

A photograph of a wide, paved walkway on a university campus. The walkway is made of light-colored concrete with red brick accents in the center. It stretches into the distance, flanked by green lawns and trees. On the left, a multi-story brick building is visible. The sky is blue with scattered white clouds. The overall scene is bright and sunny.

MyMT Made Easy: Your Student Org Survival Guide

mtsu.campuslabs.com/engage

Welcome to myMT!

This comprehensive guide is designed to help you efficiently navigate myMT, ensuring your organization operates smoothly and maximizes its available resources. By following these best practices, you'll set your organization up for lasting success.





Section 1

**UNDERSTANDING THE
ORGANIZATIONS**

Step 1

ORGANIZATIONS

Finding Organizations:

If you are logged into myMT, you are able to see so many different things! To find organizations, here is what to do!

- Start by clicking the 3 lines in the top left-hand corner.
- Then you can click on “Organizations” to see all of the organizations we have on campus
- Or you can scroll down and look at the section that says, “My Organizations” and see what organizations you are a part of!
- If you know the name of the Organization you are looking for, you can also use the Search bar function.

Joining Organizations

- Members: If you are already a member of an organization, you simply will find the organization’s page and click the blue “Join” button at the top.
- Prospective Members: Find the organization you are wanting to join and reach out to the Primary Contact or President of the organization!

Updating Organizations

It is important to note that only those assigned an officer position can make changes to the organization.

- Presidents, Vice Presidents, Secretaries, Treasurers, and Primary Contacts are the five main members in an organization.



Section 2

MANAGE ORGANIZATIONS

Only officers can manage an organization's MyMT page.



CONTENTS

*THIS SECTION HAS 9
ORGANIZATION TOOLS
THAT YOU SHOULD KNOW
ABOUT!*

1. ROSTER
2. ABOUT
3. EVENTS
4. NEWS
5. GALLERY
6. DOCUMENTS
7. FORMS
8. ELECTIONS
9. SERVICE HOURS



Roster

Current

This is where you will find all members that joined the MyMT page.

- Positions: on the right hand side of member's names, you will find an "edit" button. This is how you can update officers' positions.
- Under this section, you can select a member's name and end their membership if they are no longer active.

Pending

This is where you will find invitations sent to students to join the organization's page.

- Some of you may have expired invitations, so you can clean this up if you need.
- You can also click "Invite People" in the top right corner of this page to invite new members to join the page.

Prospective

This is where you will find any students' request to join the organization's page.

- Approve or Deny any requests that come in.
- You can send a message to potential members that request to join.

Primary Contact

This should be who you want a potential member to reach out to. You can only have ONE primary contact.

Official Name

This should be set to your active organizational name.

- Before updating your official name, you should get approval from the Student Organization and Services staff.

Organization Details

Here you can provide a summary of your organization and an updated description for prospective students! Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Contact Information

The information you enter into the contact fields will be displayed on your organization's public profile page and visible to anyone in or outside of your community.

- In order to avoid potential spam or solicitation messages, you may wish to consider publishing a shared organization address, phone number, or email address.
- Do NOT put any personal addresses on this page.

Websites

Link any external websites and social media here!

Additional Information

This section will ask when and where your organization holds meetings and how much dues are (if any)!



Events

Create an Event

To create an event, click the blue button in the top left corner.

- Before creating your event in MyMT, be sure you have requested and confirmed your space!
- Make sure you know the details of your event and add a description!
- Edit the event to your specific needs.
- If the event cost is free, put FREE.
- Edit the RSVP settings to your specific needs. If you want to add specific questions when participants RSVP, you can put those at the bottom where labeled!
- If you want to add Evaluation Questions to measure the success of your event, you can do that.
- Lastly, attach an image that will show up to the public on the MyMT events page!

Edit an Event

You can edit your event details by going to the “Events” tab and clicking the event. Make the changes and resubmit.

Submit Event

All events must be submitted and approved by the Student Organizations and Service staff members.

Event spaces must have been requested and confirmed before approval.



News, Gallery, & Documents

Create an Article

Highlight your student organization by adding articles here!

Create an Album

Add photos from your exciting events, competitions, and conferences to show prospective members!

Documents – Constitution

This is where you will find your uploaded constitution! If throughout the academic year the student organization makes changes to their constitution, you can upload the approved version in this section! Make sure any changes are approved by the Student Organization and Service staff.

Documents – Add Files

You can upload more documents than just your constitution! This is a great way to share documents with members of your organization.

Create a Form

The Forms section in MyMT is your go-to spot for submitting and managing important requests for your student organization. Here, you can create all the forms your group might need—such as new member applications and officer updates. Once created, you can track the status of your forms in real time and receive notifications when submissions have been entered. This section helps keep your organization's processes organized, efficient, and in one easy-to-access location.

Host Elections

When your student organization clicks the "Elections" tab in MyMT, here's what you should expect:

Set It Up Easily

- Dive into a streamlined interface that helps you configure your organization's internal elections. You can define officer positions, establish eligibility rules, and set important dates—all within your MyMT portal.

Manage Candidates and Voting

- Submit candidates for each office, share candidate information with your members, and manage an online voting process. MyMT ensures the voting environment is secure, transparent, and accessible to all members.



Elections Cont.

Track Results in Real Time

- Once voting begins, you can monitor participation rates and — after votes are tallied — retrieve detailed results immediately. This ensures a quick, accurate transition of leadership.

Stay Organized, Stay Compliant

- Everything you need— from election setup to final results—stays organized in one place. It also helps ensure you're meeting any guidelines laid out in your constitution or by the Student Organizations & Service office.

Why This Is a Game-Changer

Efficiency & Simplicity

- Forms, ballots, candidate info, and results all live in one portal.

Fairness & Integrity

- Settings like eligibility controls and secure voting help protect the election's legitimacy.

Record-Keeping Made Easy

- You'll always have documentation and history of past elections for officer transitions or audits.



Service Hours

Manage Service Hours

The Service Hours section in MyMT helps your organization track and celebrate the community service your members complete.

- Members can log volunteer activities—whether they’re part of a group project or completed individually—by entering details like the event name, date, hours served, and a brief description.
- Organization leaders can review and approve submissions, keep accurate records, and even run reports to showcase your group’s impact.

This tool makes it easy to recognize member contributions, highlight your service work during awards or annual reports, and stay connected to MTSU’s culture of community engagement.

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