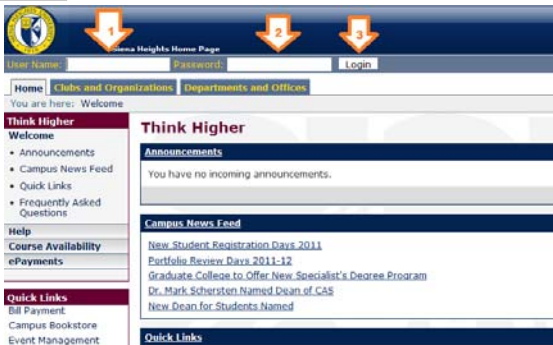


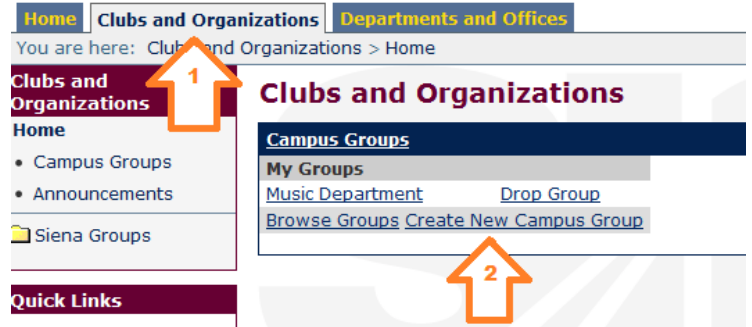
How to Create a New Group Under “Clubs and Organizations”

1 Go to MySiena at <https://mysiena.sienaheights.edu/ICS/>

2 Login to MySiena



3 Go to “Clubs and Organizations” and then click “Create New Campus Group”



4 Fill out the group application

All campus groups must be submitted for approval by campus Groups Administrator. Please fill out the Campus Group application below.

Group Name:

Which category want this group to be in?

Description:

Why do you want to create this group?

Maximum # of Members:

Do you want this group to be public or private?

Public
 Private - Do not list in Campus Groups Directory.

Membership Enrollment:

Open, no application required
 Open, by membership application
 Membership by invitation only
 Closed to new members

5 You should get the message (below). You will have to wait for approval.

Clubs and Organizations

Campus Groups

Application Confirmed

Your New Group Application has been sent to the Campus Groups administrator. You will be notified when your New Group application has been accepted or denied

[Click here to go back to Campus Groups.](#)