

Registration Application

In this tutorial, you'll learn how to:

- Access the Registration Application
- Complete key sections
- Add officers and advisors
- Submit it for approval
- Track its review status

Before You Begin

Because EagleLink is a new platform, completing the Registration Application will establish your student organization's portal. Although some fields are optional, you are encouraged to complete as much information as possible. Much of this information will appear in the public **Organization Directory**, helping prospective members learn about your organization and supporting your recruitment efforts.

 **Note:** The Registration Application does not currently include a **Save and Continue Later** feature. Plan to complete it in one sitting.

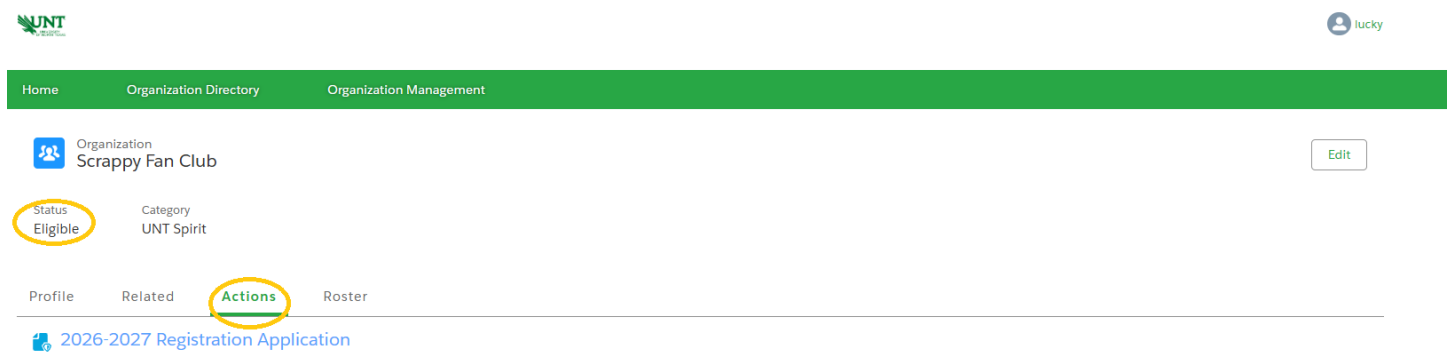
TIP

Gather the following information to make the process more efficient:

- Social media URLs/handles
- Membership requirements
- Organization profile picture (optional)
- Officer EUIDs
- Advisor name(s) or EUID(s)
- Constitution/Bylaws

Accessing the Registration Application

If your student organization's status is **Eligible** or **Newly Approved** and no officer has completed the Registration Application this academic year, officers listed on the organization's EagleLink portal roster will see a link to the Registration Application in their portal, by selecting **Organization Management** and the *Actions* tab.



The screenshot shows the EagleLink portal interface for the 'Scrappy Fan Club' organization. The top navigation bar includes 'Home', 'Organization Directory', and 'Organization Management'. The organization's status is 'Eligible' and its category is 'UNT Spirit'. The 'Actions' tab is highlighted in the navigation bar. A link to the '2026-2027 Registration Application' is visible at the bottom.

If you are a current officer but cannot access your organization's portal under **Organization Management**, and no other current officer has access, then your organization does not have a current

officer listed on its EagleLink portal roster. The President should contact Student Activities so a current officer can be added to the portal roster. Once added, that officer will be able to access the Registration Application.

Click the Registration Application link and follow the instructions on each page.

TIP Throughout the portal, you will see information icons (“i” inside a gray circle), like this:



Hover over these icons to view additional instructions, helpful tips, and field-specific information.

Key Pages

The following sections highlight a few of the key pages you'll complete during the Registration Application.

General Information

After the Instructions page, you will be asked to provide or update the organization’s “Short Description” and “Mission or Purpose.” These entries, along with the name, appear in the **Organization Directory** and help students learn about your organization.

- Short Description should provide a brief understanding of what your organization is about
- Mission or Purpose should explain why your organization exists and what it seeks to accomplish

Include keywords that potential members may use when searching for organizations in the **Organization Directory**.

Profile Picture

You may upload a profile picture for your organization. Unless you have received permission from UNT University Brand Strategy and Communications (UBSC), you may not utilize any university logos or trademarks (e.g., diving eagle, UNT logo, UNT font) in the profile picture.

Officers and Advisors

Use the **President/Primary Officer**, **Additional Officers**, **Primary Advisor**, and **Secondary Advisor** pages to identify your organization's leadership and support.

