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 and funds@mit.edu.

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SYSTEM ACCESS

https://asa.mit.edu/

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 are searchable by name and acronym

List of all groups filtered by Type and Category

Officers and members may access group profile page by clicking here

****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
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

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

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

Filters

Sorting
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

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.