

Student Group Management System (SGMS)

Student User Guide 2.0



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Logging in to SGMS

1.1 How to Login to Your Account

- I. Go to <https://ysu-community.simplicity.com/>
- II. Enter your Username and your Password for the YSU Portal and click "Login"

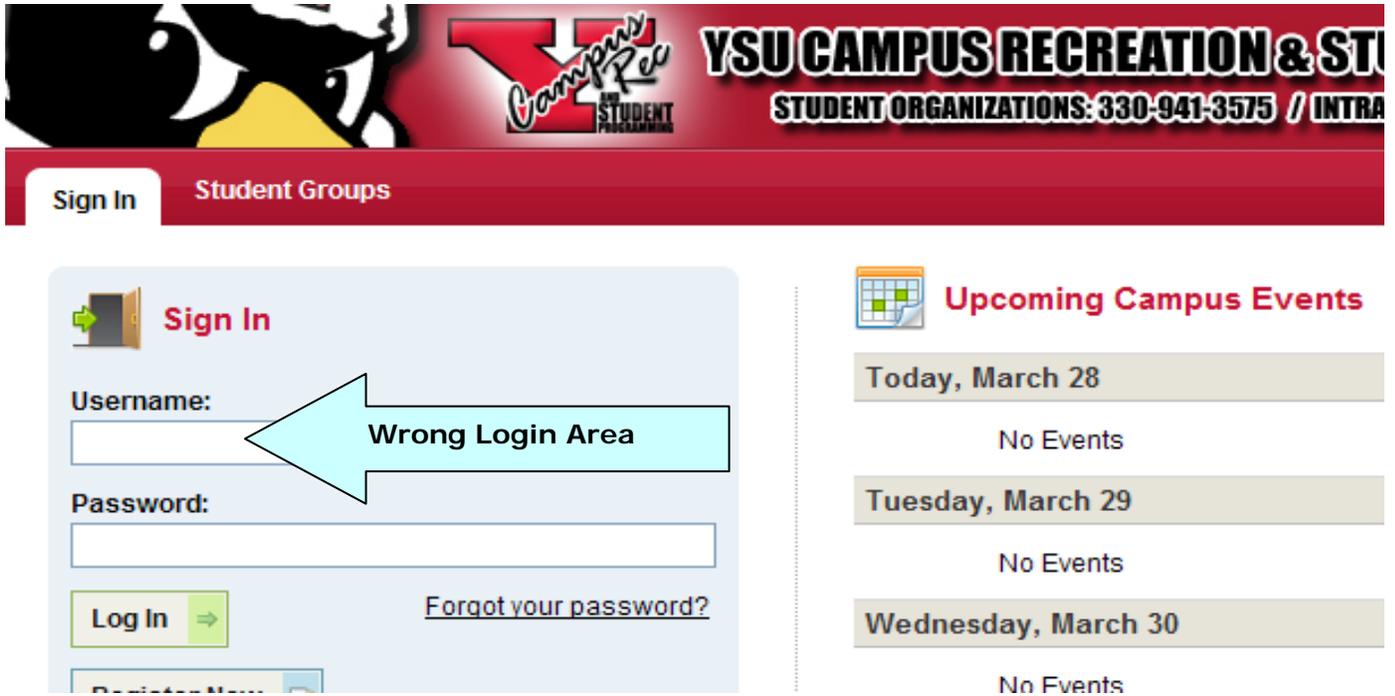


- III. Once your login has been authenticated your screen will look like this

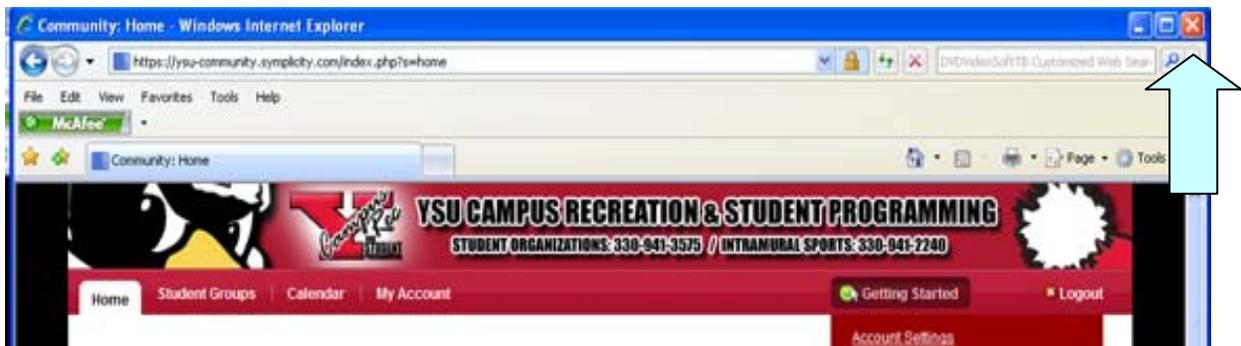


1.2 Reseting the Browser

- IV. If you enter your username and password in wrong and the screen below shows, **close out the entire browser** and go to <https://ysu-community.simplicity.com/>. YSU must authenticate your user name to allow you into the system.



- I. To close out the browser click the red X in the upper right hand corner.



2. Student Homepage Overview

The Home Page is the starting point for SGMS.

- I. From here you can search for and apply to new student groups
- II. Allows you to check your SGMS Calendar
- III. See your account information such as Name, Address, and view Document Library.
- IV. Getting Started: Gives shortcuts Student Organization Registration, ect.
- V. Announcement Area - Updates from the Student Programming Office
- VI. Logs you out of SGMS when you are finished

The screenshot shows the homepage for YSU Campus Recreation & Student Programming. At the top, there is a navigation bar with links for Home, Student Groups, Calendar, and My Account. A 'Getting Started' button is highlighted with callout IV, and a 'Logout' button is highlighted with callout VI. Below the navigation bar, there are three callouts (I, II, III) pointing to a 'Hints' section. A 'Welcome to Community!' section is highlighted with callout V. On the right side, there are sections for 'Connect with Facebook', 'My Polls', and 'My Group Events'. At the bottom, there is a 'Latest Activity' section showing updates from the Interfraternity Council and Youngstown State Carrie Club. A footer contains a 'Getting Started' button, social media icons, and a 'Not Logged In' status.

