

# Campus Groups Student Officer User Guide

This document is designed for use by the Officers of ASA recognized student groups to gain a baseline understanding of the new ASA Database tool. Please provide feedback regarding this user guide to both [asa-exec@mit.edu](mailto:asa-exec@mit.edu) and [funds@mit.edu](mailto:funds@mit.edu).

## TABLE OF CONTENTS

- Access to Database ([P2](#))
- Search Groups
  - Campus Groups group Webpage ([P3](#))
- Dashboard
  - Officers ([P4](#))
  - Members ([P4](#))
  - Administrative Roles ([P4](#))
  - Group Settings ([P5](#))
- Anti-Hazing/Non-Discrimination Agreement ([P6](#))

SYSTEM ACCESS

<https://asa.mit.edu/>

The screenshot shows the MIT Campus Groups home page. At the top, there is a navigation bar with the MIT logo and 'Groups'. Below this, a message states 'There are no upcoming events.' To the right, a login section is visible with the MIT logo and 'CG' icon. The login text reads: 'Login MIT Student, Staff or Faculty Members with an @mit.edu email address: Use your school login'. A red button labeled 'Touchstone@MIT' is highlighted with an arrow pointing to a text box. Below the login section, it says 'Guest Accounts: Login below'. A second text box points to this section. The main content area shows 'Upcoming Events | All Groups' with a dropdown menu and a 'Calendar' button. A large white box in the center says 'There are no events to display' and 'Check-out More Events and Get Involved!' with a 'Find New Events' button. Below this is a 'Write a new post' section with 'Schedule', 'Share with...', and 'Post' buttons. A post from the 'MIT Association of Student Activities (ASA)' is shown, with the text 'Please visit the ASA website for additional information on our new database.' and a link to 'web.mit.edu'. A calendar widget for July 2017 is also visible, showing the 13th as the current date.

MIT Campus Groups home page  
Monitor feed for information from the ASA and SAO regarding important student group deadlines and notifications

Log in using Touchstone single sign-on  
Guest Accounts function is disabled. Non MIT students & Alumni (Class of 2011 +) must request a user profile from the ASA.

### MY GROUPS

Groups

Home

My Groups

Join Groups

Search groups

Officers and members may access group profile page by clicking here

100K Competition, MIT

13SEAS Student Engineering Association

2019 Class Council

Groups are searchable by name and acronym

List of all groups filtered by Type and Category

Join groups

Search groups

Filter By - Category -

All (931) Club sport (2) Dorm/FSILG (0) Finboard Funded (2) GSC Funded (0) UACouncil (0) Sponsored (0) Unfunded (0) Other (1)

100K Competition, MIT  
Student Groups  
Web site  
You are already a member of this group.

