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:
  o 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:
  o Campus Email Address
    ▪ “Show”
  o Preferred Email Address
    ▪ “Hide”
  o Mobile Phone Number
    ▪ “Hide”
• Organization Roster Settings:
  o 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:
  o President
  o Vice President
  o Treasurer
  o Secretary
  o Primary Contact
  o Adviser
  o Additional roles created by the RSO who has been given the ability to manage these functions
• To get to your manage functions:
  o Log into Involve@State.
  o Go to your RSO profile page
  o In the menu on the left, select the gear icon that appears overlaid on your profile image
  o 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

For more information or questions please contact involve@msu.edu
• “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:
  o You can invite/add members as “Members” at any time.
  o 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.
  o Ensure that as members leave you remove them from your roster.
• Student Actions:
  o Students may "Join" the RSO at any time.
  o This requests will sit in your Roster under "Prospective".
  o 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**
  o 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
  o 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
  o 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:
  o Ensuring all officers will receive RSO emails from the RSO Team
  o Identifying those who are authorized signers. Please see the MSU Financial section of the RSO handbook for more about Authorized Signers

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