Instructions for Re-registering my Student Organization

1. Download a copy of your constitution and/or bylaws from your Engage page. You will need these later in the submission process. These can be found on your organization’s page in Engage.

2. Navigate to the Home page of Engage. Make sure you are signed in! Click on “Organizations” and search for the organization you wish to re-register.

![Engage Website Screenshot]

Explore University of Iowa

Search Events, Organizations, and News Articles

Portal Access
Need access to your new portal. Click here to fill out the form so we can give it to you!

STUDENT INVOLVEMENT FAIR WAIT LIST
We have reached capacity for the Involvement Fair and the form has been closed. Please sign up for our wait list in the forms section.

Memberships

Center for Student Involvement and Leadership

Diversity Programs/CSIL

Iowa Hawkeyes

Leadership Programs - CSIL
3. Once you have found your organization, please click the Re-register button.
4. You then will complete the steps for Re-registration.

5. Once you have completed all steps in the Re-registration process, make sure you click submit.

   *When submitting your roster, make sure you do not leave anyone who previously held a position. Anyone listed as a President or Treasurer will be required to complete trainings in Phase 2 of Re-registration.*

   *You will need to add your governing documents as the last step of this section. If you made any changes, you will need to describe what changes were made.*

6. Once submitted staff will begin reviewing your submission. You will be notified if your submission is approved or denied. If your submission is denied, you will receive reasoning for why.

*NOTE: You must have an approved submission by the September 18 deadline. If you submit re-registration that gets denied after the September 18 deadline your organization will not have another chance to submit.*