

Welcome, RSO Advisors!

Campus Activities greatly thanks you for the support, guidance, and mentorship you offer to a Recognized Student Organization at USC. Advisor requirements establish a consistent foundation for this role by outlining your role, responsibilities, and applicable institutional policies. Completing these requirements helps you effectively support the RSO(s) you advise while familiarizing you with the resources available to assist you. Please see below for a checklist of advisor requirements along with links to courses and documents. Be sure to follow the instructions exactly as indicated below to access your requirements. An [RSO Toolkit](#) folder for advisors is also available as a resource and additional resources will be added. Finally, information about advisor info sessions will be shared soon.

The deadline for the Advisor Training certificate and Commitment to Community form is October 1. The Clery training will be checked by report at a later date (TBD). Advisor documents are submitted by [Google Form](#) and are not accepted via email. The requirements are:

1. Be a full-time faculty/staff member and approve your position on EngageSC
2. Complete an online Advisor Training course (due Oct 1)
3. Docusign a Commitment to Community Form (due Oct 1)
4. Complete a Trojan Learn Clery Act training (due date TBD. The Clery requirement will be assigned shortly after you submit the other requirements via Google Form. No certificate is submitted to us. We will follow up with more details soon)

Additional details on each requirement are below. Please reach out to stuacts@usc.edu with any questions.

☐ **Requirement 1: Confirm your role**

- ☐ You must be a full-time USC faculty and staff member not on leave or sabbatical*

- ☐ You must accept your position on EngageSC. [To see a step by step of how to accept/approve your position, click the Bookmark link here.](#)

- ☐ **Requirement 2: Complete the advisor training on Reach360.**
Please follow the steps below exactly as described. Do not skip the first step.
 - 1. Log in to usc.reach360.com with SSO.
 - 2. **After logging in, click this link to the training.**
 - *If you receive a screen upon signing in that you do not have any assigned trainings, please be sure you are logged in before clicking the link above again.
 - [To see a step by step of how to log in to Reach 360, click the Bookmark link here.](#)
 - [Submit the certificate via Google Form](#) along with the Advisor Commitment to Community form

- ☐ **Requirement 3: Complete the Advisor Commitment to Community form**
 - 1. [Review this sample document](#), including all links.
 - 2. [Click this link to Docusign the form.](#)
 - 3. Download the PDF of the form. A copy is also sent to your email inbox.
 - 4. [Submit the form via Google Form](#) along with the Advisor Training certificate.

- ☐ **Requirement 4: Clery Act training: This requirement is not submitted with the Google Form and completion is confirmed by report.**
 - ☐ If you previously completed the course “Clery Act for Campus Security Authorities” or “Clery Act Refresher Training for CSAs” anytime **during the 2026 calendar year**, you do not need to take it again and nothing is needed at this time. Your Clery Act training requirement for the 2026-27 academic year is complete.
 - ☐ If you previously completed either of the courses above **prior to the 2026 calendar year**, you must complete “Clery Act Refresher Training

for CSAs”. You may access that course by first logging in to Trojan Learn and then clicking this link. You may also log in to Trojan Learn and use the magnifying glass in the top right corner to search the name of the course.

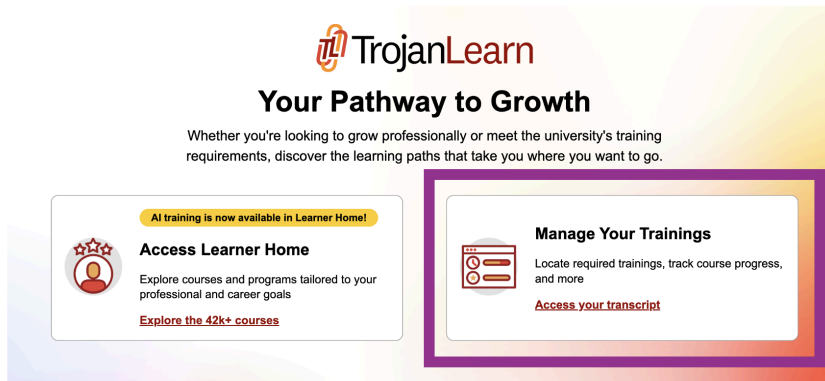
- ☐ If you have **never** completed the course “Clery Act for Campus Security Authorities”, it will be assigned to you using the information you provide on the Advisor Requirements Google Form. You should wait to receive more information from Campus Activities.
 - This course is assigned using your USCID, which is collected when you submit the Advisor Google Form.
 - [To see a step by step of how to check your completion, click the Bookmark link here.](#)
 - Campus Activities staff confirm completion via report from Trojan Learn, so you will not need to submit a certificate.
 - The deadline to complete Clery Act is TBD and will be communicated once assignments have been made by Trojan Learn.

