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. Login to the YSU Portal

II. Under e-Services for Students click on “Student Organizations”

III. Once your login has been authenticated your screen will look like this
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, etc.
V. Announcement Area - Updates from the Student Programming Office
VI. Logs you out of SGMS when you are finished
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
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.
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”.
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.
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]

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]

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]
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.”

Hints:

- Reactivate Student Group

Since this is 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 fill the registration form.

Thank you for understanding. Next May each current group will need to use the “Reactivate an Organization” tab.
V. Enter reactivation password.
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).

**Select members to be retained from the inactive group**
- Emily Page Hall (Secretary) - active
- Christine Noelle Oddo (Vice President) - active
- Monica Elizabeth McNicholas (President) - admin

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

**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:**

![Add/Replace Member button]

**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.

**Select advisors to be retained from the inactive group**
- Carrie Anderson (Faculty/Staff)

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

**Additional Advisors:**

**Retain Advisors:**

**Terms of Agreement:**

**IX.** Click 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.
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.
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.
IV. Choose the visibility settings of the new event to control who is able to view the new event.

V. Fill out the other fields Title, Description, and Agenda Fields as completely as possible.

VI. Fill in the “Event Start” and “Event End’ fields. For each of them click on “Select” and choose the correct date.
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.

IIV. Enter the Location information for the event you are creating.

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.
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.
5.6 Upload a document to a Student Group

I. Select on the Documents tab
II. Click “Add New Document”
I. Fill in the title of the document
II. Fill in the document description field
III. Choose 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.

5.7 Creating a Link to a Student Group

I. Select the Link Tab
II. Click “Add New Link”
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.

5.8 Creating a Poll
I. Select the Polls Tab
II. Click the Create New Poll Button
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
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.
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.ysu.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.