

# STUDENT ORGANIZATION RECOGNITION SYSTEM

<https://webadmin.butler.edu/pulse/studentorgs/login.aspx>

**Do not use “back” or “refresh” when using the system.**

1. Go to the website above and enter your normal Butler username and password.
2. Click “edit.”
  - a. Enter all fields with an asterisk (\*). Fields with an asterisk are mandatory. Any other field is optional.
  - b. *Note on AdminUser: If you are an outgoing officer and wish to input new officers as AdminUsers, do not change this information until you have completed everything else on this page. Once you remove yourself as an AdminUser, you are no longer able to access the recognition system.*
3. Click “save.”
4. Click “semester reports.”
  - a. Add semester report.
  - b. Click the appropriate current semester in the drop down menu.
  - c. Click “edit.”
  - d. Enter information in all fields with asterisks.
  - e. *Note on volunteer hours: If 5 people volunteered one afternoon for 3 hours, it would be counted as 15 hours, not 5 total hours.*
  - f. Click “save.”
5. Click “advisors.”
  - a. Click “add member.”
  - b. Enter advisor’s username.
  - c. Enter first and last name.
  - d. Click “save.”
  - e. Enter additional advisors if desired. *Note: Each organization must have at least one full-time Butler faculty or staff member as an advisor.*
6. Click “semester reports.”
7. Click “add officers.”
  - a. Add member.
  - b. Fill in all asterisked fields.
  - c. *Note: each group must have at least four officers and/or members.*
  - d. When finished, click “semester reports.”
8. Click “members.”
  - a. Add as many members as desired (this is optional).
  - b. Click “semester reports” to get out of this section.
9. Click “log out” to end session.

Presidents and vice presidents may go back and edit information at any time. Only those listed as president and vice president may access this system.

Once reports are completed, members, officers, and advisors should receive an email with a link that must be clicked on to confirm their role within the organization. Therefore, accuracy when entering usernames is very important.

Questions may be directed to Julie Pakenham at [jpakenha@butler.edu](mailto:jpakenha@butler.edu) or in the PuLSE Office (AU 101).