

# Updating Your Student Organization Information on the Online Database

Organization officers and advisors have the ability to update their organization's entry in the Student Organization database. It is important that this be done when any change to your organization's information occurs. This will allow the Student Involvement Center to be in communication with your organization throughout the year as well as maintain your organization's status with Northern Iowa Student Government. Not updating your organization's information could result in the deactivation of your student organization.

To enable access to change your student organization's information, please follow these instructions:

1. Login to your MyUNiverse account
2. Click on the Personalize: Content link just below the My Page tab
3. Under the Life@UNI pagelet heading, click the box for Student Organization Advising
4. Click on SAVE at the bottom of the page.

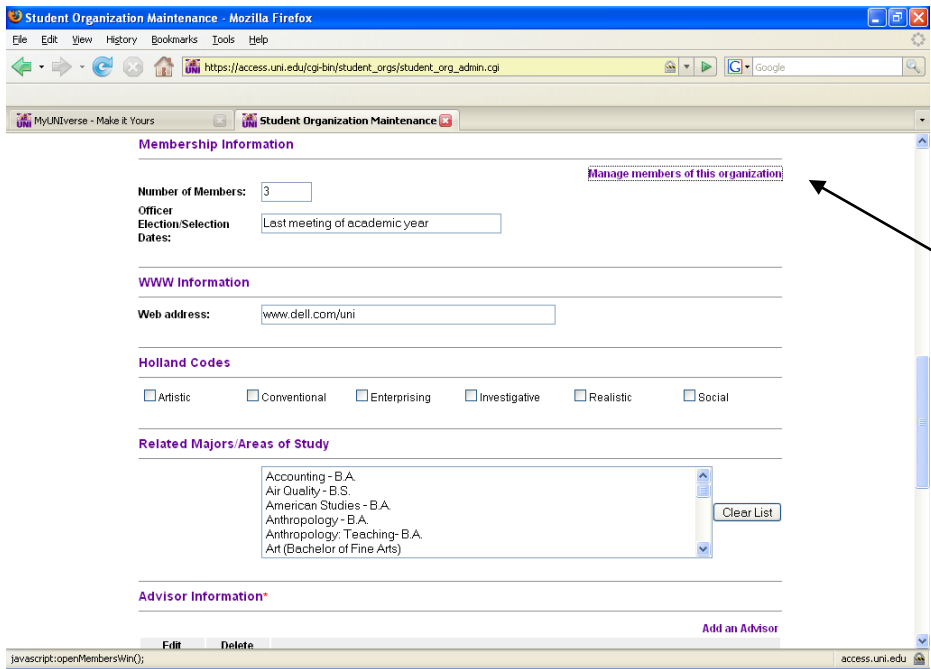
You are now able to make changes to your organization(s) information using the following steps:

1. Go to your MyUNiverse homepage and select the Life@UNI tab from the Main Menu
2. Navigate to the Student Organization Advising link located on that page, and click on the link
3. Search for the organization which you will be updating
4. When you see the organization you wish to update, click in the View bubble in the left margin
5. Click on the gray View tab at the bottom
6. You are now able to add/delete officers or advisors, and make any other necessary changes to your database page.

The screenshot shows a web browser window titled "Student Organization Maintenance - Mozilla Firefox". The address bar shows the URL "https://access.uni.edu/cgi-bin/student\_orgs/student\_org\_admin.cgi". The page header includes navigation links: "MyUNiverse | WebCT | Calendar | A-Z Index | E-Mail | Contact UNI | Directory | Search". The main heading is "UNIVERSITY OF NORTHERN IOWA Student Organizations" with a "Search Again" link. Below this is a "Student Organization Maintenance" section with a "Required Fields are marked with an '\*'" notice and "Preview" and "Finish" buttons. A checkbox labeled "No Changes" is present. The "Organization:" section contains the following fields:

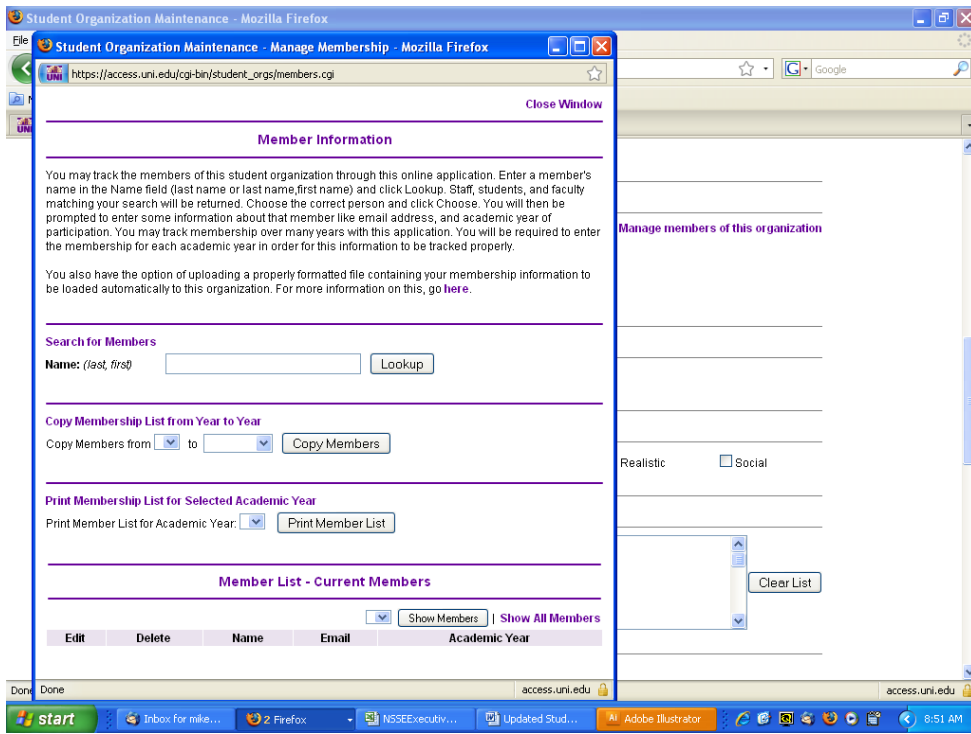
- Name:** Accounting Club
- Acronym(s):** (empty)
- Organization Type(s):** Check all that apply.
  - Academic
  - Business
  - Computer
  - Education
  - Ethnic-Cultural
  - Event Planning
  - Fraternities & Sororities
  - General Interest
  - Government
  - Honor Societies
  - Language
  - Music
  - Political
  - Publications & Media
  - Religious
  - Science
  - Service
  - Sports
  - Theater & Arts
- Description:** The purpose of the UNI Accounting Club is to provide information to interested students about the opportunities and requirements of a career in accounting.

In addition to revising organization information, a membership tracking system has been added to this page as well. This feature allows your organization to keep an active as well as historical record of student membership in your organization. If at sometime in the future the members of an organization would like to reach out to its former members, this feature will allow the organization, with assistance from the UNI Alumni Office, to communicate with those individuals for anything from fundraising efforts to newsletters.



Update your members by clicking "Manage members of this organization"

By clicking on the "Manage members of this organization" link on the right hand side, you will be able to enter both current and former student's information to create a working database of members of a particular organization.



If you have any problems in updating your information, please stop by or contact the Student Involvement Center at 273-2683 or [involvement@uni.edu](mailto:involvement@uni.edu)