

Quick Guide: Requesting and Managing a Student Organization Website

Follow these steps to request, access, and manage a website for your student organization.

Step 1: Visit the Student Engagement Resources Page

- Go to: <https://experience.syracuse.edu/student-engagement/student-organizations/resources-and-forms/>
- Open the 'Technology Support for Student Organizations' section.

Step 2: Submit the Website Request Form

- Follow the link to Web Support/ Maintenance (studentorgs.syr.edu) and complete the website request form.
- Your request will go to the OrangeTracker support queue.
- Indicate on the form if your organization needs training.

Step 3: Receive Website Access and Training

- You will receive access information once the site is built.
- If requested, the IT team can provide in-depth or follow-up training, especially if website roles change.

Step 4: Use the Technical Support Resources

- Visit:
<https://answers.atlassian.syr.edu/wiki/spaces/SEIT/pages/150831393/Technical+Support+for+Student+Organizations>
- Resources include:
 - Managing Your Website Using WordPress
 - Student Organization Website Standards
 - Website Support FAQs
 - Recorded Fall Training Video on tech support and digital signage