

# Checklist for First Time NvolveU Users

NvolveU is your one stop shop for all things Recognized Student Organizations! To make sure you get the most out of your user experience, we've put together a quick checklist of things you should do if you are new to NvolveU.

## ☐ Update your user profile

There are many settings that you can modify or update within your user profile. To access your personal account settings, click on your initial in the top right of the screen and select Account.

- **Upload a profile photo**

On the right side of the page, you'll see the option to upload a new profile picture. You want your picture to represent you. So consider a simple headshot or selfie so folks can put a face to the name.

- **Connect your Social Media**

As you scroll down through your profile page, you can include any of your social media handles for things like Facebook, Twitter, or LinkedIn.

## ☐ Set up your notification settings

NvolveU can send you e-mail notifications and in-system messages for various activities that occur within the system. To manage your notification preferences, head back to your User Account settings.

- **Preferred email address and mobile number**

You can update your preferred email address if you would rather have emails sent somewhere other than your campus email. All emails sent from NvolveU will be re-routed to this preferred address. You can also choose to turn on Text Message Notifications by simply entering your 10-digit phone number, including area code, and select your phone carrier from the drop-down menu.

- **Notification Preferences**

From the banner at the top of the page on your account settings, select Notifications. First, you can determine your mass messaging settings. This setting determines whether you would like to receive any informational messages or updates from Student Involvement, your specific RSO(s), both, or neither. Then, review a list of common notifications sent within the system. For each notification, select the boxes under "System" and "Email" to indicate where you would like to receive notifications.

- "System" means you will only receive notifications within the NvolveU system, which you can access from your User Drawer.
- "Email" will send you an email message to whichever email address you have set up in your profile.

Advanced Preferences allows you to review and select settings for additional notifications. Many of these will only be delivered to you if you hold a particular role within your RSO.

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### ❑ Download your Event Pass

Your Event Pass is a unique code that you will keep the whole time you are at UNL. It allows you to quickly check-in to events happening across campus.

To access your Event Pass click on your profile picture in the top right of the screen. In the User Drawer, you will see the Event Pass option. Click this and it will display your unique code.

If you are viewing the Event Pass from your mobile device, you should see the option to add the pass to your Apple Wallet or Android Pay. These options make it easier to access your Event Pass later. You can also choose to take a screenshot of your pass or print it.

A helpful tutorial video on how to download your Event Pass can also be found at: <https://go.unl.edu/4s8u>

### ❑ Make sure you are on the roster of any RSO(s) you are/were a part of

To view all of your current and past memberships, click your initial or photo in the top right corner to access the User Drawer and click Membership from the drop down menu. From this page, your memberships are split into Current Memberships and Past Memberships. If you are missing any:

- Current Memberships: Simply head to the RSO's page within NvolveU and request to join by clicking on the blue "join" button, or have one of the officers of your RSO add you to the roster.
- Past Memberships: Simply click on "add past membership" and fill out the form appropriately.