Unlike the roster in your organization's portal, the Registration Application allows you to search for officers and advisors using only the following identifiers:

- EUID (initials and 4 digits)
- Name

On the respective page, begin typing an officer or advisor’s EUID or name in the first field. As you type, names of currently enrolled students (for officers) or employees (for advisors) will appear and continue to narrow in choice. Once the correct individual is selected from the dropdown list below the first field, the remaining page fields will populate automatically.

President/Primary Officer

You may add an officer by typing their EUID (initials and 4 digits) or name (first last) in the first field.

As you type, names of currently enrolled students will appear and continue to narrow. Select the correct person, and the remaining page fields will populate.

If no name appears as you type, or the displayed name is not the person you intend to add, the identifier is either incorrect or they are not currently enrolled. Try a different identifier. As there may be several students of the same name enrolled at UNT, the best way to ensure you are inputting the correct student is by using their EUID.

* Add an identifier for the President/Primary Officer



scrappy

Scrappy Eagle

President/Primary Officer's Preferred Email Address ⓘ

President/Primary Officer's Phone Number

Previous Next



Note: If no name appears as you type, or the displayed name is not the person you intend to add, verify the person's information and try again. The identifier may be incorrect, or the individual may not be currently enrolled or employed at UNT. Try a different identifier. As there may be several people of the same name enrolled at or employed by UNT, the best way to ensure you are inputting the correct person is by using their EUID.



Note: If an officer's email and phone number appear as asterisks, they have not completed their FERPA waiver to release contact information to organization officers. They will still be added to the organization's portal roster as an officer, but their contact information will remain hidden until they complete the waiver on their EagleLink homepage.

Constitution/Bylaws Upload

By university policy, student organizations are required to include specific **verbatim clauses in their Constitution/Bylaws**. These required clauses are shown in red text in the sample constitution template available on the [student organization registration](#) webpage (select Returning Organization).

Before uploading the Constitution/Bylaws with your Registration Application, verify that all required clauses are included. Failure to do so will result in a denial of your Registration Application and delay your organization's registration.

Submission

Completing the Registration Application does not automatically submit it for review. Once you've completed the application:

1. Return to your EagleLink homepage
2. Under the **Registration Application Status** section, click the "OR-XXXXXX" hyperlink for your application, which displays a status of "Draft"
3. Click "Submit for Approval"

If you do not complete the final step, your application will not advance to the review process.

Welcome, Lucky !

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.

My Pending Approvals

No pending approvals 🎉

REGISTRATION APPLICATION STATUS

Organization Registration #	Organization	Primary Category	Status
OR-000273	Squirrel Collective	Environmental	Approved
OR-000274	Green & White Traditions Society	UNT Spirit	Draft

[View All](#)

Organization Registration
OR-000274

[Submit for Approval](#)

Submitted By: [Lucky Squirrel](#) Organization: [Green & White Traditions Society](#) Status: **Draft** President Approval Date: Primary Advisor Approval Date: Admin Approval Date:

Draft Pending Advisor Approval Pending President Approval Pending Admin Approval Approved Rejected

DETAILS

Organization	Primary Category
Green & White Traditions Society	UNT Spirit
Registration Profile Submission Date	President
7/23/2026	Lucky Squirrel

Application Review Process

After you click “Submit for Approval”:

1. It will be routed to your UNT Primary Advisor for review.
2. Once they approve, it will be routed to the President, if the President did not submit the application.
3. After both approvals are received, it will be routed to Student Activities for final review.

When an application is pending the Primary Advisor’s or President’s approval, they will receive a notification to their UNT email address. They can also access the application from their EagleLink homepage, under the **My Pending Approvals** section.



Note: If the President, Primary Advisor, or Student Activities denies your Registration Application, it will revert to “Draft” status and be accessible on your EagleLink homepage, under the **Registration Application Status** section. Make the requested updates and resubmit it (including

selecting “Submit for Approval” from the “Draft” status per above). It will then proceed through the review process once more.

Your student organization will be registered after:

- The Registration Application is approved by Student Activities, and
- The required officer has successfully completed orientation

The officer who submitted the application, along with the President and Primary Advisor, will receive notification of registration to their UNT email address.

Track Your Application

On your EagleLink homepage, under **Registration Application Status**, you can monitor your application’s progress throughout the review process, from Pending Approval through Approved. You should also receive updates to your UNT email address.

For more information about the registration process, visit studentactivities.unt.edu/orgs-registration.