Involve@State

Involve@State Platform

Every registered student organization is expected to maintain their Involve@State page. This includes the following:

- Mission and organization description
- What the organization does and what benefits joining will provide to students
- Maintain current content and contact information
- Maintain a current membership roster
- Updating RSO officers and adviser
    - Registration does not coincide with officer elections
    - See below for Officer role expectations
- Storing media and relevant documents that align with RSO and MSU policies and values

Every registered student organization is expected to utilize their Involve@State page for the following:

- Reserving space on campus
- Processing their annual registration
- Updating their rosters
- Managing their on-campus account

For information on how to manage or use Involve@State, visit the Resources section of the Registered Student Organization Resource website.

Updating Your Student Profile

Individuals can adjust profile information within their settings, including name. Steps are as follows:

- Log into Involve@State.
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Profile"

Notification Settings

Individuals can adjust notifications within their settings. Steps as follows:

- Log into Involve@State.
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Notifications"

We encourage that settings be set as the following:

- Informational Email Notifications:
    - Set for: Campus and Organizations"

For more information or questions please contact involve@msu.edu

- Common Notifications:
  - All set for Email

Privacy Settings

Individuals can adjust privacy within their settings. Steps are as follows:
- Log into Involve@State.
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Privacy Settings"

We encourage that settings be set as the following:
- Community Directory Settings:
  - Campus Email Address
    - "Show"
  - Preferred Email Address
    - "Hide"
  - Mobile Phone Number
    - "Hide"
- Organization Roster Settings:
  - For RSO leaders:
    - "Show" for all roles including officer or member positions

Managing a RSO Page

RSO must maintain their Involve@State Pages.
- Any of the following positions will be able to manage the RSO Involve@State Page:
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Primary Contact
  - Adviser
  - Additional roles created by the RSO who has been given the ability to manage these functions
- To get to your manage functions:
  - Log into Involve@State.
  - Go to your RSO profile page
  - In the menu on the left, select the gear icon that appears overlaid on your profile image
  - In the menu that appears, select:
    - "About" to edit mission, vision, values, contact information, etc
    - "Roster" to edit membership, change all roles except President, Vice President, Treasurer, Secretary and Adviser
    - "Events" to request space on campus

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- "News" to make announcements to your RSO or to the full Involve@State Community
- "Gallery" to add/edit photos and videos to your profile
- "Documents" to add document files to your profile
- "Forms" to create and manage forms for your RSO
- "Elections" to manage elections or voting for your RSO
- "Finance" to see account number or balances for an on-campus account
- "Service Hours" to track and manage any service hours the RSO does

Roster

RSOs are expected to maintain their rosters on Involve@State.

For General Members:
- RSO Actions:
  - You can invite/add members as "Members" at any time.
  - RSOs should invite new members to their page on Involve@State. This makes it easier to invite them to RSO events and message out to your members.
  - Ensure that as members leave you remove them from your roster.
- Student Actions:
  - Students may "Join" the RSO at any time.
  - This requests will sit in your Roster under "Prospective".
  - The RSO should monitor and communicate with these interested students regularly.

For officers, chairs, directors, and advisers:
- **President, Vice President, Treasurer and Secretary must be listed at all times**
  - If these roles have alternative titles for your RSO you can create new titles and ADD them. This person will then be listed as both titles
  - This is done for multiple reasons including:
    - Ensuring all officers will receive RSO emails from the RSO Team
    - Identifying those who are authorized signers. Please see the MSU Financial section of the RSO handbook for more about Authorized Signers
  - If you have multiple Presidents, ie a co-president model, the roster allows you to have multiple individuals to hold the same position.

Officer Positions

President, Vice President, Treasurer and Secretary must be listed at all times on your roster.

- If these roles have alternative titles for your RSO you can create new titles and ADD them. This person will then be listed as both titles.
- This is done for multiple reasons including:
  - Ensuring all officers will receive RSO emails from the RSO Team
  - Identifying those who are authorized signers. Please see the MSU Financial section of the RSO handbook for more about Authorized Signers

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- If you have multiple Presidents, ie a co-president model, the roster allows you to have multiple individuals to hold the same position.
- To update your officers after you register for the year please change your roster AND submit the Updating Officers form on Involve@State