

If you have any questions please contact Rosalind Moore rmoore@sa.ua.edu or Lacy Sellars jsellars@sa.ua.edu



Locate, Check or Resubmit Your Organizations Forms & Registrations

Locating Forms on “Campus Links” Tab

You can locate forms such as the SOURCE Collaborative Grant, Foresight Workshop Registration, and Hazing Policy on the “Campus Links” tab.

- Login to **mySOURCE**.
- On the right hand side click the “Campus Links” tab.
- Click the desired link within the drop-down menu.
- Fill out the form.

Account Login

- Go to thesource.ua.edu
- Click the “*my* SOURCE” Logo (bottom right)
- Click the Login Button (top right)
- Enter your mybama info
- Update your personal profile by completing

Check Your Status or Resubmit a Registration...

Resubmitting an Organization Registration

- Login to your **mySOURCE** & select the “My Involvement” tab.
- Select “Submissions” tab.
- Select “Organization Registrations” tab.
- Once you are in the “Organization Registration” tab, click the section that you need to update...“Upload Constitution” or “Hazing Policy”. (**You may have to visit all sections to make sure all required questions are answered.**)
- Click “Submit for Approval” and then Click Finish.
- Print the final page of your application entitled “Hazing Acknowledgement Form”. Please turn in to 355 Ferguson Center or the SOURCE space on 3rd floor. (**If you have not done this already**)
- If you attempt to resubmit your organization and have any difficulties contact us at rmoore@sa.ua.edu or jsellars@sa.ua.edu to receive assistance.

Check the Status of a Form, Organization Registration, or Event Submission

Login to your “*my* SOURCE” profile

- & Select the “My Involvement” tab
 - Select the “Submissions” tab, then you will find a subset of tabs titled:
 - “Forms”, “Elections”, “Organization Registrations”, & “Events”.
 - Select the desired tab you are inquiring about.
 - View and Edit the Forms/Registrations/Events you have submitted by clicking the looking glass icon, print them with the printer icon, view or create PDF with the Adobe icon, and delete the submission with the “x” icon.
 - Click Finish
 - Print the final page of your application entitled “Hazing Acknowledgement Form”. Please turn in to 230 Ferguson Center or the SOURCE space on 3rd floor with written signatures.

Updating an Organizations Roster (including adding members & updating Officers/Advisors)

- Login to your **mySOURCE** & select the “My Shortcuts” tab.
- Select the Student Organization you wish to change the roster for.
- Once you are the Organizations page select the “Roster” tab.
- Then select the “Manage Roster” button.
- From here you can manage/edit positions, invite new members, delete outdated members, and send messages.
- **If updating an Officer or Advisor**, then you will also need to notify our office of changes, by going to the “Campus Links” tab and submitting the “Change Officer/Advisor Form” for any officer or advisor change that you have made on your roster. These changes will not be recognized unless the “Change Officer/Advisor Form” has been submitted and approved to our office.