Helpful Directions for Managing Your Student Organization

Online at http://sac.unm.edu

Begin all steps by opening the group you wish to make changes to (This can be accessed through sac.unm.edu, and then by selecting Student Organizations and then in the drop-down menu, 'Charter System Login'. You will sign in using your @unm.edu email address and your 9-digit banner ID# as your password).

ADDING NEW MEMBERS/INVITING MEMBERS: select the 'Chartered Student Organizations' tab at the top of the page → Find the group you would like to add or invite members to and open it by click its name → at the left of the page in the red box select ‘Members’ → select ‘Add/Invite A Student’ button at the bottom of the member list → search for the student using their name or Net Id → select 'Submit'

ACCEPTING INVITATIONS TO STUDENT GROUPS: after signing into sac.unm.edu (see directions above) in the middle of your Home page under ‘Latest Activity’ there will be an invitation → select ‘Actions’ → ‘Accept’ or ‘Decline’ membership (OR at the bottom of your Home page you will find a grey bar with an envelope and a small green exclamation point (!) select the envelope → from there you can “Reply” to the invitation and either select “Accept” or “Decline” membership)

EDITING GROUP INFORMATION OR DETAILS (This includes SUB reservation names): select 'Group Details' in the red box to the left of the page within the group you would like to edit → you can select ‘Edit’ to edit or change group information

MAKING ADMIN/REMOVING ADMIN PRIVILEGES: select ‘Members’ in the red box to the left of the page within the group you would like to edit → check the box next to the name of the person you would like to have Admin rights → select ‘Actions’ (a drop down menu just above the member listing) → select 'Make Group Admin' or 'Remove Admin Privilege'

REMOVE/SUSPEND/DISABLE MEMBERSHIPS: select ‘Members’ in the red box to the left of the page within the group you would like to edit → check the box next to the name of the person you would like to have Admin rights → select ‘Actions’ (a drop down menu just above the member listing) → select ‘Disable Membership’ or ‘Suspend Membership’

SENDING GROUP EMAILS: select ‘Members’ in the red box to the left of the page within the group you would like to edit → check the box next to the name of the person you would like to email → select ‘Mail’ tab → select send message

ADDING DOCUMENTS: select the 'Documents' in the red box to the left of the page within the group you would like to edit → select Add New Document' → select 'Browse' to add file → give the new document an appropriate title → remove any documents that have been replaced.

SEARCHING FOR GROUPS: select the ‘Chartered Student Organizations’ tab at the top of the page → Select a type, enter a group name or key word → Click search

If you have other questions or complications please contact the Student Activities Center at:
505.277.4706