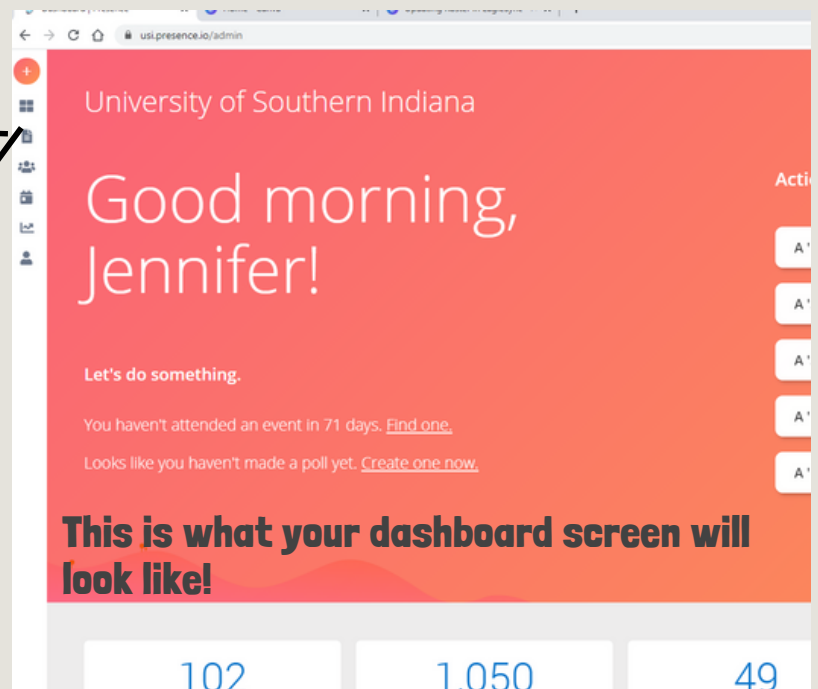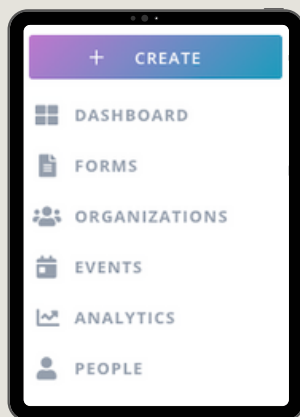# ROSTER UPDATES

**EAGLESYNC**

POWERED BY presence

This guide will show you how to update your student organization roster. Updating the roster will ensure that the University and the organization leadership are clear on who is and is not a member.

**Log Into MyUSI and Click on the EagleSYNC icon**



**Click the profile drop down menu and select Admin Dashboard.**

**On the Dashboard screen, hover over the navigation bar on the left and select "Organizations" to bring up the organizations list.**

This is what your dashboard screen will look like!

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(812) 465-7167

GET INVOLVED
STUDENT DEVELOPMENT PROGRAMS

getinvolved@usi.edu
usi.edu/sdv

**From the Organization's listing page, click the <u>three stacked dots</u> to the right of the organization you want to add members to, then select "Roster".**

Edit
Roster
Documents
Analytics
Deactivate

DETAILS    EVENTS    ROSTER    DOCUMENTS
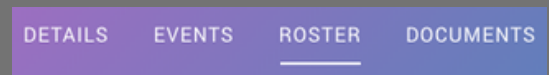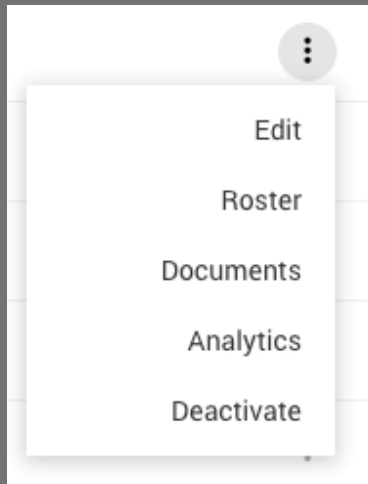
**OR... You can click into the organization and click the "Roster" tab**

**Click "Add Members" and add each member using their USI email address**

⚙ SETTINGS    +⚏ ADD MEMBERS ▾

STATUS ▾
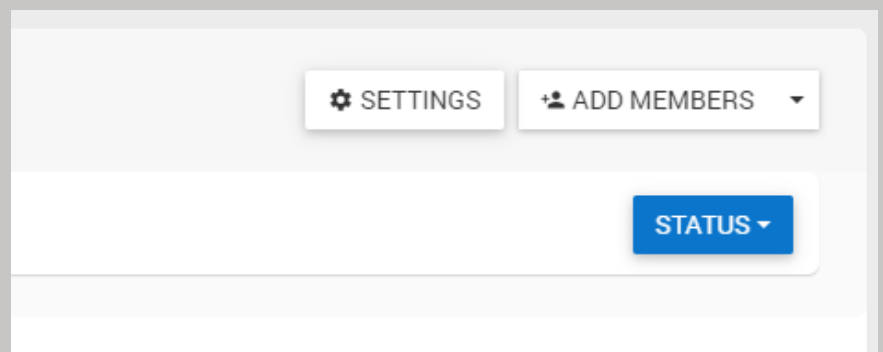
**To remove members or change their designation. Click on the member. The box pictured below will appear. To change the position, Click the box below the name. To remove a member, click the red deactivate button. After any changes, click SAVE.**

Edit Member

Member Name
NAME

Member Position
Member

DEACTIVATE                    SAVE    CLOSE