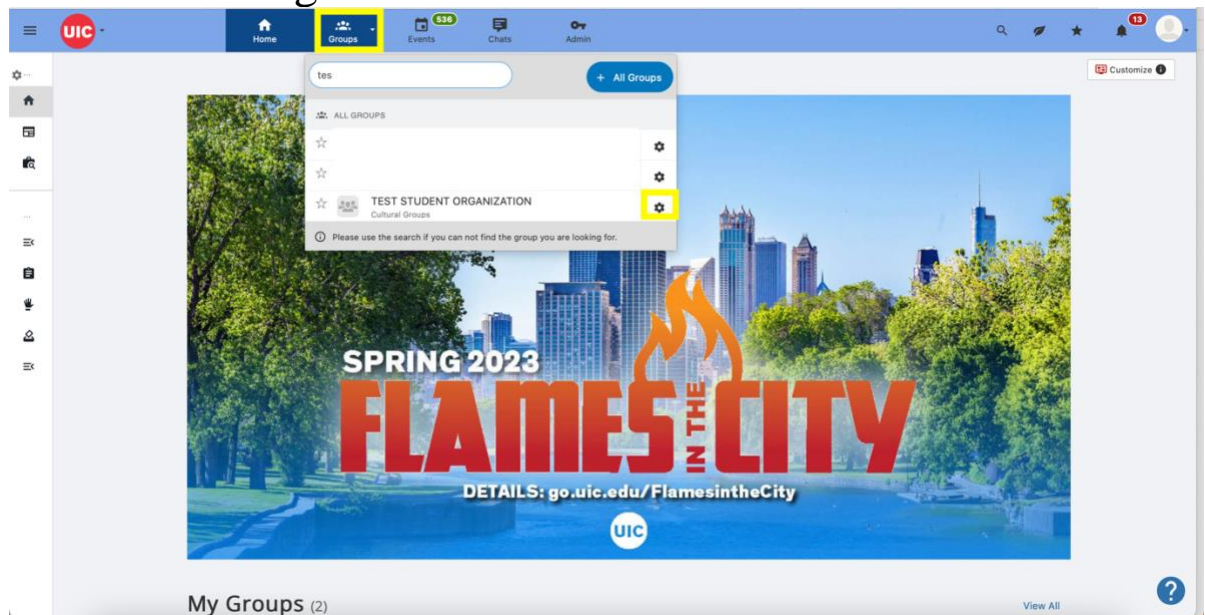


HOW TO REGISTER YOUR DEPARTMENTAL INITIATIVES

1. Log into Connect.uic.edu using your UIC credentials.
2. Click on the **Group Dropdown**
 - a. Click on the **Gear** icon next to the group you would like to manage.



3. You will see a special banner on the top of your screen. Click on **Group Re-Registration**
4. You should be redirected to a new page where you will be able to modify your group's information

A screenshot of the 'Group Re-Registration Details' form for the 'TEST STUDENT ORGANIZATION'. The form includes fields for 'Group name', 'Categories' (with radio buttons for 'COP', 'Mentored/Sponsored Student Groups', and 'Registered Student Organizations'), 'Logo' (with an 'Upload' button), 'Membership benefits', 'Mission', 'Goals', and 'Constitution' (with an 'Upload' button). Below these fields is an 'OFFICERS' section with dropdown menus for 'President', 'Treasurer', 'Advisor', and 'Officer - SOR'. A red box highlights the 'Save' button at the bottom of the form.

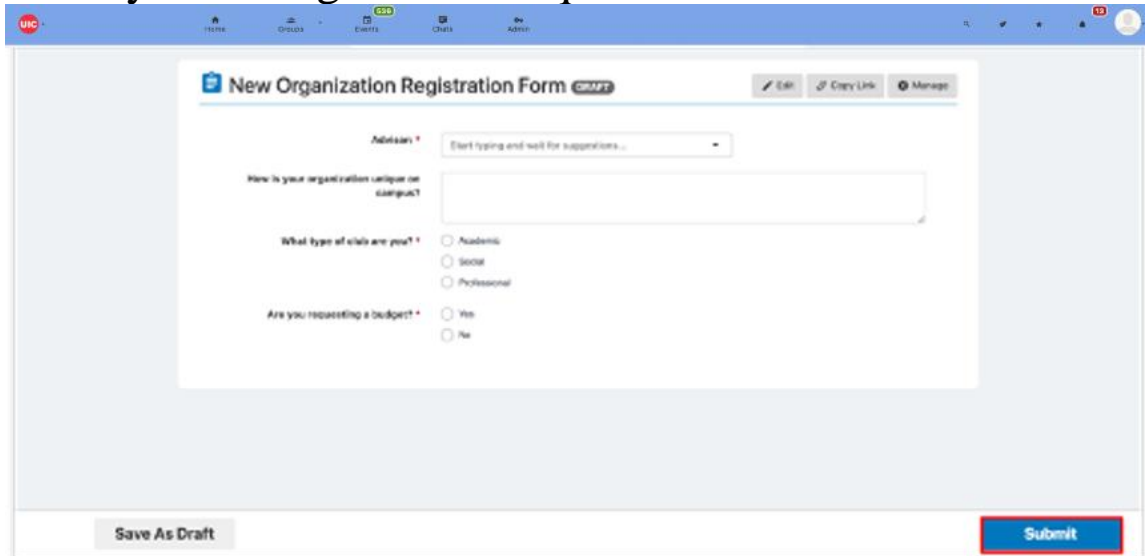
5. Click on **Next** once you are done. You will be redirected to a confirmation page. Please make sure everything is correct.



The screenshot shows a 'Group Details' confirmation page. At the top left is a group icon and the title 'Group Details'. At the top right is an 'Edit' button. Below the title, the following information is displayed:

Group name	Book Club Group
Group type	Student Organizations
Categories	Social
Group acronym	BCG

6. At the end of the confirmation page, you will find the **Re-Registration Form**. Complete it and click on "Submit" to finish your re-registration request.



The screenshot shows a 'New Organization Registration Form' in a web browser. The browser's address bar shows 'UC' and navigation icons. The form has a title 'New Organization Registration Form' and a 'DRAFT' status. It includes the following fields and options:

- A dropdown menu for 'Address' with the placeholder text 'Start typing and wait for suggestions...'.
- A text input field for 'How is your organization unique or different?'.
- Radio buttons for 'What type of club are you?' with options: Academic, Social, Professional.
- Radio buttons for 'Are you requesting a budget?' with options: Yes, No.

At the bottom of the form, there are two buttons: 'Save As Draft' and 'Submit'.

7. **YOU ARE DONE!** If there is an error in your submission:

- You will have **SIX (6)** business days to submit any changes for review. After that you **CAN** be denied until the next review cycle