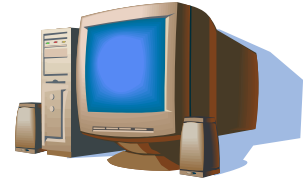


# COMPUTING FOR STUDENT ORGANIZATIONS

## E-MAIL AND LISTSERV ACCOUNTS



The Office of Student Organizations requires that all Winthrop student organizations have a Winthrop email account for their group. This, however, may not be a personal account for a member of the group or the advisor.

Applying for a Winthrop email account is easy and can be done completely online by the organization advisor. Also, when you sign up for an email account you can receive a group listserv. This works just like class listservs work. Each member of your group can opt in to the listserv (instructions will be provided when you apply for it) and then with a single email to the listserv, every person who has opted in will receive the email.

Advisors need to log into this website:

<http://asap.winthrop.edu/studentorg/>. Once there, follow the directions and you will be set up. The advisor will receive an email when the account is created.



## GETTING YOUR ORGANIZATION A WEBSITE

Having a website set up for your organization is just as easy as requesting an email account and can be done through the same online form by the group advisor.

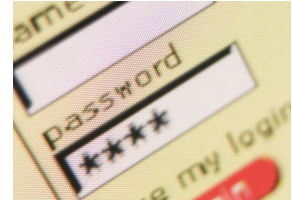
A website is not required by the Student Organizations Office, but is a great way to get more information out to interested Winthrop students.

Once the website has been granted by IT, it will be placed on the Birdnest server. Your website will have an address such as [www.birdnest.org/organization name](http://www.birdnest.org/organization name)

Organization website are checked once a year over the summer and any that are inactive will be removed.

-OVER-

## HELP!! WE'VE LOST OUR PASSWORDS



It's a good idea to have more than one person in your organization keep the passwords to the email account and website. With the usually high turnover rate of officers, the advisor might be a good idea.

Sometimes, however, people do leave without giving the passwords to the next person, so this will help. To have the password reset to your website is simple. The advisor just needs to log into the same email request system and there is an option to reset the password.

If you reset the password to your organization's email account, you are resetting the entire account and any emails in the account will be erased. Before you request to have this password reset we strongly encourage you to do your best to get the old password. If you are unable to obtain the password, the advisor can request a new password through IT as well.



## WEBSITE DESIGN

Designing a functional webpage for a student organization can be a daunting task, even for the most seasoned web designer. There are, however, some great online tools to help the novice web designer create a webpage.

Web Services at Winthrop University offers an online tutorial to help you get started building your webpage.

You can also go to [www.winthrop.edu/web](http://www.winthrop.edu/web) for more helpful hints.