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 PRIVALIGES: 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