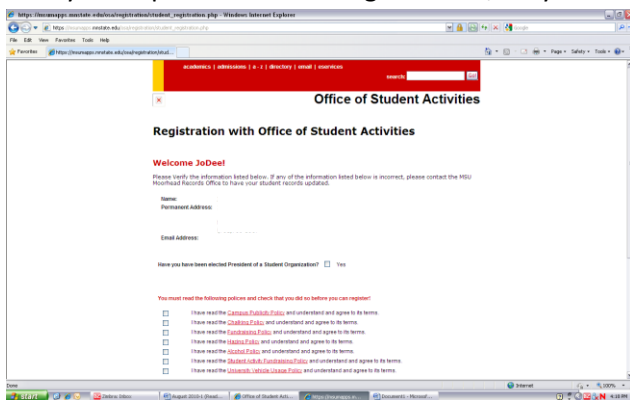


Registration Step By Step

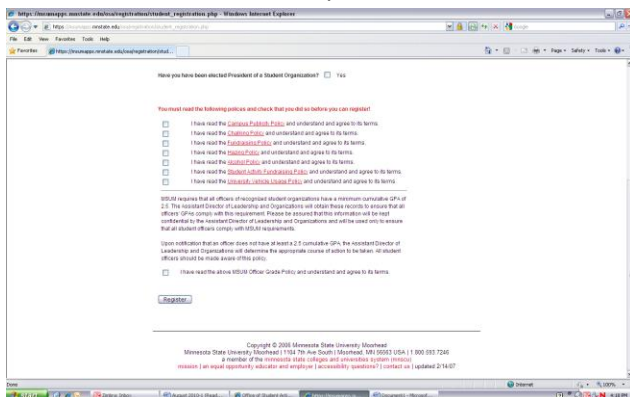
1. Open Web Browser
2. Go to OSA website www.mnstate.edu/osa
3. Click on “Student Organizations”
4. Click on “Registration”
5. Each officer must do Step 1, including the President
6. Click on Step 1 “Register”
7. The student must enter their Dragon ID and Pin



8. If they are a president of an organization, they must check the box

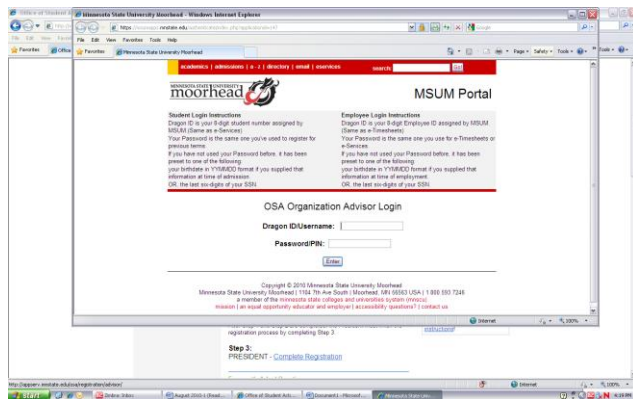


9. The student must read the policies and check the boxes

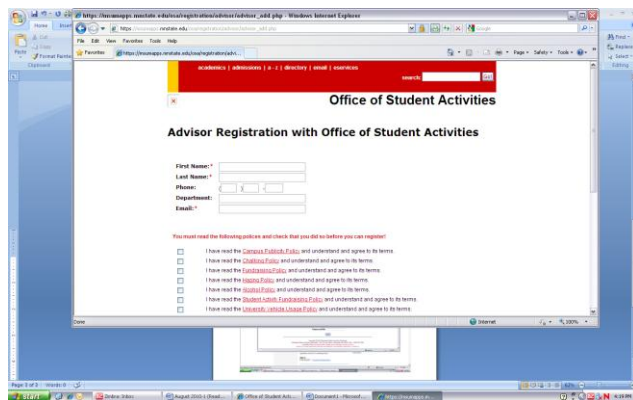


10. Then click “Register”
11. Go back to the OSA website
12. Click on “Student Organizations”

13. Click on “Registration”
14. Each advisor must do Step 2
15. Click on Step 2 “Register”
16. The advisor must enter their Dragon ID and Pin



17. The advisor must enter their information in the boxes and check that they have read all of the policies.



18. Click “Submit”
19. Go back to the OSA website
20. Click on “Student Organizations”
21. Click on “Registration”
22. The President needs to complete Step 3
23. Click on “Complete Registration”
24. Enter student’s Dragon ID and Pin
25. Select organization from drop down list
26. Enter or edit information
27. Click “Register”
28. Add the number of officers your constitution requires from the drop down list
29. Add the advisor(s) from the drop down list
30. Click “Submit Registration”

At this point, the registration information will be sent to the Assistant Director of Leadership & Organizations and it will be reviewed and approved. After it has been approved, the mailbox blocker will be removed.