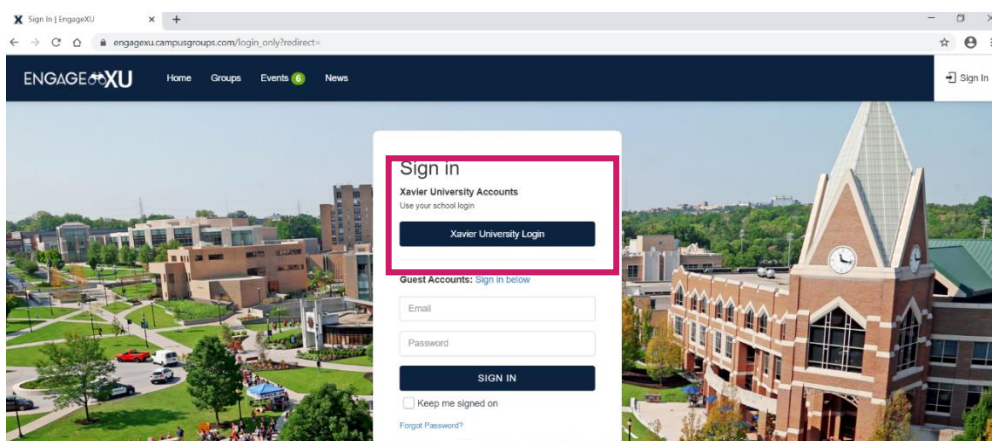# MANAGING OFFICERS IN YOUR GROUP

It is helpful to note that an Officer for a group in EngageXU is anyone who has editing authority for your group – so these would include both students officers but also advisors.

1. Go to **xavier.edu/engagexu** and click on **Sign In**.
Click on the **Xavier University Login** button and use Xavier credentials to log in.

2. Click on **My Groups** on the menu on the left side of your screen. Select the student organization where you wish to manage officer settings. Then, click on **Dashboard** on the left menu and select **Officers**.

3. If the person is not currently listed as an Officer, click **+Add Officer** and begin typing in their full name and wait for the system to suggest the user to select.

4. To change an officer's title, you have a couple of options**.** Click the **Position** dropdown to select between President, Vice President, Treasurer, Officer and Advisor. Under **Custom Position**, you can rename the role that the officer holds. For example, Alternative Breaks refers to their Treasurer as Financial Chair. If you have positions other than President, VP, Treasurer and Advisor, those can be named as Custom.

5. Be sure that active officers have the **Active Officer** box checked. Your **Main Contact** will most likely be the President of your organization. Please confirm and check that box as well. We encourage you to keep **Visible Publicly** checked so that visitors to your group's page can see who the officers/contacts are for the group.

6. Officer Permissions can be customized for each user.

The **Manage Officers Settings** box should remain checked at all times for the President and Advisor. An example would be that a Treasurer should likely have **Manage Money**, **Process Refunds**, and **Manage Stores**. A Secretary may want access to **Send Emails** depending on how responsibilities and roles are divided among officers. More info at https://help.campusgroups.com/en/articles/1106023-group-officer-overview