FAQs

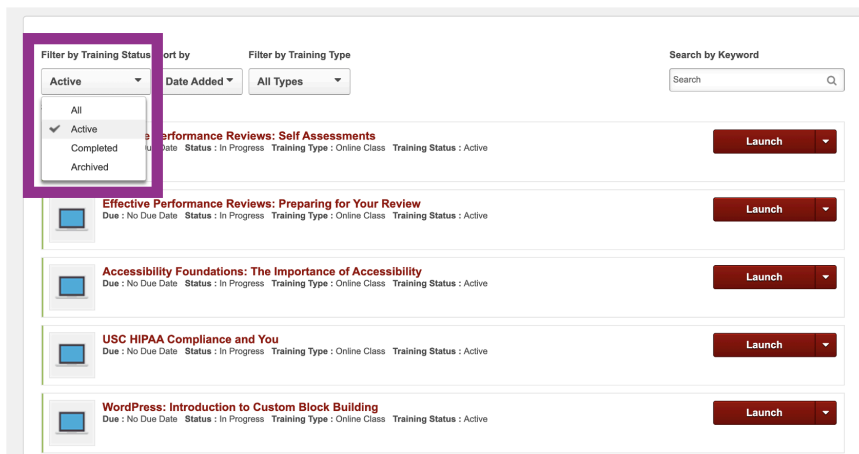
How do I know if I did the Clery Act training this year?

Check your Trojan Learn account by following these steps.

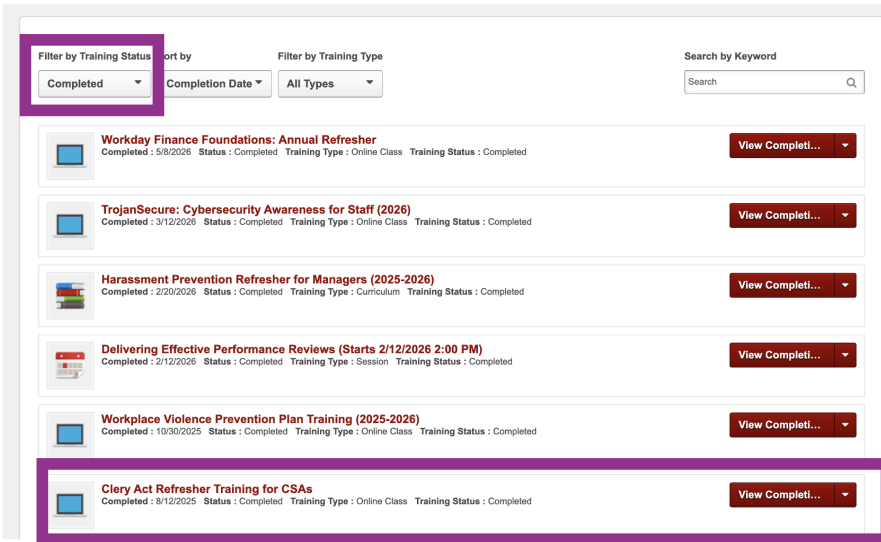
1. Open trojanlearn.usc.edu and log in with SSO. Then, select “Manage Your Trainings”.



2. Open the dropdown for “Filter for Training Status”.



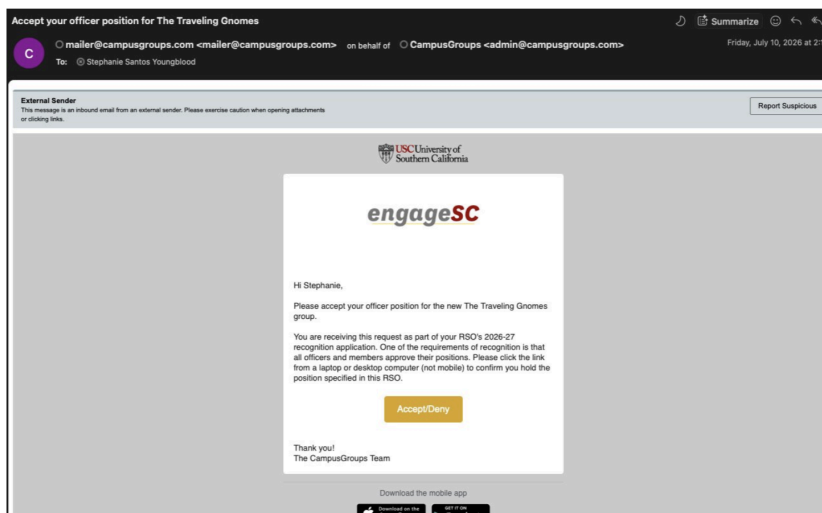
3. Select “Completed” and locate the course in the list. The list automatically sorts by “Completion Date”. Under the course name is the completion date. If the completion date is in 2026, you do not need to complete it again until the 2027-28 academic year.



How do I accept/approve my position on EngageSC?

From a laptop or desktop (not mobile), check your email for a message from mailer@campusgroups.com. If you do not have this message in your inbox, including in the junk/spam folder, please reach out to the student who submitted the application to resend the notification.

Next, click the “Approve/Deny” button.



Locate your name in the roster and click the green “Approve” button.

After logging in, you may see this screen. This training does not require an assignment, so all you need to do is [click the training link again](#) to be taken to the course.

USC Student Life

Learn

Analyze

Manage

Rise 360

Learn

☒ My Learning

☐ Favorites



You haven't been assigned any training

Page you will see after following the instructions in sequence:

