

# Student Activities System

## Officer Organization Management

**Access UPJ Campus Services:** <http://campusservices.upj.pitt.edu>

### *Sign-In as a Student using your Pitt Username and Password*

UPJ Campus Services is a secure (https://) web site. After successfully signing in, a user session will be established for you. If at any time during your session, 15 minutes of inactivity occurs, your connection to the server will time-out and you will receive a page access error. You must sign-in again to continue.

If you are assigned as an officer in at least one organization, the **Student Organizations Management** (Officers Only) will appear on the Campus Services menu, select this feature.

The “*My Organizations To Manage*” Page loads and lists each Organization and the Officer Role(s) that you hold with each organization. *Please note that until all organization officer assignments are complete, you will not see all the organizations that you are an officer.*

To manage an Organization, click the **Manage** Button next to the right of the organization name and the “*Organization Management*” Page is displayed for the organization chosen.

Click **Return** to go back to the “*My Organizations To Manage*” Main Menu page. You may click **My Organizations** on the menu bar on any of the pages to return to the “*My Organizations To Manage*” Main Menu page.

The “*Organization Management*” Page provides the following “functions”:

1. Meetings / Additional Org Information – enter meeting information and other additional information regarding the organization
2. Assessments / Financial Information – enter dues or other assessment(s) details, checking account and/or savings account information
3. Roster Members – enter and maintain the organization’s members roster and “non-officer” roles
4. Member Prospects – provides organization officers the capability of previewing prospects to either grant or deny organization membership. The prospects displayed are currently registered students (including in-coming freshmen) who expressed an interest in becoming a member of the organization.

Click **Manage** to the right of a category to add or change information.

## Meetings / Additional Organization Information

Click **Return** to go back to the “*Organization Management*” page.

### ***To enter or modify Meetings Information:***

1. Select the number of Meetings Per Month
2. Enter Meetings Day(s), Meeting Time(s), and Meeting Location(s) – all fields are free-format
3. If not entering any Additional or Other Organization Information, be certain to click the **Save** Button on the bottom of the page to submit the Meetings Information or click **Cancel** to abort any changes and return to the “*Organization Management*” page.

### ***To enter Additional or Other Organization Information:***

1. This information is optional - type details in the text area that you want to submit to the Student Life Office regarding your organization
2. Click **Save** to submit this information or click **Cancel** to abort any changes and return to the “*Organization Management*” page.

## Assessments / Financial Information

Click **Return** to go back to the “*Organization Management*” page.

### **To enter or modify Financial Information:**

If your organization charges dues or other assessments:

1. Click “Yes”
2. Enter the assessment charge (format examples: 20 or 20.00, 12.50)
3. Select the assessment period – Per Year or Per Term
4. If Other Assessments are charged, please explain these assessments in the text area provided

If your organization has a checking account:

1. Click “Yes”
2. Enter the Bank Name, Account Number, and Name(s) on Signature Card

If your organization has a savings account:

1. Click “Yes”
2. Enter the Bank Name, Account Number, and Name(s) on Signature Card

Click **Save** to submit this information or click **Cancel** to abort any changes and return to the “*Organization Management*” page.

## Organization Roster Members

The “*Members Management*” page is loaded.

Click **Return** to go back to the “*Organization Management*” page.

Click **Print Version** for a printable version of organization’s members information (with assigned roles). A new browser window is displayed. To print this information: right-click in the window and select “Print.”

### **To add new member(s) to the roster:**

1. Select the student’s name from the drop-down list. Students who are not included in this list are those who:
  - a. are already organization members;
  - b. are not term registered;
  - c. have a GPA below 2.0; or
  - d. are set “Ineligible” to join organizations by the Student Life Office.
2. Click **Add**
3. Click **OK** at the confirmation prompt and the selected student is made an organization member. (Click **Cancel** to abort the Member Add function.)

After clicking **Add**, the student is made an organization member and the following is displayed:

- Student’s University ID
- Student’s Full Name
- Eligible (“Yes” – able to join organizations)
- Member Status (“Active” is the default)

Students may be added to the organization’s roster only while the Membership Roster Additions Period is in effective. **If a student is added to the roster by mistake:** select the “**X – Delete**” option under the **Member’s Status** to remove this member from the roster. *After the Membership Roster Addition Period date has passed, the “X – Delete” option is no longer available.*

If a student is added to the Organization’s Roster from the “*Members Management*” Page who is also a prospect, the prospect entry for this student is automatically removed.

Any time during the term, the **status** of a member can be changed to keep the roster current. For example, if a member leaves the organization, his or her status can be changed to “withdrawn” or if a member is forced to leave the organization due to judicial action, his or her status can be changed to “terminated.”

***Of Note:***

If a student has the **FERPA** (Family Educational Rights And Privacy Act) Indicator set to “Yes”, no directory or contact information is displayed for this student within the system and you are notified of this.

