



Student Organization Email/Website/Blackboard

The computer age has opened a number of new opportunities. Recognized Student Organizations (RSO) can make use of some of these new technologies by getting an organization e-mail account, setting up a website, and creating a Blackboard portal. Before you apply for any of these resources, your group must be in good standing. Be sure to check with Student Involvement to see if your organization is “in compliance.”

How Do I Set Up a Website for My Organization?

WEBSITES/HOMEPAGES

Recognized Student Organizations in good standing can apply for website space on NU’s web pages. Keep in mind that any information posted on this website must not violate copyright laws or any ASUN or NU policies related to student organizations. This includes limiting activities to those appropriate for a not-for-profit institution. Posting of the buying or selling of goods/services for personal profit is prohibited. The student organization’s name of record (as it appears on the organization’s constitution approved by ASUN) must appear prominently on the page.

How Do I Apply for a Website?

Setting up a website is a great way for RSOs to publicize events, post pictures, and give information to prospective members. RSOs may develop a UNL web page for their organization, but there are strict guidelines to follow. For more information, go to <http://www.unl.edu/webdevnet/> and call Mary Ellen Ducey at 472-2531 with any questions.

E-MAIL ACCOUNTS

Student organizations in good standing may apply for an e-mail account on the University’s system. All University policies regarding the use of e-mail accounts and hardware/software resources apply. The account, if approved, will be provided for the student organization’s use. This means that personal use is not to be permitted. The information that the organization receives by e-mail should be made available to the officers/leadership and/or members of the organization as appropriate. The faculty/staff advisor of the organization will be held accountable for the e-mail account.

RSO E-MAIL ACCOUNTS

RSOs may choose to use a UNL e-mail account for contact purposes. An example of this would be: chessclub@unl.edu. The RSO can go to the University’s Information Services website to request such an e-mail address. Rules and regulations that go along with the e-mail address can be found on this website as well: <http://is.unl.edu/orgmailreq.shtml>

BLACKBOARD

Recognized Student Organizations have the opportunity of creating their own Blackboard portal. This is a great resource that can be used for sharing information, posting announcements, and communicating with group members.

HOW DO I SET UP A BLACKBOARD PORTAL?

- Log in to your personal Blackboard account.
- Go to the "Help" icon at the top of the window.
- Click "Submit a Ticket"
- In the "details" box, make sure to include your organization's name, the name of your advisor, and finally, make a note to "Please activate your organization's Blackboard portal."
- You should be contacted by Blackboard, notifying that your portal is up and running within a week and, as always, contact Heath Tuttle at 472-4267 if any problems should arise.

LISTSERV ACCOUNTS

Your RSO may also choose to create a listserv. This enables one person to contact the entire group by typing in one address into an e-mail message.

An example of this would be if you were composing an e-mail and simply typed in chessclub.listserv@unl.edu into the "To" field, all subscribers of that listserv would receive the e-mail. To sign up for a listserv, go to:
<http://www.ianr.unl.edu/internet/newlist.html>

For more information on organization and personal development skills in the SOAR series, stop by or call UNL Student Involvement, 200 Nebraska Union, 472-2454; or 300 Nebraska East Union, 472-1780. Staff members will be happy to assist you and answer your questions.

student involvement
<http://involved.unl.edu>

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