

# HOW TO RE-REGISTER ON DEHUB

Current approved student organizations will be directed to the registration process starting May 1st. Once their re-registration is submitted they will given access to their page.

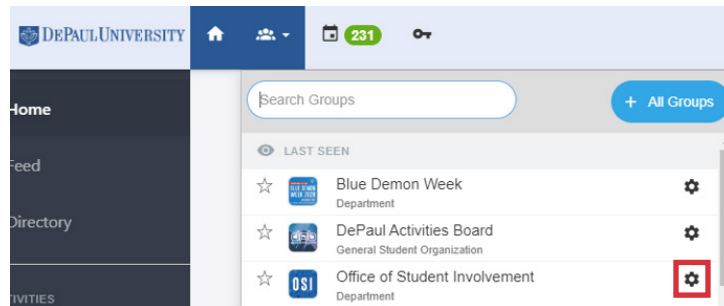
1

## Log in to DeHub

2

## Manage your group

- Log in to DeHub
- Click on the *Groups* icon on the top menu
- Select the *Manage* icon on the right



Group officers will be taken directly to re-registration

3

**i** You need to re-register your group.

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Update your group's information and select *Next*

Group Details

\* Group name Marketing Club

\* Mission Change the mission of the group here  
Long text, no limit

\* Categories  Arts, Performance, Media Tag  
 Community  
 Student Council/Government  
 Student Government and Leadership Groups

OFFICERS

\* President Start typing and wait for suggestions...

\* Treasurer Start typing and wait for suggestions...

MEMBERS

Select Member 1 Start typing and wait for suggestions...

Select Member 2 Start typing and wait for suggestions...

Next

Review your group details and complete the re-registration form

5

Once complete, click submit!

Submit

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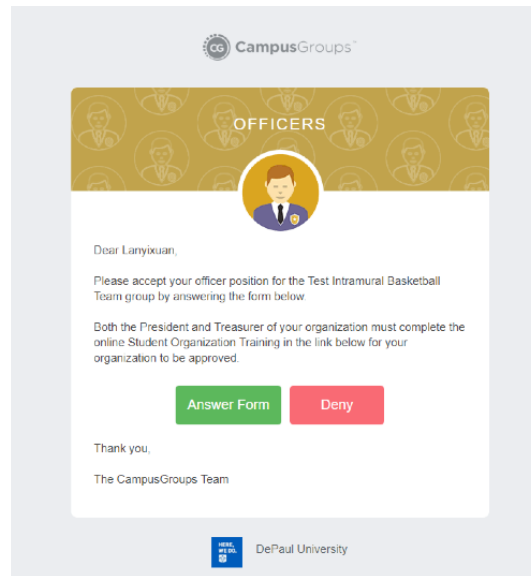


Check your group's registration status through DeHub

The screenshot displays the DeHub interface. At the top, the DePaul University logo and navigation icons are visible. A red box labeled '1.' highlights the Home icon in the top navigation bar. On the left sidebar, a red box labeled '2.' highlights the 'My Surveys/Forms' menu item. The main content area shows 'My Submitted Surveys & Forms (2)'. Two registration entries are listed, both with a 'PENDING APPROVAL' status. A red box labeled '3.' highlights the 'Steps' list for the first entry, which includes: General Details & Constitution Approval, Advisor Approval, and President & Treasurer Training Approval.

# TRAINING

**After the re-registration is completed, the President and Treasurer will receive an email with a link to the mandatory training. Please click “Answer Form” to be redirected to complete the training.**



**The President, Treasurer, and Advisor will need to complete the training before a group can be approved.**