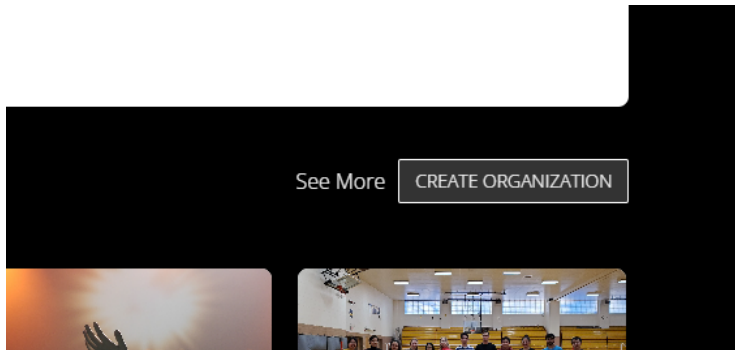


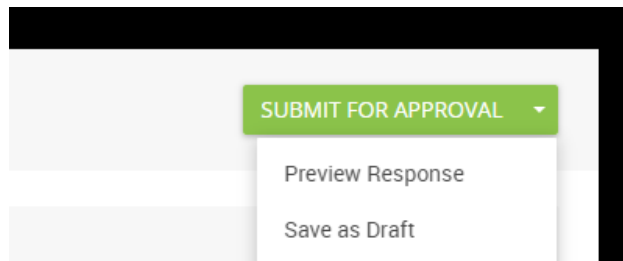
Create a Profile - Involve

(updated 08/08/24)

1. Access the Involve public homepage: <https://uwosh.presence.io/>
2. Click on the "Create Organization" button



3. Complete the registration form
 - a. **Please note:** all required fields must be completed in order to submit the form for approval. Be sure to include a photo or logo!
 - b. **Campus Departments, Offices and Programs** - Select "Campus Office or Department" as your category
 - c. Pay attention to the fields that are only required for Recognized Student Organizations (RSOs)
4. Once your form is complete, click on the green "Submit for Approval" tab in the upper right hand corner



- a. You also have to option to preview your response or save it as a draft
5. All requests will be reviewed by Student Engagement & Campus Life before profiles are published
 - a. RSO requests will then be reviewed and approved by our Vice Chancellor for Enrollment & Student Success