3. Calendar

The Calendar will help students keep track of all the events held by their Student Groups.

- I. Change Calendar View Daily, Weekly, Monthly, Yearly
- II. Change Current Day/Week/Month/Year



4. Student Groups

Student Groups Overview

- I. Where Groups you have joined are listed
- II. Where you can register a new student group
- III. Search for student groups and apply to them
- IV. Reactivate a group that has been disabled
- V. Access Group Homepage
- VI. Quit and leave a student group

The screenshot displays the website interface for YSU Campus Recreation & Student Programming. At the top, a red banner contains the organization's name and contact information: "STUDENT ORGANIZATIONS: 330-941-3575 / INTRAMURAL SPORTS: 330-941-2240". Below the banner is a navigation bar with links for "Student Organizations", "Calendar", "My Account", "Getting Started", and "Logout".

The main content area is titled "Student Organizations" and features a "My Groups" sidebar on the left with options: "Find A Group to Join", "Reactivate a Group", "New Organization Registrations", and "Search". A search form is located below the sidebar, with fields for "Type:" (a dropdown menu) and "Keywords:" (a text input), and a "Search" button. A "Leave Group" button is visible at the bottom right of the main content area.

Numbered callouts (I through VI) are overlaid on the screenshot to indicate specific features:

- I.** Points to the "Student Organizations" navigation link in the top bar.
- II.** Points to the "New Organization Registrations" link in the sidebar.
- III.** Points to the "Find A Group to Join" link in the sidebar and the search form.
- IV.** Points to the "Reactivate a Group" link in the sidebar.
- V.** Points to the "Panhellenic Council" group listing.
- VI.** Points to the "Leave Group" button.

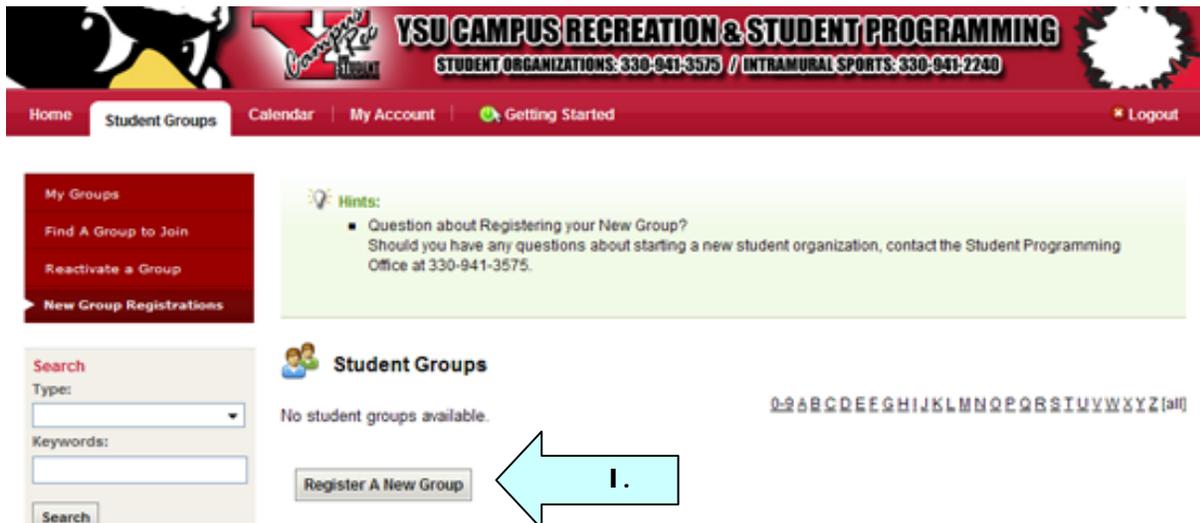
The main content area displays a group listing for "Panhellenic Council" under the "GREEK LIFE" category. The description reads: "The National Panhellenic Conference provides support and guidance for its 26 member inter/national sororities/women's fraternities and serves as the national voice on contemporary issues of sorority life. Founded in 1902, NPC is one of the oldest and largest women's membership organizations representing more than 4 million women at 655 college/university campuses and 1500 local alumnae chapters in the U.S. and Canada. Each NPC-affi...". To the right of the group listing is a contact information section with a search filter "0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]". The contact details include:

- More Information
- ysupanel@hotmail.com
- Meetings held at 4:15pm on Tuesday in Kilcawley Center, Youngstown State University
- Vice President: Kirsten Marie Kuffel, Secretary/Treasurer: Lindsay Marie Meenachan, Vice President: Jessica Rachel Sarich
- Faculty/Staff: Carrie Anderson

