How to Re-Register Your Club or Organization (Student Association)

1. Log into UBLinked using your UBIT username and password. If it is your first time accessing UBLinked, the system will prompt you to create your individual profile. **Note: the President and Primary Contact are the only people that need to re-register the organization.**
2. Find your organization through the **Organizations** tab.
3. Once you have found your organization through the search function, click **Register this Organization** located below the organization name.
   a. Page one: General information about your club/organization
   b. Page two: Upload club/organization constitution/bylaws
   c. Page three: Club update form (office and e-board information)
   d. Page four: Update club/organization positions and roster
   e. Page five: Update club/organization interests
   f. Page six: Update profile picture (if necessary)
4. Review the information and **Submit for Approval**
   a. You will receive a message through UBLinked when your registration has been submitted and when it has been approved.

**Questions? Contact ublinked@buffalo.edu**