

Registration Application Review and Approval

In this tutorial, you'll learn how to:

- Access a Registration Application awaiting your review
- Review the submitted information
- Approve or reject the Registration Application

Introduction

When a Registration Application is awaiting the **Primary Advisor's** or **President's** approval, the approver will receive an email notification from **UNT Student Activities EagleLink** at their UNT email address.

The subject is:

“Action required: Review the Registration Application for {Insert Student Organization Name}.”

You can also access the Registration Application directly from your EagleLink homepage.

Reviewing a Registration Application

Although there are multiple ways to access a pending Registration Application, we currently recommend accessing it through **Registration Application Status** rather than **My Pending Approvals**. This provides the most direct path to the submission while we continue making improvements to EagleLink.

The screenshot shows the UNT EagleLink homepage. At the top, there is a green navigation bar with links: Home, Organization Directory, Organization Management, and Organization Events. Below the navigation bar, a welcome message reads "Welcome, Lucky!". A message box states: "Welcome to EagleLink, the platform designed to provide you with convenient access to explore, view, and manage student organizations. If you have questions or need assistance, whether it be about finding a student organization of interest or managing your student organization's portal, please contact Student Activities." Below this, the "My Pending Approvals" section is crossed out with a large red X. It contains a table with columns: Record Name, Object, Status, Submitted By, and Submitted Date. One record is visible: OR-000298, Organization Registration, Pending, scrappy.e, Jul 29, 2026, 10:05 PM. Below the crossed-out section, the "REGISTRATION APPLICATION STATUS" section is circled in yellow. It contains a table with columns: Organization Registration #, Organization, Primary Category, and Status. Three records are listed: OR-000273 (Squirrel Collective, Environmental, Approved), OR-000274 (Green & White Traditions Society, UNT Spirit, Draft), and OR-000298 (Scrappy Fan Club, UNT Spirit, Pending President Approval). A "View All" link is at the bottom left.

Record Name	Object	Status	Submitted By	Submitted Date
OR-000298	Organization Registration	Pending	scrappy.e	Jul 29, 2026, 10:05 PM

Organization Registration #	Organization	Primary Category	Status
OR-000273	Squirrel Collective	Environmental	Approved
OR-000274	Green & White Traditions Society	UNT Spirit	Draft
OR-000298	Scrappy Fan Club	UNT Spirit	Pending President Approval

[View All](#)

To open a Registration Application:

1. Locate the Registration Application Status section.
2. Find the application awaiting your review.
3. Click on the “OR-####” hyperlink.

REGISTRATION APPLICATION STATUS

Organization Registration #	Organization	Primary Category	Status
OR-000273	Squirrel Collective	Environmental	Approved
OR-000274	Green & White Traditions Society	UNT Spirit	Draft
OR-000298	Scrappy Fan Club	UNT Spirit	Pending President Approval

[View All](#)

Review the Registration Application

The Registration Application contains two tabs:

Details

- Use this tab to review:
 - Basic organization details
 - Specified officer roles
 - Advisor(s)

Related:

- Use this tab to review:
 - Officers and their positions
 - Constitution/bylaws
 - Organization profile picture (if provided)
 - Application approval history



Organization Registration
OR-000298

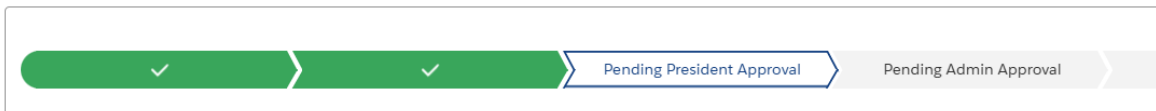
Submitted By
[Scrappy Eagle](#)

Organization
[Scrappy Fan Club](#)

Status
Pending President Approval

President Approval Date

Primary Advisor Approval Date
7/29/2026, 10:06 PM



DETAILS

RELATED

Organization
[Scrappy Fan Club](#)

Primary Category
UNT Spirit



Note: While Student Activities continues to make enhancements to EagleLink, you may have the ability to edit portions of a Registration Application while it is awaiting your approval.

Please do not edit the application.

If changes are needed, select **Reject** to return the Registration Application to the submitting officer. The officer can make the necessary revisions and resubmit the application for approval.

Approve or Reject the Registration Application

Once you have reviewed *Details* and *Related* tabs on the application:

1. Select the *Related* tab.
2. Scroll to the **Approval History** section.
3. Select **Approve** or **Reject**.

Approval History (3)			
Approve Reject			
Step Name	Date	Status	Assigned To
President Approval Step	7/29/2026, 10:06 PM	Pending	Lucky Squirrel
Primary Advisor Approval...	7/29/2026, 10:06 PM	Approved	aleka.myre
Approval Request Submit...	7/29/2026, 10:05 PM	Submitted	scrappy.e
View All			

- **Approve** routes the Registration Application to the next step in the approval process.
- **Reject** returns the Registration Application to the submitting officer for revisions.

For more information about completing or reviewing a Registration Application, refer to the **Registration Application** tutorial.