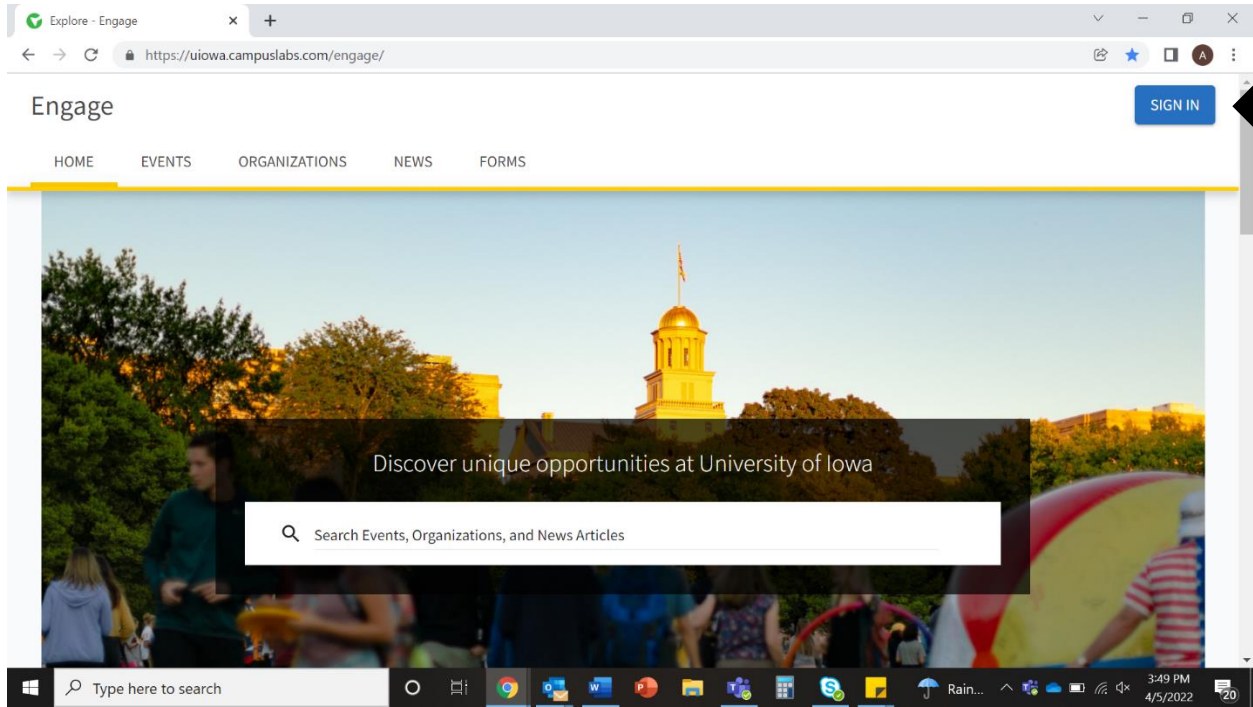
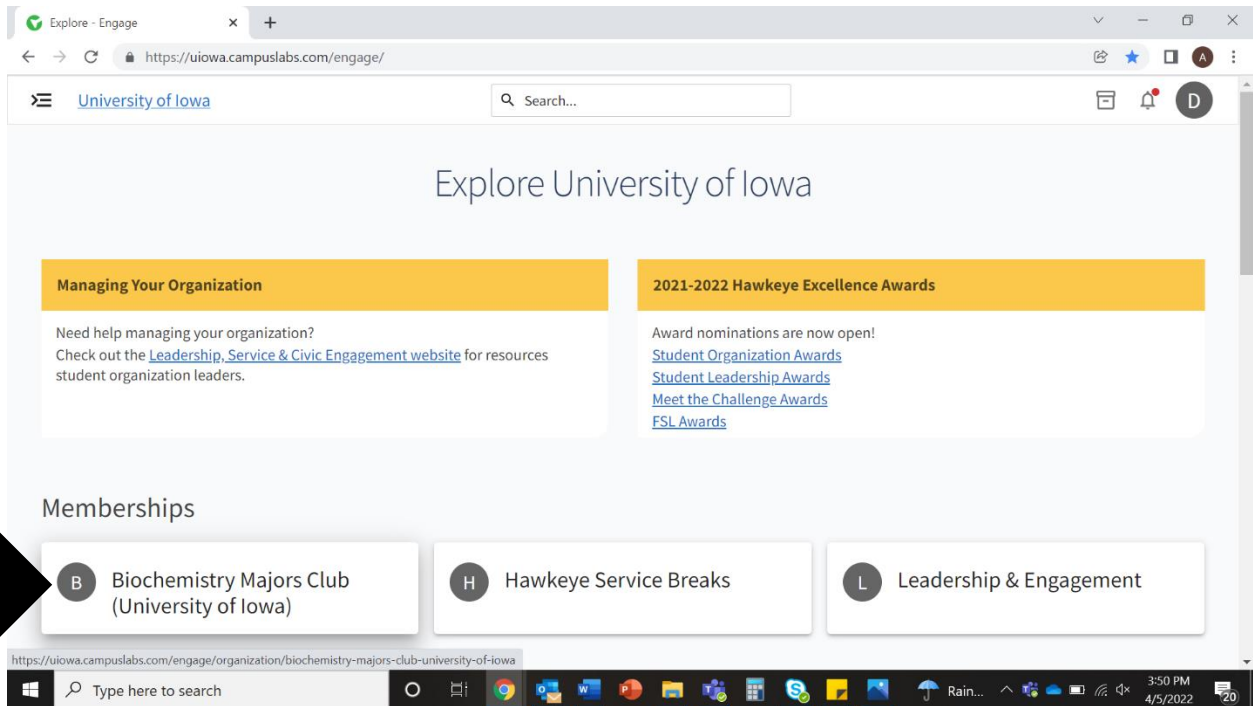