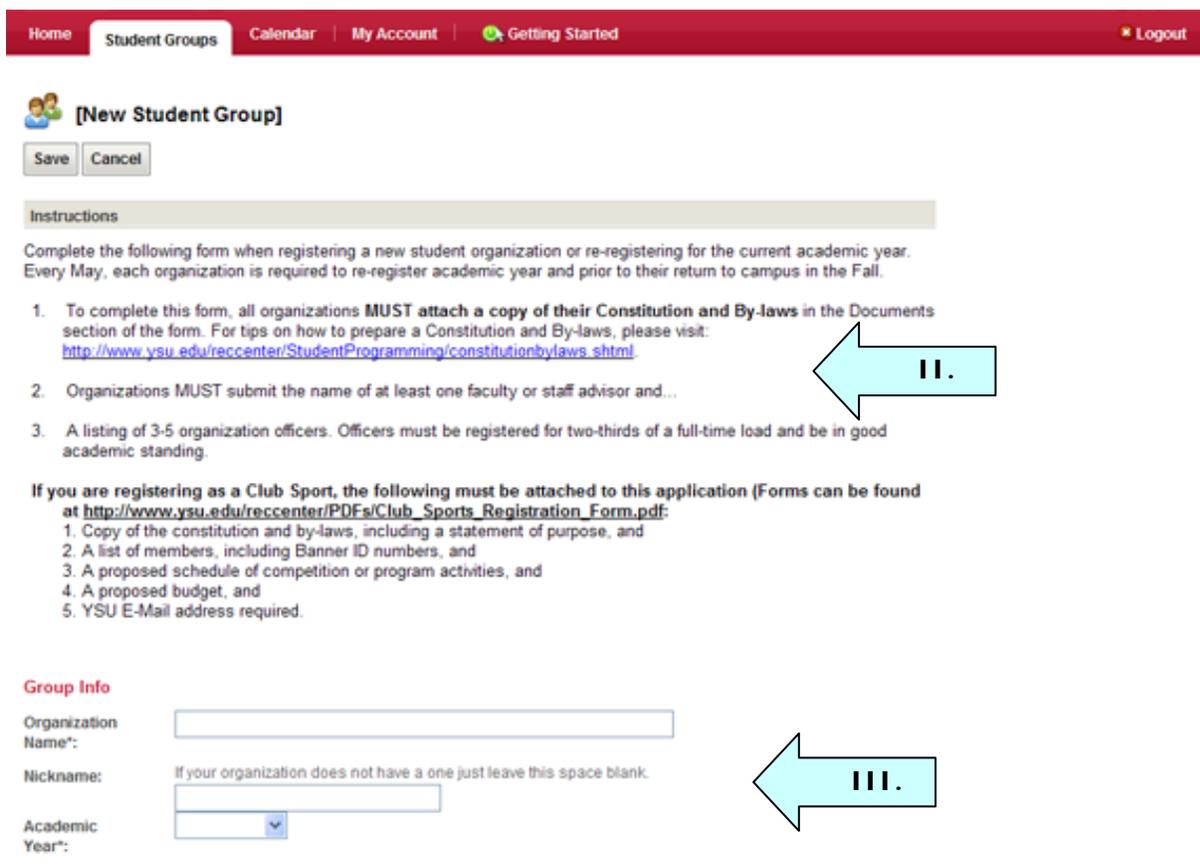
At the bottom of the page, it says "Groups 1-1 of 1" and "powered by simplicity".

4.1 Register a New Student Group

- I. Click on Register A New Organization Registrations Button to start the registration of a new Group



- II. Follow the instructions and enter the new Student Groups unique student ID and the Group Name.
- III. Fill in as much information about the new student group as possible in the fields provided.



- IV. All organizations MUST attach a copy of their Constitution and By-laws in the Documents section of the form.
- V. If registering as a Club Sport and more Documents are needed click the "Add Document" button.
- VI. Adjust Group Preferences by choosing the visibility, enrollment type or generate an interested student listing.

Documents

To complete this form, all organizations MUST attach a copy of their Constitution and By-laws in the Documents section of the form. If you are registering as a Club Sport, the following must be attached to this application: 1. Copy of the constitution and by-laws, including a statement of purpose, and 2. A list of members, including Banner ID numbers, and 3. A proposed schedule of competition or program activities, and 4. A proposed budget, and 5. YSU E-Mail address required.

Folder: Documents

Title*:

Description:

Visibility: Public System Users Only Members Only Group Admins Only

Type: Constitution

File:

Add Document
Remove Document



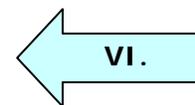
Group Preferences

Set the Group Preferences.

Visibility*: Visibility controls who can see the group.
 Public System Users Only Members Only

Enrollment Type*: Enrollment type will determine how members may be added to the group.
 Open Enrollment Approve Applications Invitation Only

Enable Interested Student List*: Yes No



- VII. Enter at least 3-5 officers.
- VIII. Enter your Advisor's Information
- IX. Once all the information is entered click Terms Agreement and press "Save".

Members

All officers shall be currently enrolled at YSU, in good academic standing and no more than two officers may be registered for less than eight hours during each semester of the academic year (fall and spring).

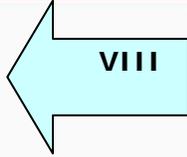
Type*: Group Admin
Student*: Julianne Dundee
Visibility*: Public System Users Only Members Only Group Admins Only
Officer Contact Phone*: Cell Phone Number is preferred.
Position*: President
Joined: 2011-03-28

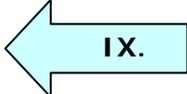
Type*: Active 
Student*: Start typing to search
Visibility*: Public System Users Only Members Only Group Admins Only
Officer Contact Phone*: Cell Phone Number is preferred.
Position*: President
Joined: 2011-03-28

Advisors

Organizations shall have at least one advisor who is currently a full-time faculty or staff member. Limited service faculty may serve as an advisor with the permission of the Student Programming Office.

Surname*:
Full Name*:
First Name*:



Terms Agreement*: I agree 

4.2 Find a Group to Join

- I. You can filter the groups by type by adjusting the dropdown box and click "Apply Search"
- II. You can also search for groups by keyword. Enter the keyword you would like to search by in the field provided and click on the "Apply Search" button
- III. Click on one of the alphabetic links to find groups alphabetically. Click "all" to get a list with all student groups
- IV. If you want more information about a particular student Group, click on "More Information" To go to that Groups Home page.

