SAOnline was designed and created for you, the Notre Dame student leader. Based entirely on feedback gathered from students, SAOnline was launched in 2006 as an all-inclusive online system for student group event registration, facility reservations, and collecting approvals for food service, imprinting merchandise, and fundraising activities.

New features have been recently added to the system, primarily driven by feedback from student users. Your input will help shape future developments for SAOnline and other resources, eliminate paperwork, and help you be a more efficient and effective student leader.

Questions?
Drop by the Student Activities Office, 315 LaFortune Student Center, anytime with your questions about SAOnline and planning your events and activities - we'll be happy to help. Also, feel free to use either of our outer office computers for submitting and tracking SAOnline requests, or for scanning artwork for imprinting requests.

For further questions and feedback, contact:
Brian Fremeau, Assistant Director
bfrenea1@nd.edu
631-7308

You should use SAOnline whenever your group...
- needs to reserve a meeting space
- needs to reserve an event location
- will be advertising an event
- will be hosting a speaker
- is planning a dance
- will be booking entertainment
- will be traveling for an event
- is organizing a concession stand
- will be serving food at an event
- will be fundraising
- will be soliciting donations
- will be imprinting merchandise

Accessing SAOnline
1. Go to the SAO website: http://sao.nd.edu
2. Click on the link next to the SAOnline icon to log-in
3. To submit a request, log-in with your student netID and password
4. To view a history of your group’s past requests, log-in with your group netID and password

Submitting an SAOnline Request
1. Click on the link to Add a New Request
2. Identify the basic information, including the request title and your student group
3. Select the modules that apply to your request and click the button to Initiate Request
4. Open up each module to complete the request details
5. Complete all required fields within each module
6. When your request modules are complete, click the Submit Request button

Important: Your Request Will Not Be Reviewed Until You Click the Submit Request Button!

Tracking your SAOnline Request for Approval
- After submitting your request, your advisor will log-in to approve it, and it will then be routed for any remaining departmental approvals
- You can check the status of your request anytime by logging in to SAOnline. For more detail about a request, click the link to View Request
- Your advisor, the Activity Liaison, or other departmental contacts may seek more detailed information about your request and will do so by adding a comment. Comments will appear underneath module content. You may add a comment of your own along with a link or uploaded file to clarify or add more information.
- All request information, including comments and the status of department approvals, can be viewed anytime by clicking the link to Full Request Details
- Once all approvals have been made, your request is approved – print a copy for your records and good luck with your event!