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<th>SAO360 Quick Reference Guide for Advisors</th>
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**Access SAO360**
1. In your browser go to the [sao360.nd.edu](http://sao360.nd.edu) web page
2. Log in to the SAOnline test site with your NetID and password.

**Email an Individual Member or Officer**
1. From the Dashboard, under My Groups click the group name.
2. Click Current Officers or General Membership.
3. Locate the member/officer you wish to email and click their email address link. A New Message window opens in your email client with the To: and From: fields populated.
4. Type the message and send.

**Email All Members**
1. From the Dashboard, under My Groups click the group name.
2. Click Mail members. A New Message window opens with the From: field populated and the Bcc: fields used to keep member emails confidential.
3. Type the message and send.

**Locate a Group and View Information**
1. Click Browse Groups.
2. In the Search box, enter in the name of the group or letter(s)/word(s) that appear in the group name and click Search. **NOTE:** Currently you cannot search the description or key words associated with a group. The search criteria (letters or words) must be included in the name of the group.
3. Click the group name to view group information.

**Accept/Reject Advisor Role in a Group**
When you are proposed for the Advisor role for a group, you will receive an email with a link to SAOnline. After logging in, do the following:
1. On your Dashboard page, under Pending Advisor click the check mark to accept the advisor role or the X to reject the role.
   - An email is automatically sent to group email and Office1 indicating acceptance or rejection of the role.

**As Group’s Advisor, Change Officer1**
1. On your Dashboard page, under My Groups click the group name.
2. Scroll below the list of officers and click Change Officer1.
3. Enter the NetID of the new Officer1 and click Submit.

The proposed Officer1 will receive an email with a link to SAOnline to accept or reject the role. Upon acceptance, email is sent to SAO office, group email, Advisor and all officers. If Rejected, emails are sent to SAO, Advisor and group email.

**Approve/Reject New Officer1 Requested by Officer1**
When an Officer1 changes the role, the Advisor of the group will receive an email to approve the change. A copy of the email is sent to SAO notifying them of the change request.

To Approve or Reject the role change:
1. On your Dashboard, under Pending Officer1 click check mark to accept new Officer1 role (X to reject).

Upon Advisor approval, the new Officer1 will be notified of the new role. This email is copied to the SAO, club email and other officers (2–4) for notification.