ ☷ 🔗 ⨯

|

Website

*Organization Web Site URL
llc

https://baruch.campuslabs.com/engage/organization/llc

External Website

Social Media

Facebook Page URL   Twitter Username   YouTube Channel URL

Flickr Feed URL   Instagram Page URL   Google+ Page URL

LinkedIn Page URL   Pinterest Page URL   Tumblr Page URL

Vimeo Page URL

Organization Contact Information

Email

Street Address

Street Address Line 2

City   State/Province   ZIP/Postal Code

Country

Phone Number   Extension

> Choose the custom portion of your organization's MyBaruch page. A preview of the full link will appear directly below this field.

> If your organization has its own external website, list it here. A link will appear on the main page of your organization's MyBaruch page.

> In this section, you can input any of the links to your organization's social media platforms. Links to these pages will appear on the main page of your organization's MyBaruch page.

> In this section, you can list any specific contact information for your organization. This information will be public so that other students can reach out if they need to. If you have an organization e-mail, list it here.

Step Five

Once you have completed the "General Information" section, click the "Next" button found at the bottom of the page. On the next page, you will need to upload a profile picture for your organization. This profile picture will appear in a circle, so think carefully about the picture you would like to use. You will be able to preview the picture after you have completed the registration process. You have the ability to change your profile picture after registration if it does not look the way you want. Click the "Next" button once you finish.

Step Six

On the next page, you will be asked if you would like to request a weekly meeting room for your organization. If you would like to request a room, indicate the time you would like to meet and how many members typically attend your meetings. If you would not like a meeting space, simply select "Our organization does not need a meeting space" from the drop down menu in the first question. If you had a meeting space last year, please indicate that in the final two questions.