The screenshot shows the website interface for YSU Campus Recreation & Student Programs. At the top, there is a navigation bar with links for Home, Student Organizations, Calendar, My Account, and Getting Started. Below this is a sidebar with 'My Groups' options: Find A Group to Join, Reactivate a Group, and New Organization Registrations. A search box is present with a 'Type:' dropdown menu (arrow I), a 'Keywords:' text input field (arrow II), and a 'Search' button. The main content area displays 'Student Organizations' with a list of groups. The first group is the 'Panhellenic Council' (GREEK LIFE), with a description and a 'More Information' link (arrow IV). An alphabetical navigation bar (arrow III) is located above the group list. At the bottom, there is a footer with 'Getting Started', 'Not Logged In', and a 'SecretHelper free trial' advertisement.

4.3 Joining a Group

- I. Some Groups are open for anyone to join and do not require Approval. To join these Groups, push "Join Group"

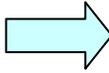


Open Enrollment Organization
RELIGIOUS
test

 More Information

 test@ysu.edu

 **Join Group | Show Interest**



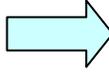
- II. Some Groups require all new members to apply. You can apply for the group by clicking the "Apply" button. That will send your new registration to the group administrator for approval.

Active/Requestor/Member
RELIGIOUS
test

 More Information

 test@ysu.edu

 **Apply | Show Interest**



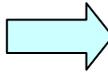
- III. For Groups that are invitation only, you will first need to be invited to the group. Once you are invited you can join the Group by clicking "Accept Invitation"

Campus Road Runners
RELIGIOUS
test

 More Information

 test@ysu.edu

 **Accept Invitation**



4.4 Reactivate an Old Group

- I. Call Carrie Anderson in the Student Programming Office at 330-941-4702 for a reactivation password.
- II. Select the "Reactive an Organization" tab.
- III. Locate the Group that you would like to reactivate.
- IV. Click on "Apply to reactivate the Group."

■ software by simplicity™

My Student Organizations

- Find A Group to Join
- Reactivate an Organization**
- Organization Registration Form

Search

Type:

Keywords:

Hints:

- **Reactivate Student Group**
Since this the first year of using the Community On-line registration system, all current student organizations must register as new student organizations. Please click the "New Organization Registrations" and then click on "Register A New Group" in order to out the registration form.

Thank you for understanding. Next May each current group will need to use the "Reactivate an Organization" tab.

Student Organizations - Reactivate an Organization

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) (all)

SUMMIT TEST GROUP

ATHLETIC / SPORTS

Sally Kenney - Senior Advisor Sally Kenney has been advising students in the College of Health and Human Services since 1986. Before becoming an Academic Advisor, she worked as a Comprehensive Social Studies teacher in the Austintown school system. Sally has earned both a bachelor's degree in Education and a master's degree in Higher Education Counseling from YSU. Married with two grown sons, Sally enjoys high school football (which her ...

- More Information
- email@gmail.com
- Meetings held at 3:30 p.m. on Tuesday in Kilcawley Center, rm 2036
- Academics Chair:** Abbie Kay Twyford, **President:** Monica Elizabeth McKnight
- Faculty/Staff:** Carrie Anderson
- Events
- Blog
- Photos

V. Enter reactivation password.

Home | Student Organizations | Intramural Sports | Calendar | My Account | Getting Started | Logo

Student Groups » SUMMIT TEST GROUP ■ software by simplicity

Submit **Save** **Cancel**

Instructions Reactivate

Complete the following form when registering a new student organization or re-registering for the current academic year. Every May, each organization is required to re-register academic year and prior to their return to campus in the Fall.

1. To complete this form, all organizations **MUST attach a copy of their Constitution and By-laws** in the Documents section of the form. For tips on how to prepare a Constitution and By-laws, please visit: <http://www.yosu.edu/reccenter/StudentProgramming/constitutionbylaws.shtml>.
2. Organizations MUST submit the name of at least one faculty or staff advisor and...
3. A listing of 3-5 organization officers. Officers must be registered for two-thirds of a full-time load and be in good academic standing.

If you are registering as a Club Sport, the following must be attached to this application (Forms can be found at http://www.yosu.edu/reccenter/PDFs/Club_Sports_Registration_Form.pdf:

1. Copy of the constitution and by-laws, including a statement of purpose, and

Please enter reactivation password:

Please enter a password. For your password, please contact Carrie Anderson in the Student Programming Office at (330) 941-4702.

Password:

Submit **Cancel**

- VI. When retaining members and advisors, click on each of their names to highlight them. Press the "Ctrl" button on your keyboard while clicking each individual name to highlight multiple members or advisors.

Members

All officers shall be currently enrolled at YSU, in good academic standing, and no more than two officers may be registered for less than eight hours during each semester of the academic year (fall and spring).

Retain Members: Select members to be retained from the inactive group

- Emilie Paige Hall (Secretary) - active
- Christina Noelle Oddo (Vice President) - active
- Monica Elizabeth McKnight (President) - admin

Additional Members:

Type: Group Admin

Student: Abbie Kay Twyford

Visibility: Public System Users Only Members Only Group Admins Only

Officer Contact Phone: Cell Phone Number is preferred. Make sure phone numbers have the following format (ex. (330) 941-5555)

Officer Email:

Position:

Joined: 2011-10-06

Add/Replace Member

Hold the Ctrl button on your keyboard while clicking on each person.

Advisers

Organizations shall have at least one advisor who is currently a full-time faculty or staff member. Limited service faculty may serve as an advisor with the permission of the Student Programming Office.

Retain Advisers: Select advisers to be retained from the inactive group

- Carrie Anderson (Faculty/Staff)

Additional Advisers:

Add Adviser

Hold the Ctrl button on your keyboard while clicking on each person.

- VII. Check to make sure all information in the form is correct. Update information where needed.
- VIII. After reading over the Terms of Agreement, check that you agree.
- IX. Click Save.

Terms Agreement: I agree

Submit **Save**

- X. You will receive an email confirming that your request has been received. Once approved, you will receive an additional email notifying you of your group's status change.

