

SAO360 Quick Reference Guide for Advisors

Access SAO360

1. In your browser go to the 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.