How to locate the Re-Registration form via Engage. Please see the example below.

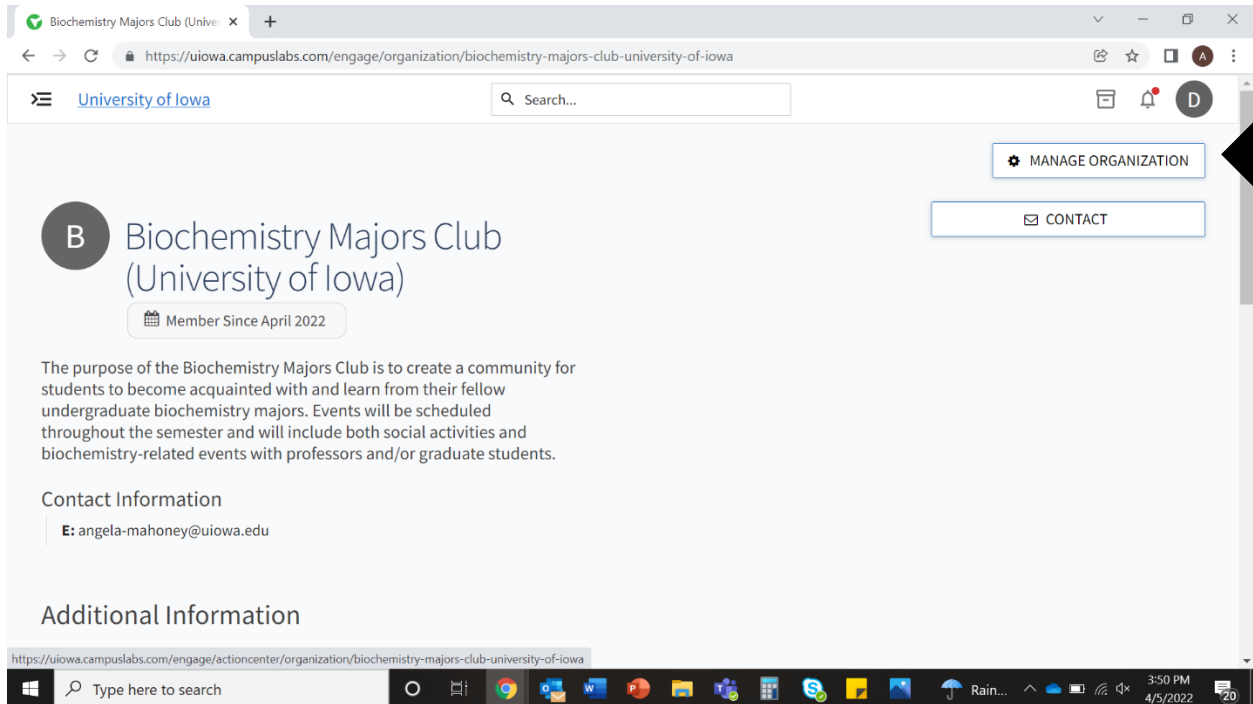
Step 1: Log into Engage and select “Sign In” in the top right of the webpage.



Step 2: Select your student organization under “Memberships.”



