## Create a New Campus Group

Complete the steps below to request a new My Siena group. Normally your request will be processed within three business days.

- ✝ Login into **My Siena**.
- ✝ Once the **My Siena** page displays, click the **Clubs and Organizations** tab.
- ✝ In the **My Groups** feature, click the **Create New Campus Group** link (see illustration below left).
- ✝ The **New Group Application** form will display (see illustration below right).
- ✝ Fill in the information for the new group such as the **Name**, the description of the group, and the reason for creating the group.



- ✝ If the group is public, then this information will be visible to the campus community.
- ✝ Input the **Maximum Number of Members** for the group. This is optional.
- ✝ Choose whether you want this group to be:
  - ✦ **Public** –Select this option to have this group appear in the Campus Group Directory.
  - ✦ **Private** – When this option is selected, the group will **<u>not</u>** appear in the Campus Group Directory.
- ✝ Select a type of **Membership Enrollment**.
  - ✦ **Open, No Application Required** – When this option is selected, all My Siena users will be able to join the group.
  - ✦ **Open, By Membership Application** – In order to join the group, a user has to submit a membership application.
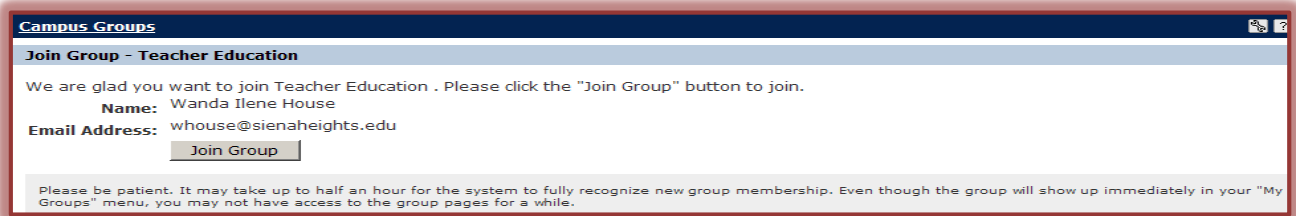
- ✦ **Membership By Invitation Only** – The leader of the group must invite members to join the group when this option is selected.
- ✦ **Closed to New Members** – When this option is selected, members are specified when the group is created.
- ✝ Once all the options have been specified, click the **Submit Application** button.

## Join a Group

- ✝ Click the **Clubs and Organizations** tab under **My Siena**.
- ✝ Under **Campus Groups**, click the **Browse Groups** button (see illustration on previous page).
- ✝ A list of **My Siena** groups will appear.
- ✝ Click the **Join** button next to the group that you want to join.
- ✝ The **Join Group** window will display (see illustration below).

**Campus Groups**

**Join Group - Teacher Education**

We are glad you want to join Teacher Education . Please click the "Join Group" button to join.

**Name:** Wanda Ilene House
**Email Address:** whouse@sienaheights.edu

Join Group

Please be patient. It may take up to half an hour for the system to fully recognize new group membership. Even though the group will show up immediately in your "My Groups" menu, you may not have access to the group pages for a while.

- ✝ Click the **Join Group** or **Submit Application** button.
  - ✦ Which button is available will depend on the options that were chosen when the group was created.
  - ✦ In this illustration the option is Join Group because no application is required to join the group.
- ✝ After you have clicked the **Join Group** button, click the **Return to Campus Groups** button to return to the list of **Campus Groups**.
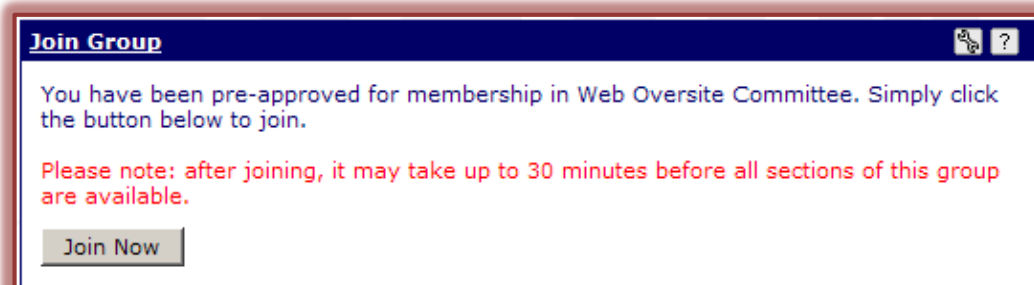
## Leave a Group

- ✝ Click the **Clubs and Organizations** tab.
- ✝ In the **Campus Groups** area, click the **Drop Group** button next to the group you would like to leave.
- ✝ The group will be removed from the **My Groups** list.

## Accept an Invitation to Join a Group

If you have received an invitation from a group leader to join a campus group, follow these steps to accept it. To decline the application, follow the same steps for leaving a group.

**Join Group**

You have been pre-approved for membership in Web Oversite Committee. Simply click the button below to join.

Please note: after joining, it may take up to 30 minutes before all sections of this group are available.

Join Now

- ✝ Click the **Clubs and Organizations** tab.
- ✝ Under **My Groups**, select the group to accept.
- ✝ Look for the **Join Group** feature, and click **Join Now** (see illustration above).

**NOTE:** Groups that are by invitation only must have this feature or you will not be able to join.