13SEAS Student Engineering Association  
Student Groups  
Web site

Massachusetts Institute of Technology | Groups

Group Page

\*\*\*\*Link goes to group's Webpage, not group profile page\*\*\*\*

If sent to CG Group webpage, this connects to database profile page

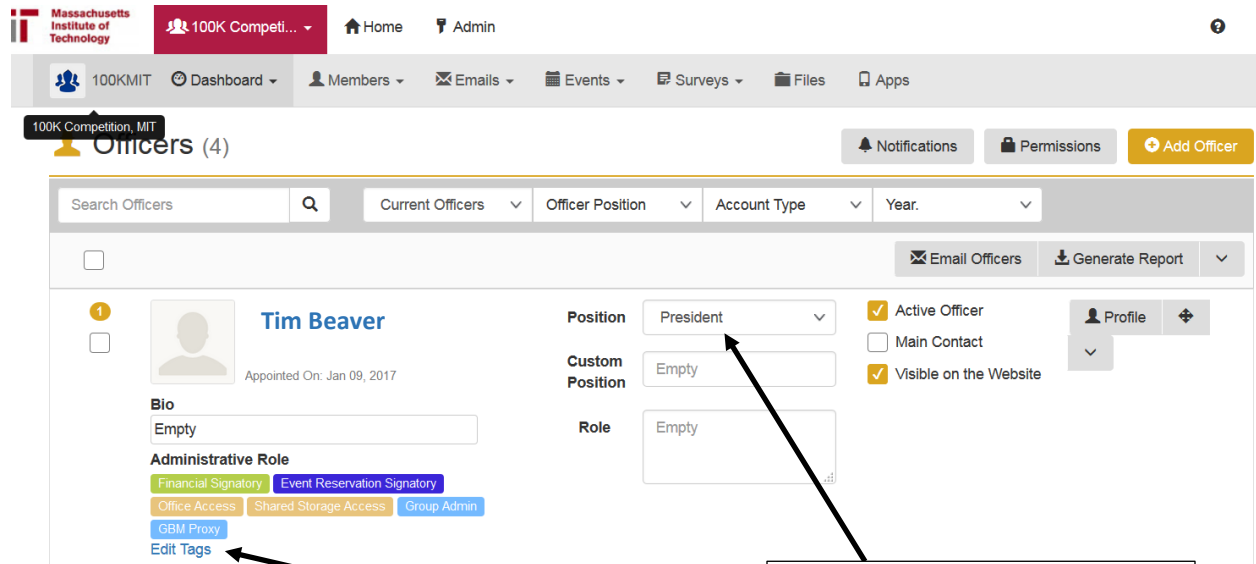
## 100K Competition, MIT

Home Blog Events Newsletters Photos Surveys Members Forum Contact Us

About ABOUT US UPCOMING EVENTS

## DASHBOARD

### Officers



100KMIT Dashboard Members Emails Events Surveys Files Apps

100K Competition, MIT Officers (4) Notifications Permissions Add Officer

Search Officers [Q] Current Officers Officer Position Account Type Year

Tim Beaver  
Appointed On: Jan 09, 2017

Bio: Empty

Administrative Role:  
 Financial Signatory, Event Reservation Signatory, Office Access, Shared Storage Access, Group Admin, GBM Proxy, Edit Tags

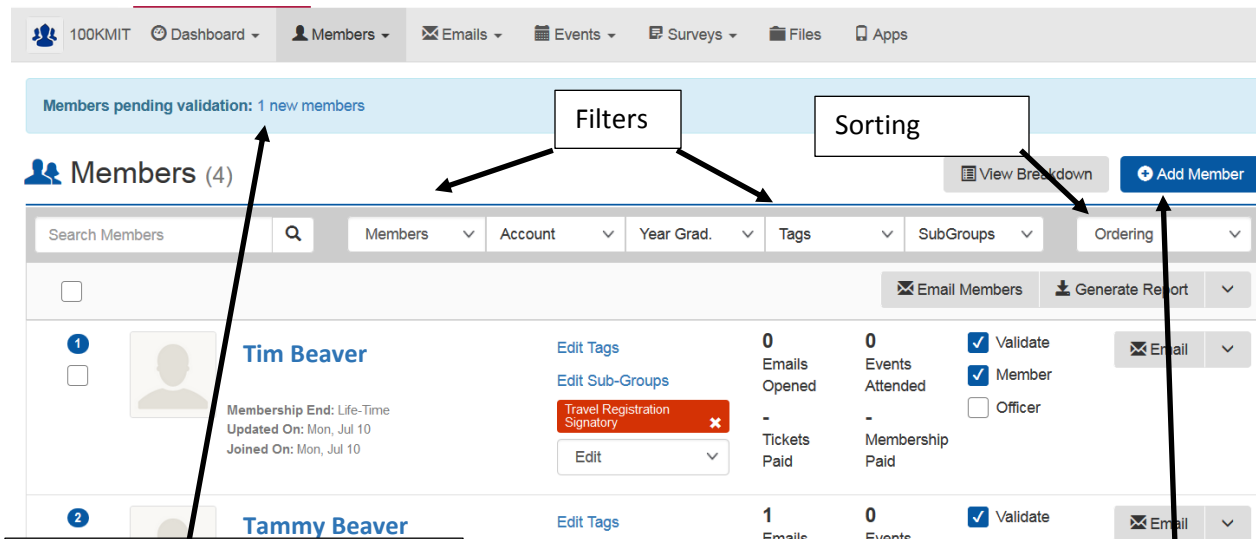
Position: President  
 Custom Position: Empty  
 Role: Empty

