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

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.

7. **YOU ARE DONE!** If there is an error in your submission:
   a. You will have SIX (6) business days to submit any changes for review. After that you CAN be denied until the next review cycle