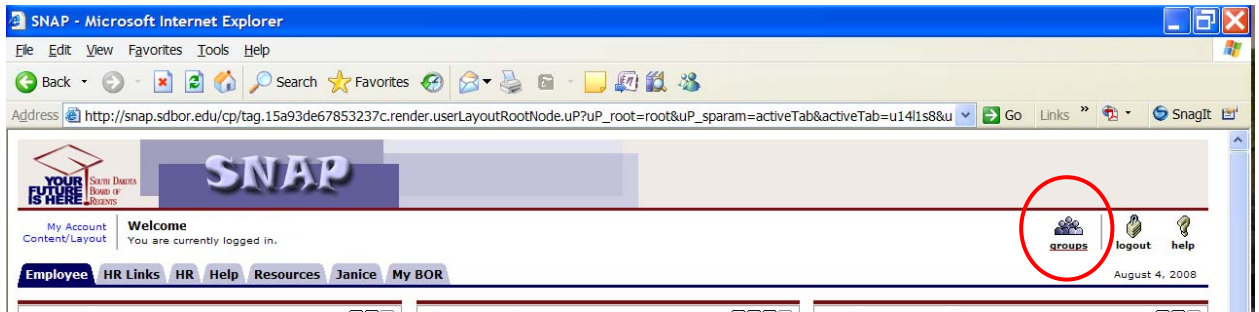


ACCESSING/JOINING SNAP GROUPS

Log into SNAP as you normally would.

1. Select the **Groups** icon on the top right, as shown below.



2. In order to become a member of a group, click on the **Groups Index** tab, as shown below.

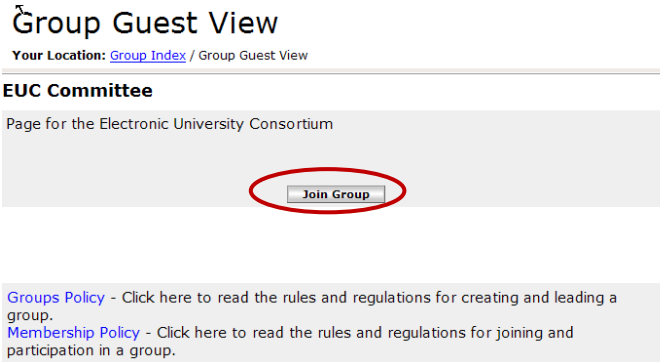


3. Find the group you would like to join by searching the folders listed, as shown below.

Categories	Groups in SDBOR
Group Studio	BAC Business Affairs Council
Academic	COPS COPS
Administrative	Colleague Studio Colleague Studio
Banner	Datatel UI Datatel UI
SNAP	EUC Committee Online Distance Education
XTender	Emergency Alert System TF EASTF
Athletic	Human Resource Directors HRDs
BHSU	PCI Committee PCI Committee
Cultural	RCSAC Regents Career Service Advisory Council
DSU	SAC Student Affairs Council
Intramural	Shared Payroll Center SPC - SDBOR
NSU	Technical Affairs Council TAC
Political	ztimstest Tim Test
SDBOR	
SDSBVI	
SDSD	
SDSM&T	
SDSU	
Service	
Social	
USD	
USDSU	

My Groups Request a new group Key = Public Group Restricted Group

4. Click on the link of your choice to request to join a group.
5. The Group Guest View will load and you can click the **Join Group** button, as shown below. You can also view the Groups Policy and Membership Policy here.



6. You will be asked to fill out a form, as shown below before submitting your request to join the group. Check the policy checkbox and complete the “why I want to be a member” field.

Join a Group

Welcome to the EUC Committee group.

Page for the Electronic University Consortium

Group Membership Policy

Group members should accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.

Additional Membership Criteria:

Login

Required Information

I have read and understood the school's policy on Group Membership.

Tell us why you want to be a member of the EUC Committee group:

Click the **Join** button in the bottom right-hand corner to complete the transaction.

7. Once your request is approved, you will be able in the My Groups tab, as shown below

SNAP Groups - Microsoft Internet Explorer

SOUTH DAKOTA BOARD OF REGENTS PUBLIC UNIVERSITIES & SPECIAL SCHOOLS
YOUR FUTURE IS HERE

My Groups Groups Index Request Group

My Groups

To **view** a group, click on the group title. To **remove** a group from your My Groups List, click the check box and then click Remove.

<input type="checkbox"/>	Banner Procedures	Banner Procedures
<input type="checkbox"/>	Banner Tech Tools	Banner Technical Tools
<input type="checkbox"/>	Banner USC	Banner University Security Coordinators
<input type="checkbox"/>	Budget Module	Budget Module
<input type="checkbox"/>	COPS	COPS
<input type="checkbox"/>	HRIS Information	HRIS Information - NO LONGER UPDATED
<input type="checkbox"/>	Human Resource Directors	HRDs
<input type="checkbox"/>	RCSAC	Regents Career Service Advisory Council
<input type="checkbox"/>	Reporting Workgroup	Reporting Workgroup
<input type="checkbox"/>	SDSMT CSA Council	SDSMT CSA Council

[Groups Index](#) [Request Group](#)

[Groups Policy](#) - Click here to read the rules and regulations for creating and leading a group.
[Membership Policy](#) - Click here to read the rules and regulations for joining and participation in a group.

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