5. Student Group Home Page Overview

Navigation Elements

- I. To view core information about the Student Group click the "Group Detail" tab.
- II. From the "Blog" tab you can create blog posts, view blog posts, and comment on the posts.
- III. From the "events" Tab you view the Groups current and past Events. You can also create new events for the group.
- IV. The "Members" Tab shows the other members in the group and an admin can add members.
- V. From the "Documents" tab documents can be uploaded and be available for use by members of the Group.
- VI. From the "Links" tab, internal and external links can be created for use by them members of the Groups.
- VII. The "Polls" tab allows Group Admins to poll their organization for information.



Student Groups » Panhellenic Council

You are an admin of this group.

Latest Activity

Panhellenic Council
NEW GROUP DOCUMENT UPLOAD
uploaded the document "**Informal Recruitment 11 - Preferences**" group documents.
[view document](#) Feb 23, :

Panhellenic Council
NEW GROUP DOCUMENT UPLOAD
uploaded the document "**Panhel Minutes 1-18-11**" in the group dc
[view document](#) Feb 23, :

Panhellenic Council
NEW GROUP DOCUMENT UPLOAD
uploaded the document "**Panhel Minutes 1-25-11**" in the group dc
[view document](#) Feb 23, :

Getting Started

Not Logged In

5.1 Group Details Tab

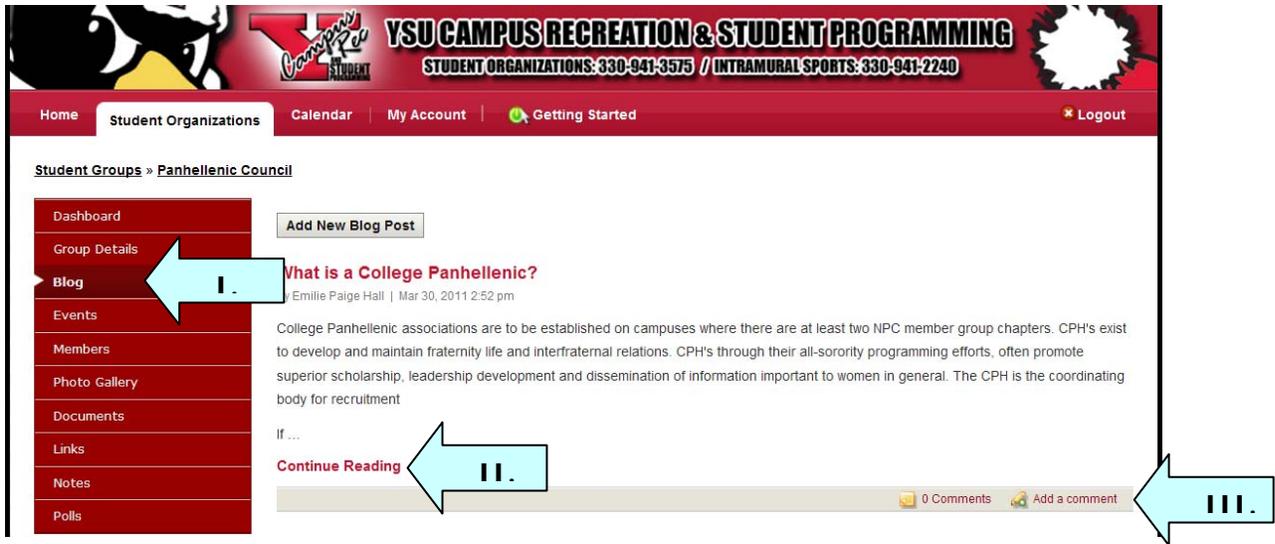
- I. The "Leave Group" button will have you quit and leave the Student Group
- II. The "Edit" Button will allow you to edit the Group Profile (Only Visible to the Group Administrators)

5.2 Add a Blog Post

- I. Click on the Blog tab
- II. Click on "Add New Blog Post" 
- III. Fill in the Title of the Post
- IV. Enter the Body of the Post. You can format the text with the icons in the toolbar provided.
- V. Set the Start Date when the Blog Entry is posted and the End Date when it is removed.
- VI. Choose The Visibility Level to control who is able to view the Blog entry.
- VII. Click on Submit to post the Blog Entry.