Step Seven

On the next step, you will select different interests that match the mission and goals of your organization. When any student creates a profile in MyBaruch, they select their own personal interests. The system then matches students' interests with different organization's interests to help the student find groups they might want to join. All of the options are in the box on the right. By clicking on the individual folders, you will find the specific interests you can select. When you select an interest, it will appear in the box on the left. You can select as many interests as you would like. If you'd like to delete and interest, simply hover
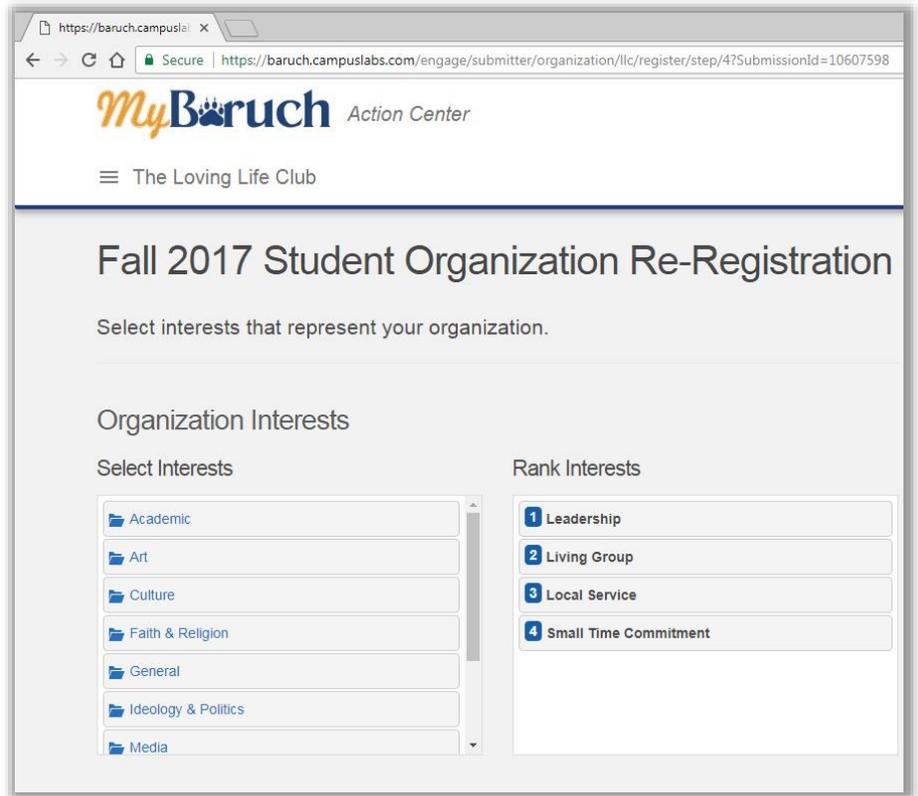
over the interest in the box on the right and click the trash can icon (🗑). Once you have selected all of the interests that match your organization, rank them according to how closely they align with the goals and mission of your organization. You can do this by hovering over each chosen interest and clicking the up and down arrows next to each interest in the right-hand box.
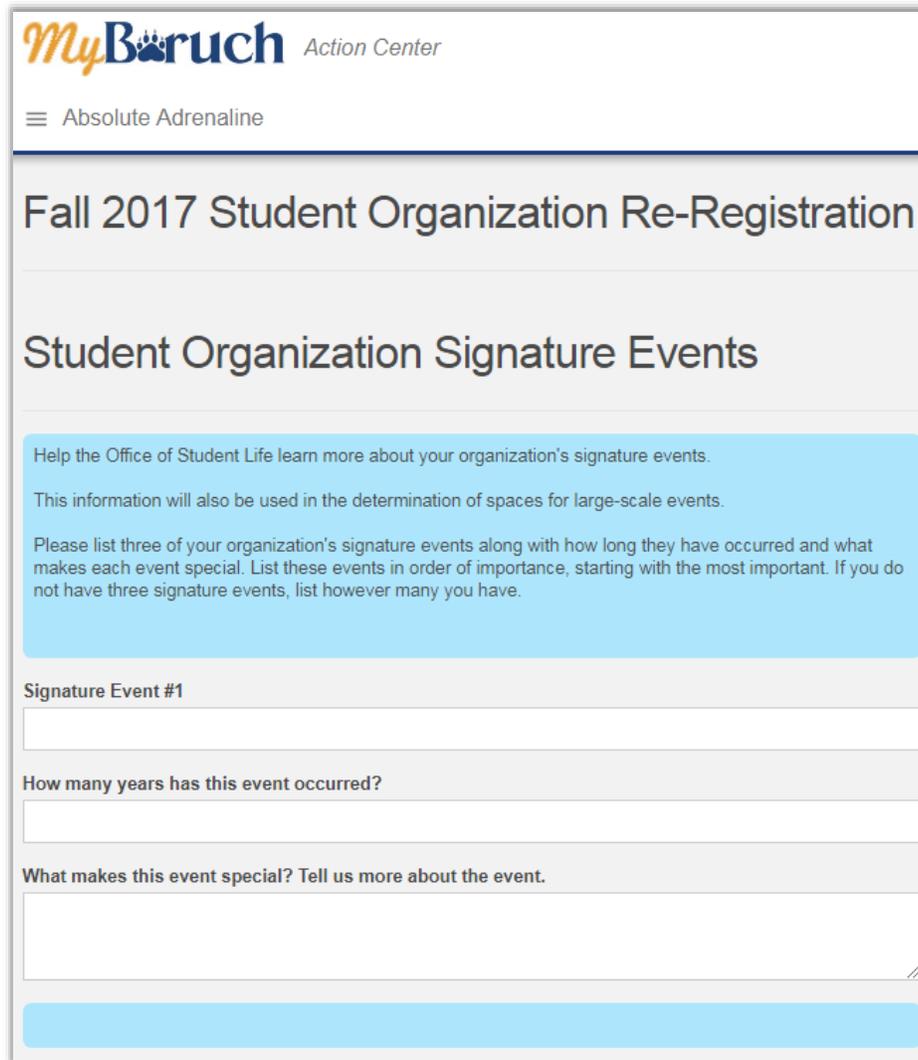
Step Eight

