



# MYSVA: CHAPTER PRESIDENTS AND ADVISORS

## MANAGING YOUR CHAPTER AND MEMBER ACCOUNTS

### HOW TO REGISTER AS A CHAPTER ADVISOR IN MYSVA

#### 1. CREATE AN ACCOUNT

- Visit: [www.studentveterans.org/mysva](http://www.studentveterans.org/mysva) to register for MySVA and create your MySVA account.

*Pro-tip: we recommend creating your MySVA account with your personal email address instead of your school email address if you want the ability to access your MySVA account after graduation!*

#### 2. OPEN WELCOME EMAIL

- Open your MySVA welcome email and use it to log into your MySVA account.

#### 3. JOIN A CHAPTER

- After logging into your MySVA account. Locate and **click on the "Join a Chapter"** tile on the home page. You will be redirected to the Education section of your profile.
- Find your school or university and click "Save".
  - If your school/university is not listed, email [programs@studentveterans.org](mailto:programs@studentveterans.org) to have your university added to the database.

#### 4. ADD ADVISOR ROLE

- Return to the home page, click the "Join a Chapter" tile, and add your role as an advisor.

### HOW TO UPDATE YOUR CONTACT INFORMATION IN MYSVA

#### 1. ACCESS PROFILE

- Log into your MySVA account, and click on the "Update My Profile" tile on the home page.

#### 2. EDIT PERSONAL INFORMATION

- Under the "My Profile" section, select the "Personal" tab and click "Edit".

#### 3. UPLOAD FILES

- Scroll to the section you need to update, make the necessary changes, and click "Save".

# HOW TO UPDATE CHAPTER INFORMATION/UPLOAD FILES

## 1. ACCESS CHAPTER INFORMATION

- Log into your MySVA account, click the "My Chapter" tab, and locate the "My Chapter" section.

## 2. EDIT CHAPTER DETAILS

- Click "Edit" to make changes to the chapter's account, such as the chapter name, email, website, etc.

## 3. UPLOAD FILES

- Under the "My Chapter" section, find the "Files" section where you can upload your chapter's governing documents or letter of affiliation.

# HOW TO CREATE YOUR MYSVA ACCOUNT AND BE ADDED TO A CHAPTER ROSTER\*

*\*Only chapter members can register themselves with MySVA and add themselves to a roster.*

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*It may take up to 72 hours for a recently added member to appear on your chapter's roster*

# HOW TO UPDATE CHAPTER OFFICERS AND REMOVE MEMBERS FROM YOUR ROSTER\*

*\*Only chapter advisors and chapter presidents have the ability to change chapter officers and remove members from the roster.*

## 1. ACCESS THE CHAPTER ROSTER

- Log into your MySVA account, click the "My Chapter" tab, and scroll down to the "Chapter Roster" section.

***Pro-tip:** If you want to keep alumni on your roster, mark them as "current" alumni. If you wish to remove alumni or former members, mark their status as "former".*

## 2. EDIT MEMBER DETAILS

- Find the name of the person whose account you want to update, and click the "pencil" symbol to edit the entry.

## 3. UPDATE ROLES AND STATUS

- In the pop-up box, you can select chapter roles, status, and date.