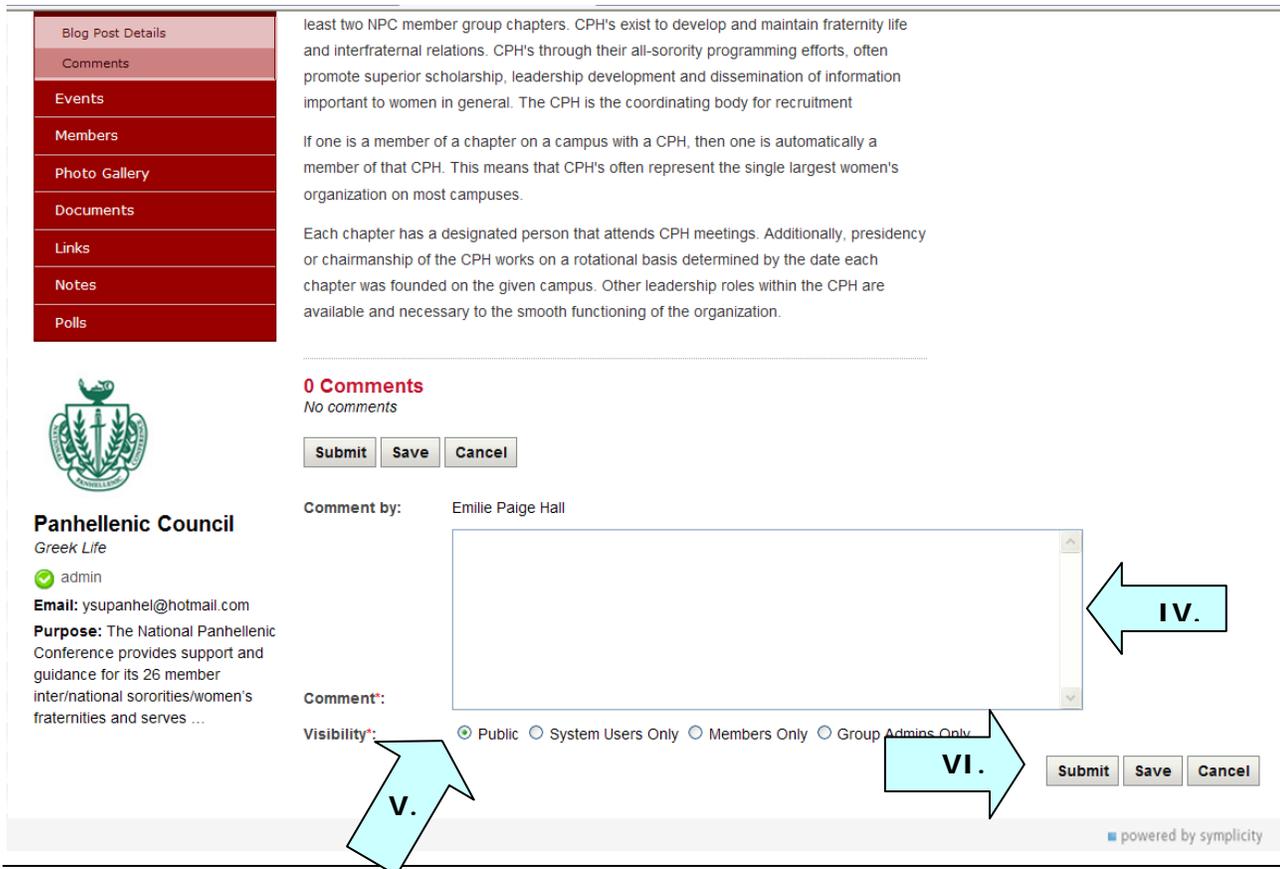
5.3 Comment on a Blog Post

- I. Click on the Blog tab
- II. Click on "Continue Reading" to view the Blog Post



- III. Click "Add a Comment" to create a new comment for the Blog Post.
- IV. Fill in the Comment in the Text field provided. You can format the text using the toolbar given.
- V. Choose The Visibility Level to control who is able to view the Comment.
- VI. Click on Submit to post the Comment.

Submit



5.4 Create a New Event

- I. Click on the Events tab
- II. Click on "Add New Student Group Event" to Create a New Event
- III. Creating an Event ONLY advertises it and places it on the calendar. **Submitting this event request does NOT reserve room space for meetings.**

To reserve rooms, please contact the following:

Kilcawley Center and Residence Halls:

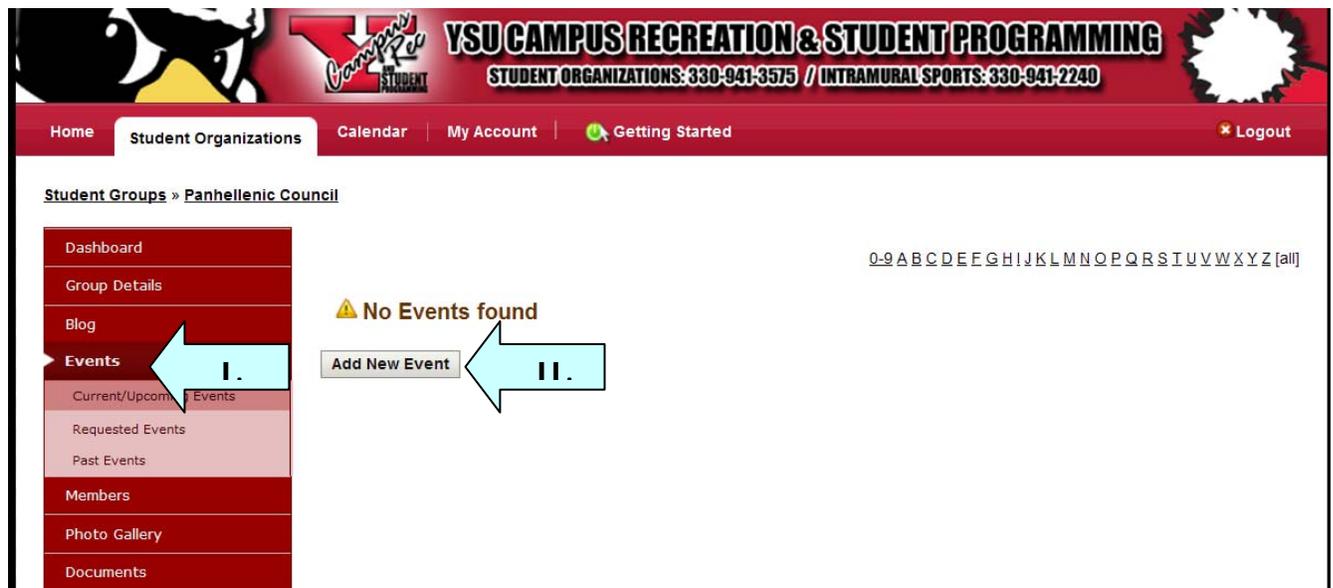
Contact Chris Pullium, Room Reservations Office, Kilcawley Center Staff Offices, located on the Second Floor, Kilcawley Center, 330-941-3577

-or-

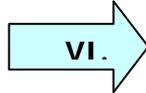
Fill out the [Online Room Reservation Request Form](#)

Other Buildings on Campus:

Submit an [Event Request Form](#). If you are planning an event within the next 7 days, please call Christina Texter at the Office of Alumni and Events Management at 330-941-2962 before you submit your request. Once we have received your request, you will be notified by email within 2 business days whether or not your request is granted.



- VII. Enter the Location information for the event you are creating.
- VIII. Attached files and links that were previously uploaded can be attached to the event.
- IX. Push the "submit" button to finalize the event.