Active Officer, Main Contact, Visible on the Website

**Administrative Roles** assigned to Officers and Members through the Tags: Signatories, Space Access, and GBM Proxy are all assigned through this system. Individual must added as a group member or officer to be tagged with an Administrative Role

Assign Officer Positions – Limit 2 Officers per Role: President, Treasurer, Group Admin

### Members



100KMIT Dashboard Members Emails Events Surveys Files Apps

Members pending validation: 1 new members

Members (4) View Breakdown Add Member

Search Members [Q] Members Account Year Grad. Tags SubGroups Ordering

Tim Beaver  
Membership End: Life-Time  
Updated On: Mon, Jul 10  
Joined On: Mon, Jul 10

0 Emails Opened, 0 Events Attended, - Tickets Paid, 0 Membership Paid

Validate, Member, Officer

Tammy Beaver

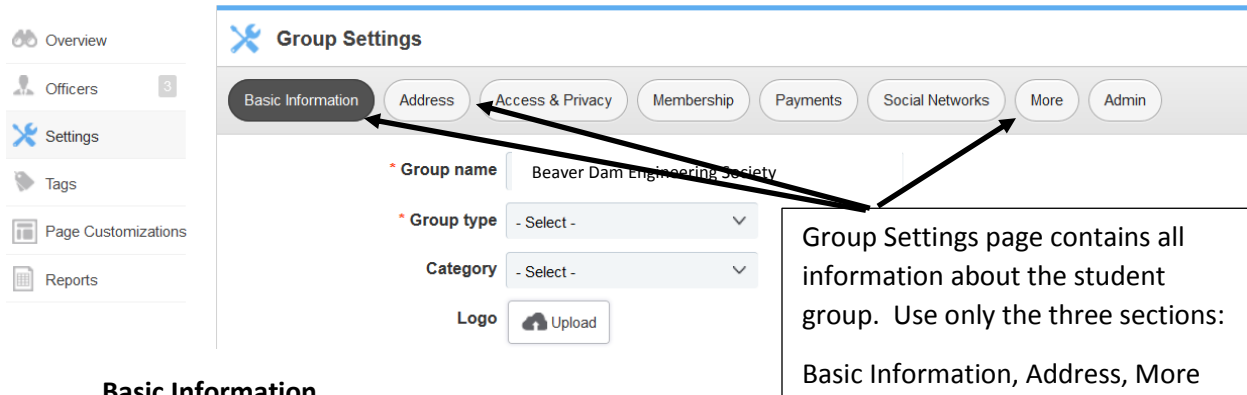
1 Emails Opened, 0 Events Attended, - Tickets Paid, 0 Membership Paid

Validate

Adding members: Individuals can request to become members. Requires officer validation.

Adding members: Officers can add members. New member will receive email notification.

## Group Settings



### Basic Information

- Group Name
- Group Type (Club Sport, Dorm/FSILG, Finboard Funded, GSC Funded, Sponsored, etc.)
  - Type is assigned by the ASA and can change due to nature of the group
- Category
  - Self Selected by Officers of group
- Group Acronym
  - This must be unique to active student groups at MIT
- Mission
  - This is the mission statement or statement of purpose of the student group

