

## How to modify my organization in Redbird Life

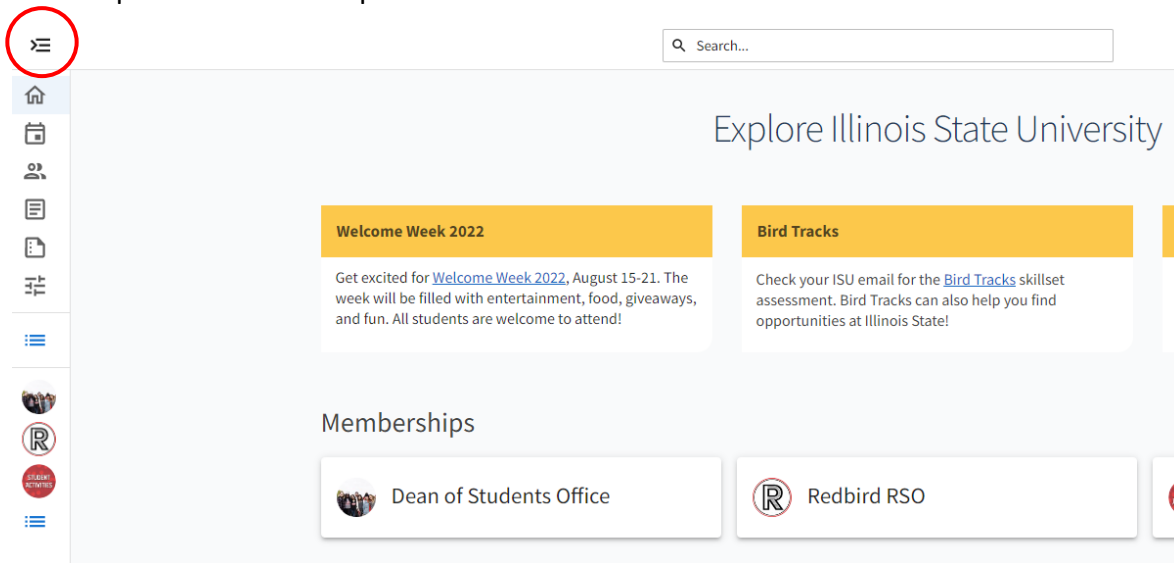
These instructions explain how to edit the descriptions of your organization on its page along with profile picture, contact information, and social media links. To accomplish this, the user must first be listed as an officer on the roster of the organization they wish to modify the information of.

Log on to <https://RedBirdLife.IllinoisState.edu>

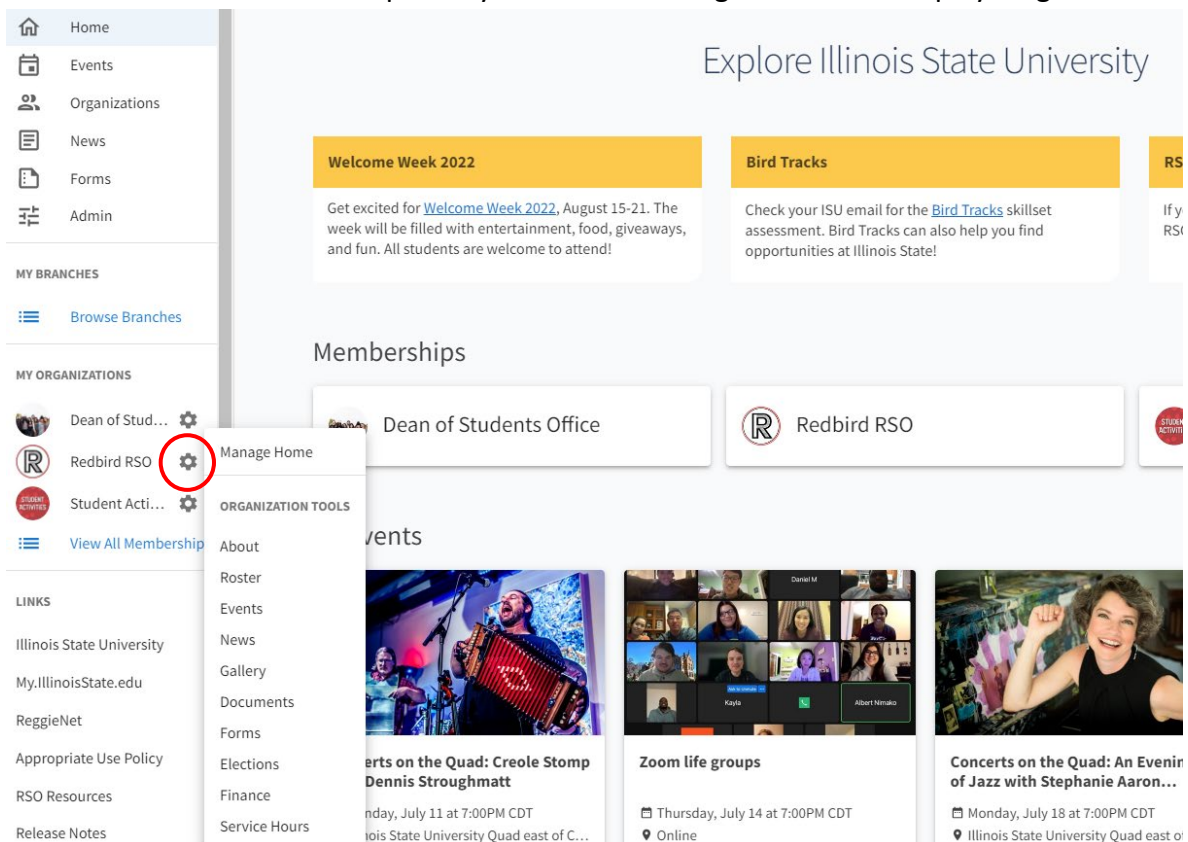
- Select 'Sign In' on the top right corner.
- Log in with your ULID.