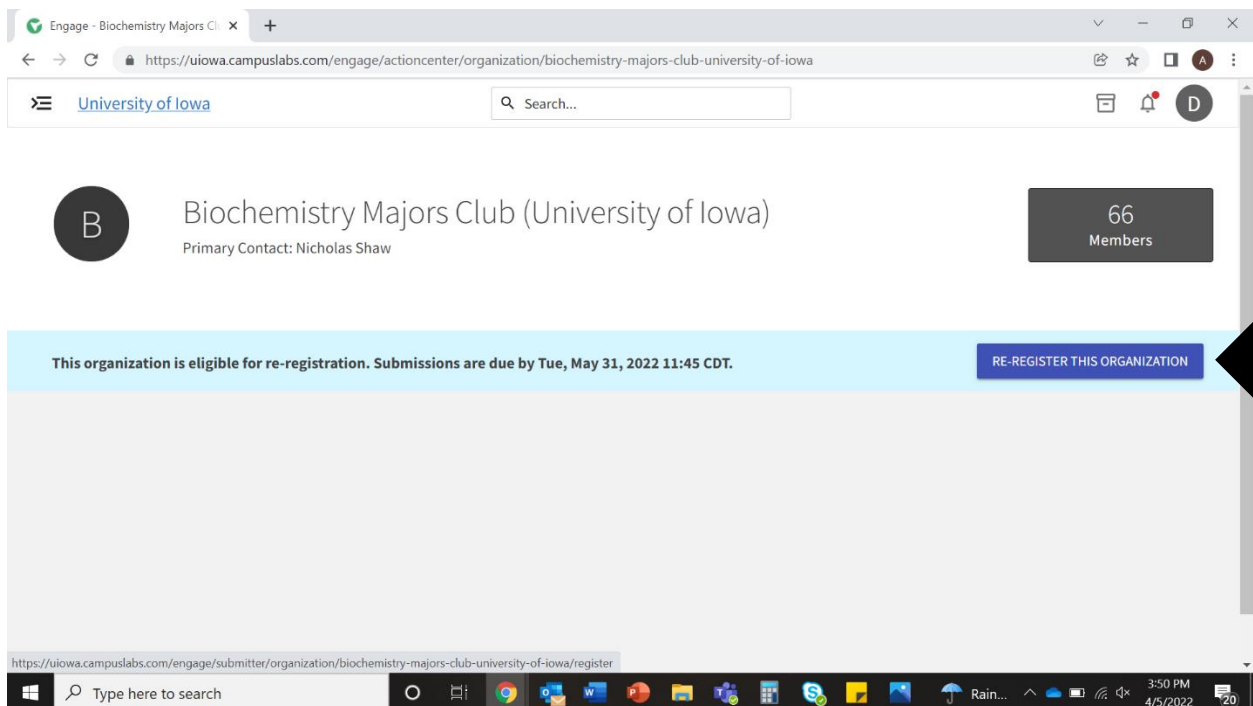
Step 3: Select “Manage Organization” in the upper right of the webpage.



Step 4: Select “Re-Register Organization.” This is a big blue button.

Note: If the “Re-registration button” does not appear there are two reasons.

1. You are not listed as an officer who is eligible to re-register via your organization. This is a permission or access your student organization must give you.
2. Your organization is not eligible for registration.



Step 5: Complete the Re-registration Form

The screenshot shows a web browser window with the URL <https://uiowa.campuslabs.com/engage/submitter/organization/biochemistry-majors-club-university-of-iowa/register/step/1?SubmissionId=45194699>. The page title is "Spring 2022 Re-registration - Step 1 of 8". A note at the top right states "Form Fields Marked with an asterisk (*) are required." Below the title, there is a section for "Registration Instructions" with the following text: "Please review the following instructions." "If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization." "The registration process can be continued at any time by resuming it from your [Submissions](#)." "In the form there are 7 different sections that your organization will need to complete. As you will notice, not all information in these categories is required but please add what is necessary for your organization. Keep in mind the extra information can be useful for promoting your organization, gaining new member interest, and correct university contact information for other organizations and offices on campus who may want to partner with your organization!" At the bottom right of the instructions, there is a blue "NEXT" button with a large black arrow pointing to it from the right. The Windows taskbar at the bottom shows the time as 4:17 PM on 4/5/2022.

Want to save the form and come back later?

Step 1: Log into Engage and click the first initial of your name and select "My submissions"

The screenshot shows the user profile page for "Drea Tinoco" on the Engage platform. The URL is <https://uiowa.campuslabs.com/engage/organization/biochemistry-majors-club-university-of-iowa>. The profile header includes a circular icon with the letter "B" and the text "Biochemistry Majors Club (University of Iowa)" and "Member Since April 2022". Below this is a paragraph describing the club's purpose. A "Contact Information" section lists the email "angela-mahoney@uiowa.edu". A "My Submissions" dropdown menu is open on the right side of the page, with a large black arrow pointing to the "My Submissions" option. The menu items include "Paths", "Event History", "Memberships", "Experiences", "My Submissions", "My Downloads", and "Get Ready to Vote". Below the menu, there is a section for "AVAILABLE PREVIEWS" with a toggle for "New Navigation" and a "LEAVE FEEDBACK" button. The Windows taskbar at the bottom shows the time as 4:16 PM on 4/5/2022.

Step 2: Select "Organization Registrations" and your submission will appear.

The screenshot shows a web browser window with the URL <https://uiowa.campuslabs.com/engage/submissions/registrations>. The page title is "My Submissions" and the user is logged in as "University of Iowa". The navigation tabs are "FORMS", "ORGANIZATION REGISTRATIONS" (which is selected and highlighted with a black arrow), "EVENTS", and "BUDGETING". Below the tabs, there is a "Filter by Status" dropdown menu set to "Pending". A search bar is also present. The main content area displays a table with the following data:

Name	Status	Status Date	Date Completed	Action
Biochemistry Majors Club (University of Iowa)	Pending	4/6/2022 11:30 AM	4/6/2022 11:30 AM	

Below the table, it says "Showing 1 - 1 of 1". The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right shows the temperature (50°F), time (12:22 PM), and date (4/6/2022).