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.
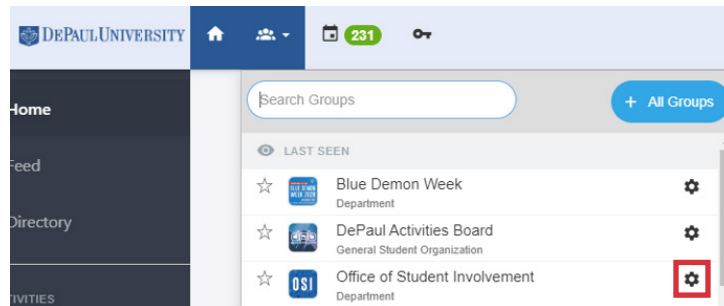
1

Log in to DeHub

2

Manage your group

a) Log in to DeHub
b) Click on the *Groups* icon on the top menu
c) Select the *Manage* icon on the right

Group officers will be taken directly to re-registration

3

🛈 You need to re-register your group.

4 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

5 Review your group details and complete the re-registration form
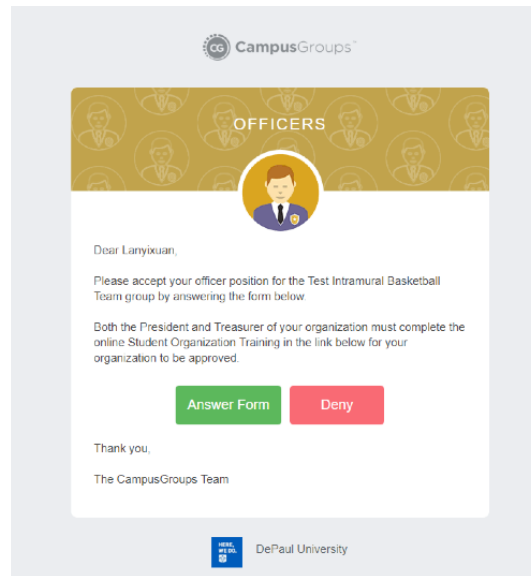
Once complete, click submit!

Submit

DePaul University
DIVISION OF STUDENT AFFAIRS
Office of Student Involvement

6 Check your group's registration status through DeHub

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.