mySOURCE Account Instructions & Organization Renewal

As the person renewing the organization, you should 1st make sure that you have a “mySOURCE” profile (see yellow box):

Account Login & Creation

- 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 the 3 steps listed under your picture.

*Please NOTE (new and renewing orgs)
To be recognized by UA as registered your org. needs:
- 10 confirmed members (they must have mySOURCE profiles and have confirmed membership to your org.)
- A President, Vice-President and Treasurer (all UA students)
- A faculty/staff advisor, who must be a full-time employee of the University of Alabama
- A UA Constitution (See Sample Constitution and By-laws sheet for template)
- President must complete Child Protection Training Modules 1 & 2

Make sure that you have “Administrative Access”. Administrative Access is ONLY granted to the President, Advisor, and Administrator Position by default in the mySOURCE system. If your organization chooses to change the administrative access of a member, then the person with access must do the following:

Give Administrative Access to a member or officer

Note: The only positions with admin settings in mySOURCE are the Pres, Advisor, & Administrator. The person must hold one of these positions to access registration. Primary Contacts also have access to registration.
- Login to your “my SOURCE” profile & go to the “My Shortcuts” tab. Once there, select the organization.
- Click on the tab on the left that says “Roster”.
- Click on “Manage Roster” at the top of the page.
- Locate the member you’d like to promote to an officer position on the Current tab. If they are not on the roster, you will have to add them with the “Invite People” button.
- Click “Edit Positions” to the right of the member’s name.
- Select each Position that the member should now have. If they are an officer type that is not listed, but you want them to have administrative access to the system click the “Administrator” position. If they are an officer other than the President or Advisor, but you would like them to have administrative access, click both the position they hold AND the administrator position. Click “Save” once all positions they hold have been added.

Finally, once you have gathered your information, you will complete the online registration application:

Renew an Organization

- Login to your my SOURCE & select the “My shortcuts” tab. Select the organization you wish to register.
- Select “Register” Button, which will appear under your Group name or within your group page.
- Fill out the appropriate information (Updated officer and organization contact information, mission/purpose, and Updated Advisor information and contact)
- You will be asked to resubmit the most up to date version of your constitution. (see Sample Constitution).
- Click “Submit for Approval” and then Click Finish
- Print the final page of your application entitled “Hazing Acknowledgement Form” and the President’s “Child Protection Certificate” (from a separate program). Please turn in to Office of Student Involvement.