Completing the Online Portion of your Renewal Application:

The annual registration process is available during the Fall Window (March 15th-June 15th) or during the Spring Window (November 15th – February 15th) must be completed during that window each academic year. Student Organization chooses their “Registration Window” typically based on when they hold elections. If an organization runs their operations with the academic calendar and typically holds elections towards the conclusion of the Spring semester, they would likely fall into the “Fall Window- (March 15th-June 15th)” category. If they run their business with the calendar year (from Jan-Dec), they would likely hold elections towards the conclusion of a calendar year, and this would make them a likely candidate for registration during the “Spring Window- (November 15th-February 15th)”.

STEP ONE: Log in to mySOURCE at www.mysource.ua.edu using your myBama login credentials

STEP TWO: Select the “Organizations” Tab
STEP THREE: Select the "Register an Organization" Tab

STEP FOUR: Type in the name of the organization that you want to renew
**STEP FIVE:** Click the “Re-Register” Tab

*If you cannot find your organization listed or the “re-register” button is missing, please contact our office at uainvolvement@ua.edu for assistance*

**STEP SIX:** You will see the actual renewal page. Follow the instructions to complete the renewal.
STEP 7: Submit the Hazing Acknowledgment form and Child protection form.

Instruction Resources

Online PDF of DocuSign Submission Instructions

HAZING- Select (1) signed by President, VP, and Advisor:

(This form is completed as a group. President Must Begin Form and then it is routed to everyone else)

SUBMIT- Hazing Policy Acknowledgement

CHILD PROTECTION- Select (1) signed by President or Core Officers of Groups who work with minors:

(This form is completed individually. President must fill out. Other Officers of groups who work with minors should submit. Each Officer selects the appropriate form based on their age)

SUBMIT- Child Protection Form (19 yrs of age and Older)

SUBMIT- Child Protection Form (Under 19 yrs of age)

NOTE: Once a version of both forms has been completed, they will be routed electronically to our office for review. You will receive an email confirmation once they are processed/approved.