

# SAO360 Quick Reference Guide for Members

## To Access SAO360

1. In your browser go to the **sao360.nd.edu** web page and click on the link
2. Log in to SAO 360 with your **NetID** and **password**.

## 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 (or request membership).

## Request Membership to a Group

1. Click **Browse Groups**.
2. Click on the **group name**.
3. Click **Request Membership**.

An email is automatically sent from SAO with a blind copy to the group's Officer1 to respond to your request. You will receive an email indicating whether your request has been accepted. If for any reason your membership was rejected, you will be able to again request membership into the group from the *Browse Group* page

## Accept/Reject Membership into a Group

If an officer of a group proposes you for membership, you will receive an email asking you to respond by using the SAO360 link.

1. Click on the link to SAO360 to access the system.
2. From your *Dashboard* under *My Pending Memberships*, click the **check mark** to accept membership for that group, or the **X** to reject.

If you accept the membership, your new group now appears under *My Group Memberships* on your *Dashboard*. The officer who invited you receives an email indicating your response.

## Remove Self from Group Membership

1. Under *My Groups*, locate the group you wish to leave and click **Leave Group**. The group officer will receive an email indicating your departure from the group.