Creating a New Officer Position

Step 1.
Sign into Collegiate Link.

Go to [www.uwyo.edu/rso](http://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/](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.
Step 2.
Go to your organization’s homepage.

Click on “Involvement”

Click on the organization whose roster you wish to alter. It will produce a dropdown menu with more options.

Click on the “Organization Site” button to be taken to the page to make changes.
Step 3.
Go to your organization’s roster.

Click on “Roster” found on the topbar

If you are already an officer or advisor, you will be listed here

Click on the “Manage Positions” button
Click the “+Position” Button.
If you chose limited access, you will be prompted to choose the amount of access you want to give this office for each section. Then push the “Create” button.
If you are changing the name/description/access of a position log on the same way and get to the “Manage Positions” page

Then click the position name that you want to change.

It will then tell you if it was successfully created and the officer position will appear on the manage position page.
Type in the name that you want the position to be called. Then set the access that you want the position to have and then push “save”.

It will then tell you that it has been updated successfully and you will be able to see the position in the list of names.