

Managing my organization on the

Involvement Website

www.union.ufl.edu/involvement

Managing a Social Fraternity/Sorority

A guide for using the involvement website to manage members and house information for your sorority or fraternity



308 J. Wayne Reitz Union

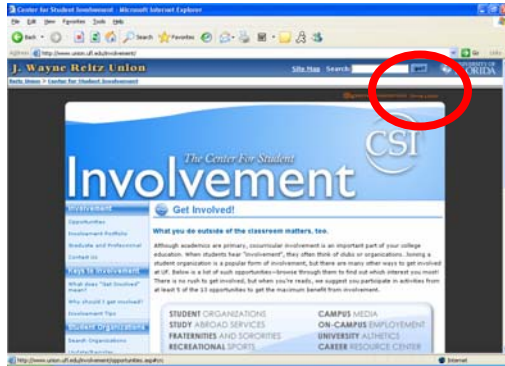
352-392-1671

CSIDesk@union.ufl.edu

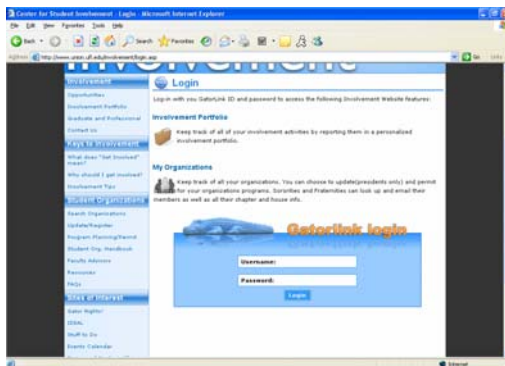
The **Involvement Portfolio** is a tool that you can use to keep track of your involvement at UF. When applying for campus positions or recognitions, students often have difficulty recalling all of the details about their involvement activities, and sometimes even forget activities altogether! With the Involvement Portfolio, recalling your involvement experiences will be easy!

Follow the steps in this brochure to begin documenting your involvement.

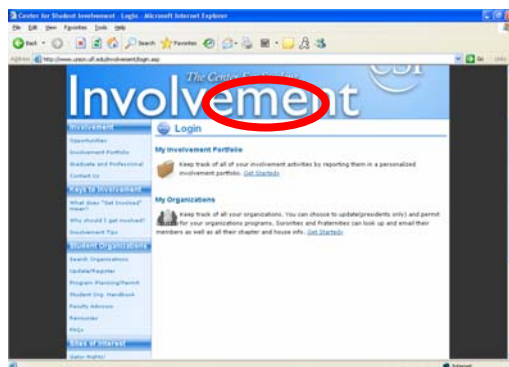
1. Go to www.union.ufl.edu/involvement. Select the orange "LOGIN" link on the top right of the screen.



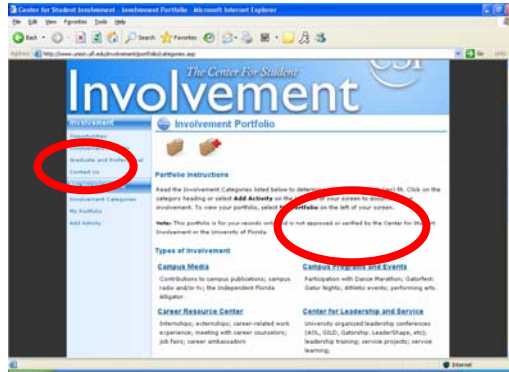
2. Here, you will be prompted to login using your GatorLink ID and password.



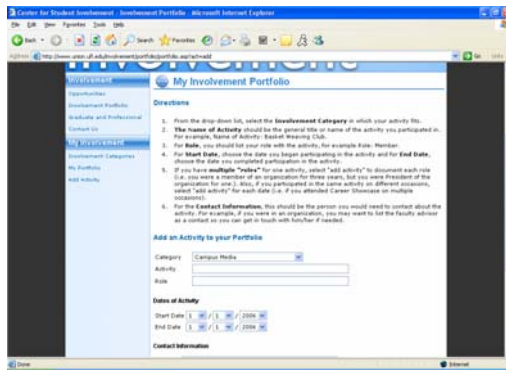
3. Once you've logged in, you will be directed to the screen below. Select the "get started" link under "My Involvement Portfolio."



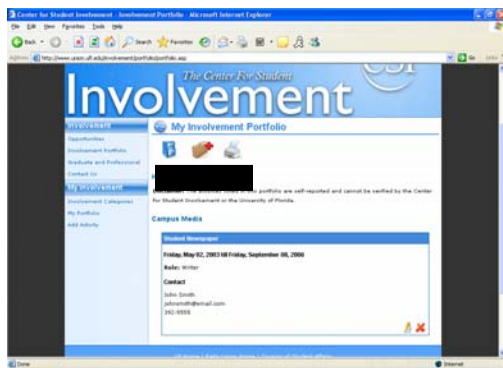
4. Here, you can view instructions for the portfolio, as well as read about each of the categories, to determine where your activity fits. You can either select the category heading to begin adding information, or you can select the “add activity” link on the left side of the page.



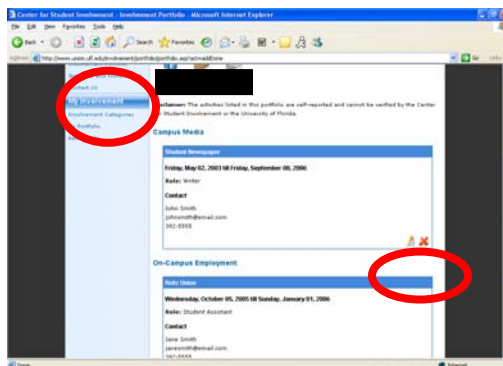
5. When you are directed to the Add Activity page, follow the step by step instructions on the top of the page to input information. Once you have finished entering information for an activity, select the “add activity” icon.



6. You will then be directed to the screen below. To add additional activities, select the “add activity” link on the left side of the page.



7. To view all of your involvement activities, select the “My Portfolio” link on the left side of the page. To edit an activity, select the pencil icon on the bottom right of the box and to delete an activity, select the red X icon. For a printer-friendly version of your Involvement Portfolio, select the printer icon.



If you have any questions about the Involvement Portfolio or using the involvement website, please contact us at 392-1671 or CSIDesk@union.ufl.edu