RSO STATUS RENEWAL THROUGH COLLEGIATE LINK SCREEN SHOTS

A STEP BY STEP GUIDE

Go to www.uwyo.edu/rso and click any box. Or to go directly to the Collegiate Link page, type in the URL: https://uwyo.collegiatelink.net/ and skip to the sign in step starting on the next page.

All pages will pull up this box as the header. Click on the RSO banner.
Click “Sign In”

Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.
To begin the registration, click on the RSO you wish to complete the form for in the “My Organizations” section of your front page.

If you do not see it there, you can search for it by clicking the “Organizations” tab at the top of the page or click your name on the top right, and go to “my involvement.”

Once you get to your RSO’s page, click on “Register” button to begin the process.
Make sure that you read through the instructions.

Click “Next” once you are done.
Step 2 involves completing your roster. You are required to have a minimum of: 1 President, 1 Vice President, 1 Secretary, 1 Treasurer, 1 Advisor, and 3 non-officer members listed. Each officer will also show up as a member, giving you a total of 7. Ideally, this section was already updated at the end of last semester, and you should just be confirming your membership. If you see someone who is no longer a member, you can remove them as well.

Under email, you MUST use an official University of Wyoming email address (email@uwyo.edu). Anything else, such as @gmail.com or @yahoo.com, will result in a rejection of your submission.
Rank the interests that best describe your organization. Completing this will help students find your group in the future when they complete their profile or search for RSOs through Collegiate Link.

Similar to the previous step, select the categories your organization best fits into. Completing this will help students find your group in the future when they complete their profile or search for RSOs through Collegiate Link.
Similar to entering information for your roster, this section focuses on asking for a little more information about your President, VP, and Advisor. You will need their positions, names, and phone numbers.
You will be asked for some additional information such as: whether or not you’d like a mailbox in the CAC and the Organization Commitment Agreement.

You will then be able to review your application prior to submitting it for approval. If you feel everything is in order, click “Submit for Approval.” Once you do, you will not be able to make any more changes until the CAC reviews it. If you realize that there is a mistake, please contact us, and we will unlock it.
Ta-da! Your submission should now show up in your “My Submissions” section under “Organization Registrations” in “My Involvement.” The status should read as “Pending.”

If later on you wish to review your status, log back into Collegiate Link, click on your name found at the top right hand corner of the page, which will generate a dropdown menu. Then click on “My Involvement.”
Click on “Submissions.”

Click on the “Organization Registrations” tab, and you will be able to see the status of your submission. “Pending” means it is yet to be reviewed, or there are other components of the renewal process you need to complete. “Approved” means that you have successfully completed the entire process. “Denied” means that there are issues with your Collegiate Link registration which need to be resolved. To see these issues and fix them, click on the eye on the right hand side of the submission.
In case of Submission Denial

“Denied” means there are issues with your Collegiate Link registration which needs to be resolved. To see these issues and fix them, click on the eye.

This page will show up, and the box reading “Reviewed and Not Approved” will also contain notes as to why your submission was denied.

Click on the section specified in the notes to go in and make the adjustments.

Once you arrive back at the “Review Submission” page, click on “Submit for Approval” to resubmit your registration.
You will then be taken back to “My Submissions” with a notification that your submission is complete, and the status reverts back to “Pending.”