

*quick start guide*

# UCSF Group Portal

The UCSF logo is located in the top right corner of the page. It consists of the letters "UCSF" in a white, sans-serif font, set against a red square background. To the left of this red square is a smaller green square.

## Join a Group.

- ▶ Log in: [groups.ucsf.edu](http://groups.ucsf.edu)
- ▶ Click on the group symbol  and "all groups"
- ▶ Search groups, check join box next to group name, and click "join" at bottom

## Start a Group.

- ▶ Click on the group symbol  and "all groups"
- ▶ Click "register new group" and fill out all fields & add officers
- ▶ Complete additional group questions
- ▶ All officers must complete orientation and confirmation form before registration can be processed

## Renew a Group Registration.

- ▶ Navigate to your organization
- ▶ Review all fields, add officers, and complete additional group questions
- ▶ All officers must complete orientation and confirmation form before registration can be processed

## Submit an Event Request. officers only

- ▶ Navigate to your organization
  - ▶ Click on the "events" and then "create event"
  - ▶ Fill out all questions
    - select "on-campus room reservation" to schedule a classroom or special use area
  - ▶ Fill out all questions & click "create event"
  - ▶ Complete additional event questions
- including requesting classroom space, alcohol use, table & chairs*

## Submit a Budget Request. officers only

- ▶ Navigate to your organization
- ▶ Click on "money" in the left side navigation bar
- ▶ Click on "budgeting" and then "create budget request"
- ▶ Fill out the event information and then add each line item

In the bottom left corner, there are two overlapping squares: a black one on top and a green one on the bottom.

*For questions, please contact [groups@ucsf.edu](mailto:groups@ucsf.edu).*