### Navigate to RSO Profile Tools

- Once you've successfully logged in to the system, select the button on the upper left side of the screen. This will expand the sidebar options.



- Click the "Gear Icon" next to the RSO profile you want to manage in order to display 'Organization Tools'.



## Modify RSO About Information

1. Select the 'About' option from the ribbon on the left side of the page.
2. The 'About This Organization' page allows you to edit any previously entered information about your organization (Figure 3).

Figure 3:

ILLINOIS STATE | REDBIRD LIFE Action Center

Dean Of Students Office

### About This Organization

Form Fields Marked with an asterisk (\*) are required.

Admin Tools

Official Name

\*Name  
Dean Of Students Office

Organization Details

Description

74 characters remaining

\*Summary (Displays on the Organization Directory)  
From your first day at Illinois State as a student, to your walk across the stage at Commencement, the Dean of Students Office assists students throughout their collegiate journey.

Profile Picture

DELETE IMAGE

Upload a new image:  
Choose File No file chosen

Full Description

The [Dean of Students Office at Illinois State University](#) engages students in developing a greater understanding of themselves and the world around them and advocates for students individually and collectively, while challenging students to be responsible campus and community citizens. We accomplish this by collaboratively developing inclusive, responsive, and holistic programs and services.

3. The official name of your organization can not be changed through the Redbird Life Portal. To change the name please contact the [Dean of Students Office](#).
4. Under the next heading, 'Description', there are two fields 'Summary' and 'Full Description' (Figure 3).
5. What is written in the 'Summary' field will appear in the organizations directory where prospective members will be browsing for organizations to contact and join (Figure 4). This 'Summary' should be a short and to the point description on what your organization is about.



#### Deaf Redbirds Association

Provides opportunities to learn about communication, educational options, and life experiences of individuals who are deaf or hard of hearing. Does this through the use of American Sign Language, which basics are taught to those who are...



#### Dean Of Students Office

From your first day at Illinois State as a student, to your walk across the stage at Commencement, the Dean of Students Office assists students throughout their collegiate journey.



#### Deck Records

Deck records is a student-run record label at Illinois State University, exposing students to hands-on experience in the world of record labels and studio recording.

**Figure 4:**

6. What is written in 'Full Description' field appears on your organization's page. This description can be longer and can go more in depth about what your organization does. You can also bold, italicize, or underline words as well as insert links to better organize your description.
7. The organization's profile picture can also be changed from this page by clicking on the 'Choose File' button on the right of the page (refer to Figure 3).
8. Under the 'Contact Information' heading, you can edit the contact information you wish to be associated with the organization.
  - Please note that the information entered in these fields will be displayed on your organization's page which is **viewable by the public**. Please **do not** enter your or anyone else's personal information in these fields.
9. Enter or edit any other website your organization maintains in the 'External Websites' field. The site entered in this field will be accessible from your organization's page via a clickable globe icon.
10. Enter or edit any social media pages connected to your organization. These will be viewable on your organization's page via clickable icons.
11. In the last field, 'Additional Information', you can enter the Faculty or Staff Advisor for your organization. This is not required but may be helpful for some organizations.
12. Once you are finished editing your organization's information, click the blue 'Update' button on the bottom of the page to save any changes made. Your edits may not immediately show on your organization's page, but after a few minutes the page will update.

#### How to Get Help:

For technical assistance, please contact the Technology Support Center by phone (309) 438-4357, or by email at [SupportCenter@ilstu.edu](mailto:SupportCenter@ilstu.edu).