Online Recognition System for Recognized Student Organizations

Student Engagement Team
Student Involvement
http://getinvolved.sjsu.edu
(408) 924-5950
Clark Hall, Suite 140
SpartaNet Recognition Checklist for Recognized Student Organizations

Complete all of the following steps for the online recognition process by the recognition deadline period. Only the President of the student organization can complete the online recognition process. Student Organizations that do not complete the online recognition process and other recognition requirements will lose their official recognition status for the academic year. **Note:** You will need to fulfill all other recognition requirements by the deadline, including having a constitution on file and completing the alcohol awareness education training.

**Fall 2013 Recognition Deadline:** September 13, 2013 at 5pm  
**Spring 2014 Recognition Deadline:** February 21, 2014 at 5pm

1. **Activate SJSUOne Account for Sparta Net log-in**  
2. **Log in to Sparta Net home page**  
3. **Input Membership Roster**  
4. **Identify Officers**  
5. **Input Advisor Information**  
6. **Input Purpose and Classification**  
7. **Complete the Recognition Application**
LOG-IN PROCESS

Activate SJSUOne Account for SpartaNet log-in

1. Access the SJSUOne Account website (http://its.sjsu.edu/services/sjsuone/)
2. Click the SET YOUR PASSWORD link.

For questions on using SpartaNet, please contact the Student Engagement Team at studentorgs@sjsu.edu or (408) 924-5950.
LOG-IN PROCESS

Log in to SpartaNet home page

3. Once you have activated your SJSUOne Account, access the SpartaNet system. The SpartaNet Login is available at:
http://www.sjsu.edu/getinvolved/studentorgs/spartanet/

For questions on using SpartaNet, please contact the Student Engagement Team at studentorgs@sjsu.edu or (408) 924-5950.
4. Once at the log-in screen, enter SpartaNet using your SJSUOne Username (SJSU Tower ID) and password.
MANAGE MEMBERSHIP

Input Membership Roster

5. Under the MANAGE MEMBERSHIP column, click on the EDIT link to input membership and officer information.

President’s Home Page: this is the page where you will be able to view all of the student organizations you are involved with, make all of the online recognition changes and view the message board.
MANAGE MEMBERSHIP

Input Membership Roster

6. Click on the ADD NEW MEMBER OR OFFICER button.
MANAGE MEMBERSHIP

Identify Officers

7. In the fields, type in the Tower ID of the Treasurer.
8. Click the SEARCH button.

Add Member or Officer to Harry Potter Club (Sample)

Step 1 of 2: Search Current Enrollment in PeopleSoft

9. Identify the correct person from the generated list below.
10. Click the ADD link next to the Treasurer’s name.
MANAGE MEMBERSHIP

Identify Officers

11. The following window will appear and require you to select a ROLE from the drop-down menu.

**Add Member or Officer to Harry Potter Club (Sample)**

*Step 2 of 2: Add Member or Officer*

Note: Members assigned to the President or Treasurer roles will be set to "Pending" status, subject to the approval from Student Organizations and Leadership Staff.
MANAGE MEMBERSHIP

Identify Officers

12. Select the TREASURER role from the drop down menu.
13. Once ROLE is selected, click the ADD button.
MANAGE MEMBERSHIP

Identify Officers

14. A confirmation window will appear to show that the Treasurer has been added.
15. Click on the HERE link to return to the Member List. Repeat steps 6 - 15 to add the remaining members and officers.

A minimum of 8 members is required for all student organizations, which includes the President and Treasurer.

Add Member or Officer to Harry Potter Club (Sample)

Step 2 of 2: Add Member or Officer

Huffman, Lindsey was added to Harry Potter Club (Sample) successfully.
To return to Member List, click Here
MANAGE MEMBERSHIP

Input Advisor Information

16. Back on the Member List page, click on the ADD NEW ADVISOR button.

Every student organization must have a campus (staff or faculty) advisor who is not an employee of a campus auxiliary (Student Union, Spartan Shops, Associated Students)
MANAGE MEMBERSHIP

Input Advisor Information

17. In the following fields, input the Advisor's first name, last name, and department. Click the SEARCH button.

*If you are not sure about the exact department, just input the Advisor’s first and last name.*
MANAGE MEMBERSHIP

Input Information Advisor

18. If the Advisor is new to the recognition system, you must add him/her to SpartaNet. If this window appears, click on the NEW ADVISOR button.