In the next step, you will be asked to upload your Constitution/Bylaws. Every year, the Office of Student Life requires you to re-submit these documents even if you have not edited these documents. If there have been no changes since the previous year, you can simply upload the same document you

submitted that year. This is a great time to re-evaluate your Constitution/Bylaws to ensure they are still relevant to your organization's mission and goals. You can upload either a PDF or Word version by clicking the "Upload" button on this page.
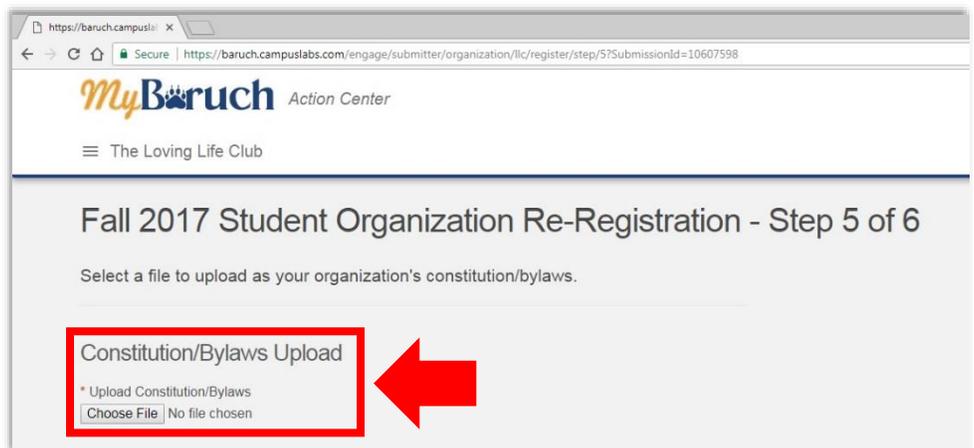
Step Nine

In the next step, you will list some information about your organization's signature events during the academic year. These are events that typically occur on an annual basis and have an expected larger attendance. The Office of Student Life will use this information when determining spaces for large-scale event proposals. This will also let the Office of Student Life learn a little more about your student organization. If you do not have three signature events, list however many you do have. If you have more than three, please list the more important. List the three events in order of significance starting with the most significant.

Step Ten

After listing your signature events, you will need to add the officers and members of your organization. We first suggest that all of your officers create their MyBaruch account by logging into MyBaruch for the first time. You'll also need the Baruch e-mail addresses for the members of your organization to upload to your membership roster. See the screenshot on the next page for more information.

My Baruch *Action Center*

☰ The Loving Life Club

Fall 2017 Student Organization Re-Registration - Step 6 of 6

Select members to fill the Positions in your Organization.

View Organization Roster Requirements
Fulfill your Organization's Roster Requirements

At least 1 President

At least 1 Secretary

At least 1 Treasurer

At least 1 Vice-President

At least 10 total participants

> This section outlines the requirements for your membership roster. Before you can continue the registration process, you must submit 1 President, 1 Secretary, 1 Treasurer, 1 Vice President, and at least 10 members (including the 4 officers mentioned above). As you meet these requirements, a check mark will appear next to each. This section is also repeated at the bottom of this page.

Add New Members and Assign Positions
Add new members or assign positions to your roster.

| **Add individual Members or Positions** | **Add multiple Members in bulk** |

Position

| Member ▼ |

* Email

First Name

Last Name

ADD

> This is where you will upload officers and members. You can choose to upload members individually or add members in bulk by selecting the second tab. When adding members individually, you'll input each member's position, Baruch e-mail, first and last name. When adding members in bulk, you'll just input their Baruch e-mail addresses.

Review Roster
Review, Remove, or Edit Position Assignments within your Roster.

🔍

REMOVE

	Email	First Name	Last Name	Positions
☐	clay.mccullough@baruch.cuny.edu	Clay	McCullough	Member

Showing 1 - 1 of 1

> You can review your roster in this section. If you need to assign an officer position to a member, simply click "Edit Position Assignment" next to that member. Members who do not currently have a MyBaruch account, will receive an e-mail invitation after your registration is approved.

student life

8

Step Eleven

After you have met the membership roster requirements, click the "Next" button at the bottom of the page. On the last page, you will see all of the steps in the registration process with links to each individual section. You can click any of the links to go back to that section if you need to make any edits. Once you are finished with your edits, click the "Submit" button on the final page to submit your registration for approval. You will receive notification from the Office of Student Life once your organization is approved along with next steps.

Questions?

If you have any questions throughout the registration process, do not hesitate to reach out to your Student Life Advisor. You can also stop by the Office of Student Life in the Newman Vertical Campus Suite 2-210 or call us at 646-312-4550.