### Address

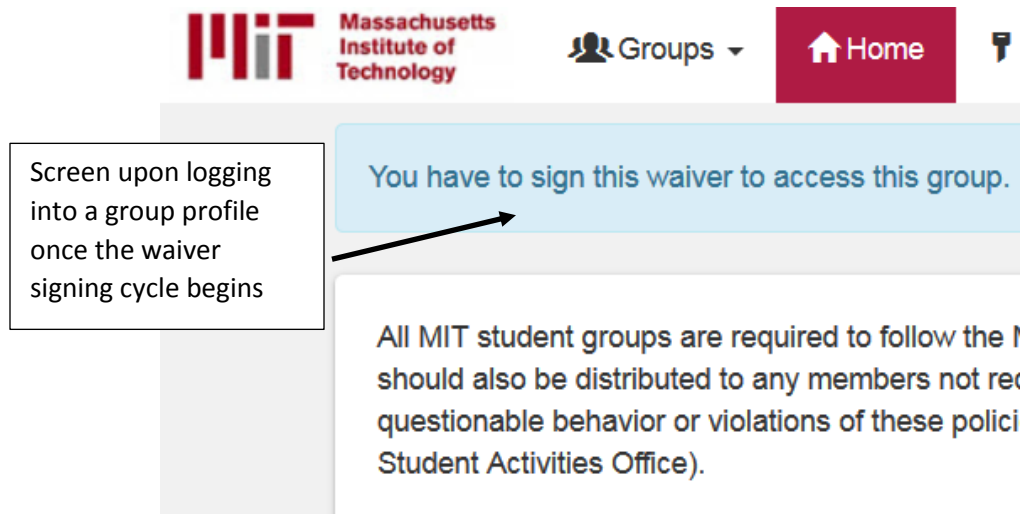
- Group Email
  - This is the email address (moira list) for the officers of the group
- Website
  - This is the webpage of the student group

### More **\*\*\*This tab is where most of the group information is stored\*\*\***

- Self Reported membership numbers
- Cost Object Information
- General Information
- Facility Space Information

The Information in the Group Settings is READ ONLY. Contact the ASA to request a change to any of this information. Some fields (e.g. Category) may be changed at the will of the group Officers (i.e. "We are changing..."). Other fields (e.g. Group Acronym) must be sent to the ASA as a proposal request (i.e. "We would like to change").

## ANTI-HAZING/NON-DISCRIMINATION AGREEMENT



MIT Massachusetts Institute of Technology

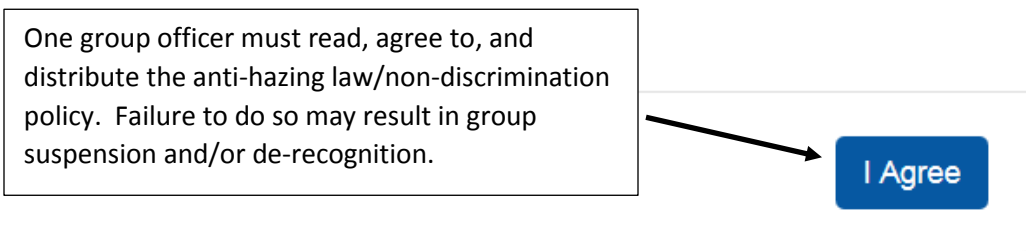
Groups Home

You have to sign this waiver to access this group.

Screen upon logging into a group profile once the waiver signing cycle begins

All MIT student groups are required to follow the I should also be distributed to any members not rec questionable behavior or violations of these polici Student Activities Office).

oyment. The Institute does not discriminate against individuals  
an status, ancestry, or national or ethnic origin in the  
and other Institute administered programs and activities, but



One group officer must read, agree to, and distribute the anti-hazing law/non-discrimination policy. Failure to do so may result in group suspension and/or de-recognition.

I Agree

Once a year, all student groups must have an officer sign the ASA Anti-Hazing Form to confirm that they will not participate in acts of hazing, as per Massachusetts law. The ASA will email when each annual cycle begins. Additional information may be found on the ASA website (<http://web.mit.edu/asa/rules/ma-hazing-law.html>).

Once the annual cycle begins, no officer (president or treasurer) may access their student group profile without first agreeing to the waiver. Once the first officer agrees to adhere to these terms on behalf of the student group, all officers will once again gain access to their group profile.