Event Start*:

Event End*:

Location:

Location:

Street:

City:

State:

Zip/Postal Code:

Country:

Estimated Number Of Participants:

Documents:

Links:

RSVP Details

Disable RSVP: Yes No

RSVP Deadline:

RSVP Limit: No limit if 0

Approval of Anyone can RSVP RSVP must be approved



Participants:

Documents:

Links:

RSVP Details

Disable RSVP: Yes No

RSVP Deadline:

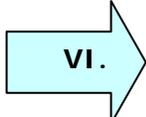
RSVP Limit: No limit if 0

Approval of RSVP: Anyone can RSVP RSVP must be approved

Recurrence Details

Recurring Event*:

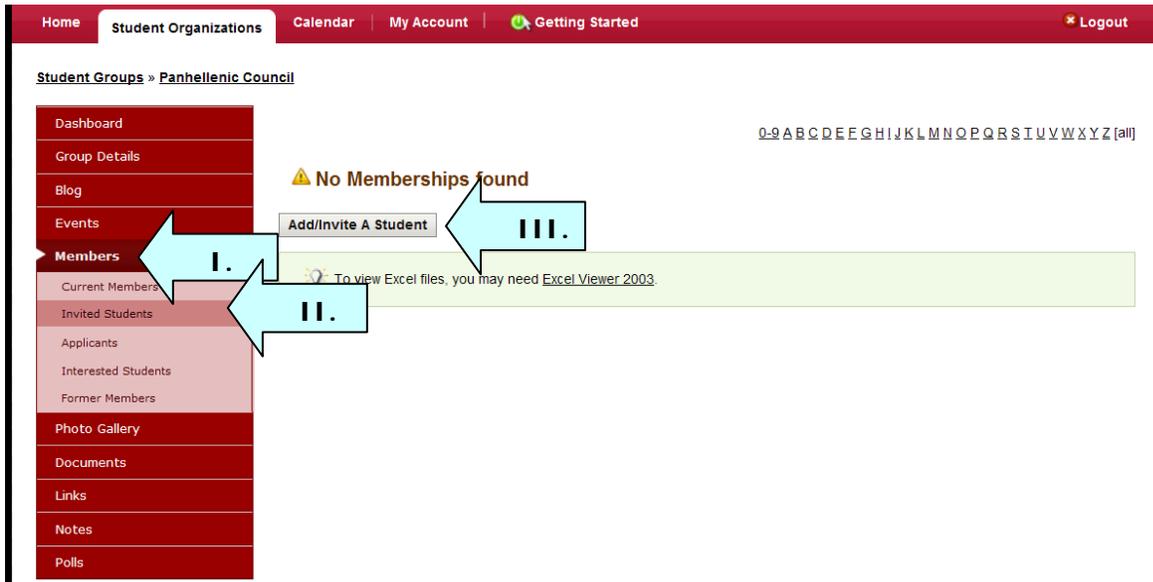
Terms and Conditions
I understand that creating this event does NOT reserve rooms on campus.
I must contact Kilcawley Center or Alumni and Events Management to reserve space on campus for organization events or meetings.



Terms Agreement*: I agree

5.5 Invite a Student to Join the Group

- I. Click on the Members tab
- II. Click "Invited Students"
- III. Click the Add/Invite A Student button



- IV. Enter the name of the student you wish to invite in the student in the field labeled [student]. If you do not know the full name you can also type in part of the student's name.
- V. Select the student's entry from the Student Dropdown box
- VI. Select the students Position or leave blank if they have no special rank.
- VII. Click on "Submit" to invite the student.

The 'Member' form includes the following fields and options:

- Status*:** A dropdown menu set to 'Invited'.
- Student*:** A text input field containing 'Hillary How'.
- Student Group*:** A dropdown menu showing 'Hillary Anne Howard (hahoward@student.ysu.edu)'.
- Visibility*:** Radio buttons for 'Public', 'System Users Only' (selected), 'Members Only', and 'Group Admins Only'.
- Position*:** A dropdown menu.
- Officer Contact Phone:** A text input field with a note: 'For all group Officers; please specify a contact phone number.'
- Date Joined:** A date picker and a 'no selection' icon.
- Date Left:** A date picker and a 'no selection' icon.
- Buttons:** 'Submit', 'Save', and 'Cancel' buttons.

Callouts: IV points to the Student name field, V points to the Student Group dropdown, VI points to the Position dropdown, and VII points to the Submit button.

5.6 Upload a document to a Student Group

- I. Select on the Documents tab
- II. Click "Add New Document"

Student Groups > Panhellenic Council

The screenshot shows the SGMS interface for the Panhellenic Council. On the left is a red sidebar with navigation options: Dashboard, Group Details, Blog, Events, Members, Photo Gallery, Documents (highlighted with a blue arrow and 'I.'), Links, Notes, and Polls. Below the sidebar is a search box with a 'Search' button, which is also highlighted with a blue arrow and 'II.'. The main content area is titled 'Documents' and displays a list of documents. At the bottom of this list are two buttons: 'Add New Document' and 'Add New Folder', with the 'Add New Document' button highlighted by a blue arrow.

Document Name	Type	Item Count	Permissions	Other	Date/Time
Student Programming Organization Guidelines (Document Library)	Folder	2 Items	Members Only		Mar 04, 2011 7:19 am
Informal Recruitment 11 - Preferences	application/octet-stream	32Kb	Group Admins Only	Other	Feb 23, 2011 2:20 pm
Spring 2011 Minutes	Folder	3 Items	Members Only		Feb 05, 2011 4:28 pm
Scholarships	Folder	1 Items	Members Only		Jan 11, 2011 3:56 pm
Constitution and Bylaws 2008-2010	application/vnd.openxmlformats-officedocument.wordprocessingml.document	32.29Kb	Members Only	Constitution	Jan 11, 2011 3:06 pm

Items 1-5 of 5

Add New Document **Add New Folder**

- I. Fill in the title of the document
- II. Fill in the document description field
- III. Chose the document type
- IV. Set the visibility settings to control who has access to the file.
- V. Browse for the file you wish to upload
- VI. Click the "Submit" button to upload the document.

