

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

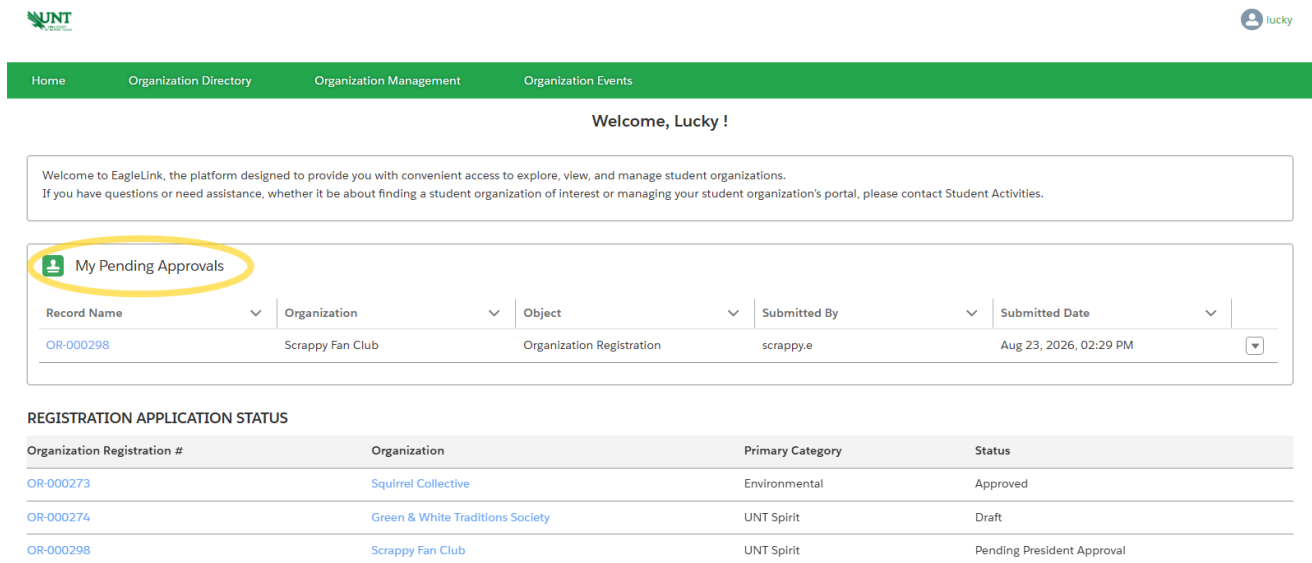
When a Registration Application is awaiting the **Primary Advisor's** or **President's** approval, the approver will receive an email notification from **UNT Student Activities EagleLink** at their UNT email address.

The subject is:

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

Access the Registration Application

Approvers may access a pending Registration Application: (a) via the link provided in the email notification, which opens the Registration Application directly, or (b) under **My Pending Approvals** on their EagleLink homepage.



The screenshot shows the UNT Student Activities EagleLink homepage. The user is logged in as 'lucky'. The navigation bar includes links for Home, Organization Directory, Organization Management, and Organization Events. A welcome message 'Welcome, Lucky !' is displayed. Below this, 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.' The 'My Pending Approvals' section is highlighted with a yellow circle. It contains a table with the following data:

Record Name	Organization	Object	Submitted By	Submitted Date
OR-000298	Scrappy Fan Club	Organization Registration	scrappy.e	Aug 23, 2026, 02:29 PM

Below the table, the 'REGISTRATION APPLICATION STATUS' section is visible, showing a list of applications with their 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

To open a Registration Application from the homepage:

1. Locate the **My Pending Approvals** section.
2. Find the application awaiting your review.
3. Click on the “OR-####” hyperlink.


lucky

Home
Organization Directory
Organization Management
Organization Events

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

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REGISTRATION APPLICATION STATUS

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Review the Registration Application

The Registration Application contains two tabs, *Details* and *Related*:

Home
Organization Directory
Organization Management
Organization Events

 Organization Registration
OR-000298

Submitted By
[Scrappy Eagle](#)
Organization
[Scrappy Fan Club](#)
Status
Pending President Approval
President Approval Date
8/23/2026, 10:01 AM
Primary Advisor Approval Date
9/7/2026, 2:40 PM
Admin Approval Date

✓

✓

Pending President Approval

Pending Admin Approval

Approved

DETAILS

RELATED

Organization
[Scrappy Fan Club](#)
Registration Profile Submission Date

Primary Category
UNT Spirit
President

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



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 while it is pending approval.

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 the *Details* and *Related* tabs on the application:

1. Select the *Related* tab.
2. Scroll down 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 tracking the status of a Registration Application, refer to the [Registration Application](#) tutorial.