## ***Organization Role(s) Management***

***Role Guidelines:***

- Any roles for an organization must be approved and added to the system by the Student Life Office
- The Student Life Office will assign all organization members to the “officer” roles
- The “standard officer” roles are President, Vice-President, Treasurer, and Secretary
- The organization’s officers can assign or un-assign any of the organization’s members to any “non-officer” roles
- A role can have more than one person assigned and a person can be assigned to more than one role

Click ***Manage Roles*** on the “*Members Management*” page. The “*Organization Roles Management*” page is displayed and lists all roles assigned to the organization and all members assigned to those roles.

Click ***Return*** to go back to the “*Members Management*” page.

Click ***Print Version*** for a printable version of organization’s roles and assigned members information. A new browser window is displayed. To print this information: right-click in the window and select “Print.”

***Adding a member to a role:***

Click ***Assign*** for the Role to be assigned, the “*Organization Roles Management - Role Assignment*” page is loaded. Any members already assigned to this role are listed and any members not already assigned to this role are shown in the selection list.

1. Select the member’s name in the list
2. Click ***Assign***
3. Click ***OK*** at the confirmation prompt and the member is assigned to the role. (Click ***Cancel*** at the confirmation prompt to abort the role assignment process.)

***Removing a member from a role:***

1. Click ***Unassign*** next to the member’s name
2. Click ***OK*** at the confirmation prompt and the member is removed from the role. (Click ***Cancel*** at the confirmation prompt to abort the role un-assignment process.)

## ***Member’s Contact Information***

Click ***Contact Info*** on the “*Members Management*” page to view contact information about all members and input cell phone numbers. The “*Members Contact Information*” page is loaded.

Click ***Return*** to go back to the “*Members Management*” page.

Click ***Officer Info*** to view all the organization’s officers contact information separate from all the members’ information.

Click ***Print Version*** for a printable version of this information. A new browser window is displayed. To print this information: right-click in the window and select “Print.”

***To add a cell phone number:*** enter the cell number for the member (format: 999-999-9999) and click ***Add***

***To modify a cell phone number:*** change the member’s number and click ***Update***

***To remove a cell phone number:*** click ***Clear*** next to the member’s cell number

*Note: For fast entry and management of the cell phone numbers, the Add, Update, and Clear functions will not prompt with a confirmation to add, modify or delete a number.*

## Member Prospects

The “*Organization Prospects*” page is loaded.

Click **Return** to go back to the “*Organization Management*” page.

Click **Print Version** for a printable version of organization’s prospects. A new browser window is displayed. To print this information: right-click in the window and select “Print.”

Prospect interests are valid during the current academic year (Fall Term and Spring Term). If a prospect expresses an interest for the Fall Term and is not granted membership for that term, he or she will remain a prospect and could be made an organization member in the Spring Term. If that prospect is denied membership again in the Spring Term, his or her prospect interest will expire and he or she could re-apply for the upcoming academic year. (Prospects who express their interests for the Spring Term are valid for the Spring Term only and will expire before the upcoming Fall Term.)

The Organization Prospect page can be used to view all students who expressed an interest in the organization and also “organize” who could become a member and who should not. The Prospects are displayed in two lists: Prospects who are “Potential Members” (possible membership candidates) and “Canceled” Prospects (candidates who have declined or are denied membership).

### **Prospect Status:**

Good – student is a favorable candidate for organization membership (default status)

Questionable – student may or may not be an acceptable candidate for membership

Declined – student withdrew his or her interest for the organization

Denied – student is denied membership by the organizations officers

**To change the status of a prospect:** select the appropriate status from the **Status** list. When the status is changed to “declined” or “denied”, the prospect will be moved from the “Potential Members” list to the “Canceled Prospects” list. The “Canceled Prospects” list will display the status with the date this status was issued. A “canceled” prospect can be moved back to the “Potential Members” list by clicking on **Re-activate**.

### **To add a prospect to the Organization’s Roster:**

1. Click **Make Member**
2. Click **OK** at the confirmation prompt and the selected prospect is made an organization member. The prospect’s entry will be automatically removed from the “Potential Members” List and the prospect entry is automatically deleted. (Click **Cancel** to abort the Make Member function.)

Students may be added to the organization’s roster only while the Membership Roster Addition Period is in effect. **If a prospect is added to the organization’s roster by mistake:** select the “**X – Delete**” option under the **Member’s Status** to remove this individual from the roster. *After the Membership Roster Addition Period has passed, the “X – Delete” option is no longer available. If an individual who was a prospect is deleted from the Organization’s Roster, there will be no re-instatement of the prospect’s interest in the organization.*

The “*Members Management*” page has precedence over prospects management. If an individual who is a prospect is added to the Organization’s Roster on the “*Members Management*” page, the prospect entry is automatically removed (regardless of whether the prospect is a “Potential Member” or “Canceled Prospect”).