For Advisors who are not first-time advisors, this window will not appear. Skip this step and move to Step 19.

Add Advisor to Harry Potter Club (Sample)
Step 1 of 2: Search Advisor in SpartaNet

That person does not exist in the database. If you would like to add them to the database, make sure you have typed both their first and last names above before clicking the New Advisor button.
MANAGE MEMBERSHIP

Input Advisor Information

19. Confirm the information of your advisor and click ADD.
A confirmation window will appear once the Advisor has been added.

Add New Advisor to Harry Potter Club (Sample)
Step 2 of 2: Add Advisor

Kelley, Richard was added to Harry Potter Club (Sample) successfully.
To return to Member List, click Here.
PURPOSE

Input Purpose and Classification

20. Back on the President’s Home Page, find the PURPOSE column and click on the EDIT link.
Purpose

Input Purpose and Classification

21. Select your CLASSIFICATION** from the drop-down menu. This will determine which organization area your group falls under on the directory and for our records.
22. Input your student organization purpose (you can use the mission statement from your constitution/by-laws).

**Additional Steps for Club Sports and Fraternities & Sororities:
An organization that is a competitive club sports team and competes with non-SJSU sports clubs in a league environment MUST be affiliated with the SJSU Club Sports Program. In addition, if you want your newly formed organization to be affiliated with any fraternity and sorority council (IFC, NPHC, PHC, USFC), there are additional processes that must be completed in order for your organization to be recognized by the University.

For more information about Club Sports organizations, please contact Caryn Collopy at caryn.collopy@sjsu.edu or 408.924.6345.

To receive more information about becoming a recognized fraternity or sorority, please contact Blake Balajadia at blake.balajadia@sjsu.edu or 408.924.5950.
RECOGNITION APPLICATION

Complete the Recognition Application

23. Back on the President’s Home Page, find the RECOGNITION APPLICATION column and click on the REQUIRED link.
RECOGNITION APPLICATION

Complete the Recognition Application

24. Read through Step 1, select the “I AGREE” checkbox, and click “GO TO STEP 2” to advance to the following step.
25. Repeat for Step 2, 3, 4, and 5.

The Recognition Application is not completed until all of its 5 steps are check marked and completed.
RECOGNITION APPLICATION

Complete the Recognition Application

26. Once you reach Step 5, click on the “I AGREE” checkbox, and click on the “GO TO CONFIRMATION” button to complete the recognition application.

*You must click on the “GO TO CONFIRMATION” button in order to submit the completed recognition application!*

EDUCATIONAL REQUIREMENT

Harry Potter Club (Sample)

Student Organization Directory | Home | Logout

Step 5

Two members from each organization (one officer and one general member) are required to attend a *New Student Organization Workshop*. Workshops will be held on February 23, 2011 (3 - 5pm) and February 24, 2011 (4pm – 6pm) at Clark Hall 140. This workshop will introduce resources available to student organizations, cover vital information on how to conduct club business on campus, and provide mandatory alcohol education training.

Failure to attend the entire New Student Organization Workshop will result in student organizations losing University recognition for the 2010-2011 academic year. They will be ineligible to gain recognition until Fall 2011.

I Agree (Click on checkbox to proceed)

Go To Confirmation
RECOGNITION APPLICATION

27. Print and save the Recognition Application confirmation page for your records

This confirmation page is verification that your student organization completed the Recognition Application portion in the event that any technical difficulties arise.

CONIRMATION (Print for Your Records)
Harry Potter Club (Sample)

Student Organization Directory | Home | Logout

The changes have been updated on 01/07/11 : 16:52:55.

Thank You for submitting your recognition application. There is an approximate **four-week time period** from the time you complete and submit the required materials until you receive an official recognition letter. Please check your emails during this time for updates!

If you have any questions in the meantime, please contact Pauline Le at pauline.le@sjsu.edu or (408) 924-5950.