The screenshot shows the 'Documents' section of the Panhellenic Council interface. On the left is a red sidebar menu with options: Dashboard, Group Details, Blog, Events, Members, Photo Gallery, Documents (highlighted), Links, Notes, and Polls. A callout 'III.' points to the 'Documents' menu item. The main content area contains a form with the following elements:

- Buttons: Submit, Save, Cancel
- Folder: A dropdown menu set to 'Documents'. Callout 'I.' points to this dropdown.
- Title*: An empty text input field.
- Description: A large text area for the document description. Callout 'II.' points to this area.
- Visibility: Radio buttons for Public, System Users Only, Members Only (selected), and Group Admins Only. Callout 'IV.' points to the 'Members Only' option.
- Type: Radio buttons for Constitution, Manual, Minutes, Image, Audio, Video, and Other.
- File: An empty text input field followed by a 'Browse...' button. Callout 'V.' points to the 'Browse...' button.
- Buttons: Submit, Save, Cancel

 At the bottom left, there is a logo of a bird on a globe. Callout 'VI.' points to the 'Submit' button at the bottom of the form.

5.7 Creating a Link to a Student Group

- I. Select the Link Tab
- II. Click "Add New Link"

The screenshot shows the 'Links' section of the Panhellenic Council interface. On the left is a red sidebar menu with options: Dashboard, Group Details, Blog, Events, Members, Photo Gallery, Documents, Links (highlighted), Notes, and Polls. A callout 'I.' points to the 'Links' menu item. The main content area shows a table of links:

	National Panhellenic Conference Website	http://www.npcwomen.org/about.aspx	Business	Members Only	Jan 11, 2011 3:44 pm
--	---	---	----------	--------------	----------------------

 Below the table is an 'Add New Link' button. Callout 'II.' points to this button.

- III. Enter the Title of the link
- IV. Enter the Link's URL
- V. Fill in the Description of the Link
- VI. Choose the link's type
- VII. Set the Visibility for the Link
- VIII. Click "Submit" to upload the Link.

Student Groups » Panhellenic Council

5.8 Creating a Poll

- I. Select the Polls Tab
- II. Click the Create New Poll Button



Student Groups » Panhellenic Council

- III. Fill in the Name and Description of the poll in the boxes provided
- IV. Set the Visibility for the Poll from the dropdown menu
- V. Set the Display on Student Home Page
- VI. Choose a Poll Type
- VII. Set the date and time for Voting to Begin and Voting to Conclude
- VIII. Select the Alerts you would like for your poll
- IX. Add questions by clicking the Add Poll Question button

Student Groups » Panhellenic Council

Dashboard

Group Details

Blog

Events

Members **III.**

Photo Gallery

Documents

Links

Notes **V.**

Polls

Poll Details

Name*:

Description:

Visibility: **IV.**

Display on Student Home Page*: Enabled Disabled

Poll Type*: Election Poll Quick Poll **VI.**

Voting Begins*: 2011-03-30 **VII.**

Voting Concludes*: 2011-03-30 04 15 pm

Opening Alert*: Send a reminder email to users when the poll opens?
 Yes No

Closing Alert*: Send a reminder email to users before the poll closes? **VIII.**
 Yes No

Auto-Close*: Auto close the poll once all members have voted?
 Yes No

Poll Questions*: **IX.**



Panhellenic Council
Greek Life
✓ admin
Email: ysupanel@hotmail.com
Purpose: The National Panhellenic Conference provides support and guidance for its 26 member inter/national sororities/women's fraternities and serves ...

- X. Enter the Question, Options (Answers) for the group members to choose from, and number of Allowed Selections into the appropriate fields
- XI. Click the Add Poll Question Button to add additional questions
- XII. Click "Submit" to make the poll active.

Panhellenic Council

Greek Life

✓ admin

Email: ysupanel@hotmail.com

Purpose: The National Panhellenic Conference provides support and guidance for its 26 member inter/national sororities/women's fraternities and serves ...

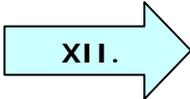
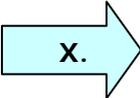
- Opening Alert*:** Send a reminder email to users when the poll opens?
 Yes No
- Closing Alert*:** Send a reminder email to users before the poll closes?
 Yes No
- Auto-Close*:** Auto close the poll once all members have voted?
 Yes No

Poll Questions*:

Question*:

Options*: Enter one option per line

Allowed Selections*:



6. Changing your Account Information

6.1 Edit your SGMS Profile

- I. Select "My Account" from your Top Navigation Bar
- II. Click on the "Edit button." This will open a form that expand and allow users to make changes to the student profile.
- III. To change your contact information, you must fill out a Change of Address Form (<http://www.yсу.edu/records/forms.shtml>). Completed forms can be faxed (330-941-1408), mailed or submitted in person to the Office of Records, Jones Hall 1013 or the Office of the Registrar Counter, 2nd floor Meshel Hall. Valid picture identification must be presented at the time of submission.
- IV. Education Tab: In order to change or declare a major, you must fill out a form from the department of the desired major. The form will be forwarded to the Office of Records.

YSU CAMPUS RECREATION & STUDENT PROGRAMMING
STUDENT ORGANIZATIONS: 330-941-3575 / INTRAMURAL SPORTS: 330-941-2240

Home | Student Organizations | Calendar | **My Account** | Logout

Profile

Emilie Paige Hall

Profile

[Edit](#)

INSTRUCTIONS

User Type:	Student
First Name:	Emilie
Middle Name/Initial:	Paige
Last Name:	Hall
Full Name:	Emilie Paige Hall
Gender:	Female
Created:	Sep 23, 2010 2:39 pm
Last Modified:	Mar 11, 2011 10:16 am