



Established Organization Re-Registration Checklist

*The steps to re-register your organization are easier than ever.
Follow this step by step guide and your organization will be re-registered in no time!*

2008-2009 Re-Registration Process:

1. Log in to BlackBoard (my.usf.edu)
2. Click the “Organizations” tab.
3. On the right side of the screen look for the wording “Presidents Update and Manage Your Organizations”. Click the “Search” button next to this line of text.
4. Search for your Student Organization.
5. Click the “Membership” icon on the far right side of the screen.
6. Update your organization’s membership, including adding all new members, removing former members, and updating roles of any current members.
7. Verify your advisor’s information is correct.
8. Return to the Search page and again search for your organization. (Steps 1-4 above).
9. Click the “Details” icon on the far right side of the screen.
10. Scroll to the bottom of the screen and look for the button that says “Re-Register This Organization”.
11. Click this button.
12. Your organization has now re-registered for the 2008-2009 academic year.