

# TrojanEngage RSO Training

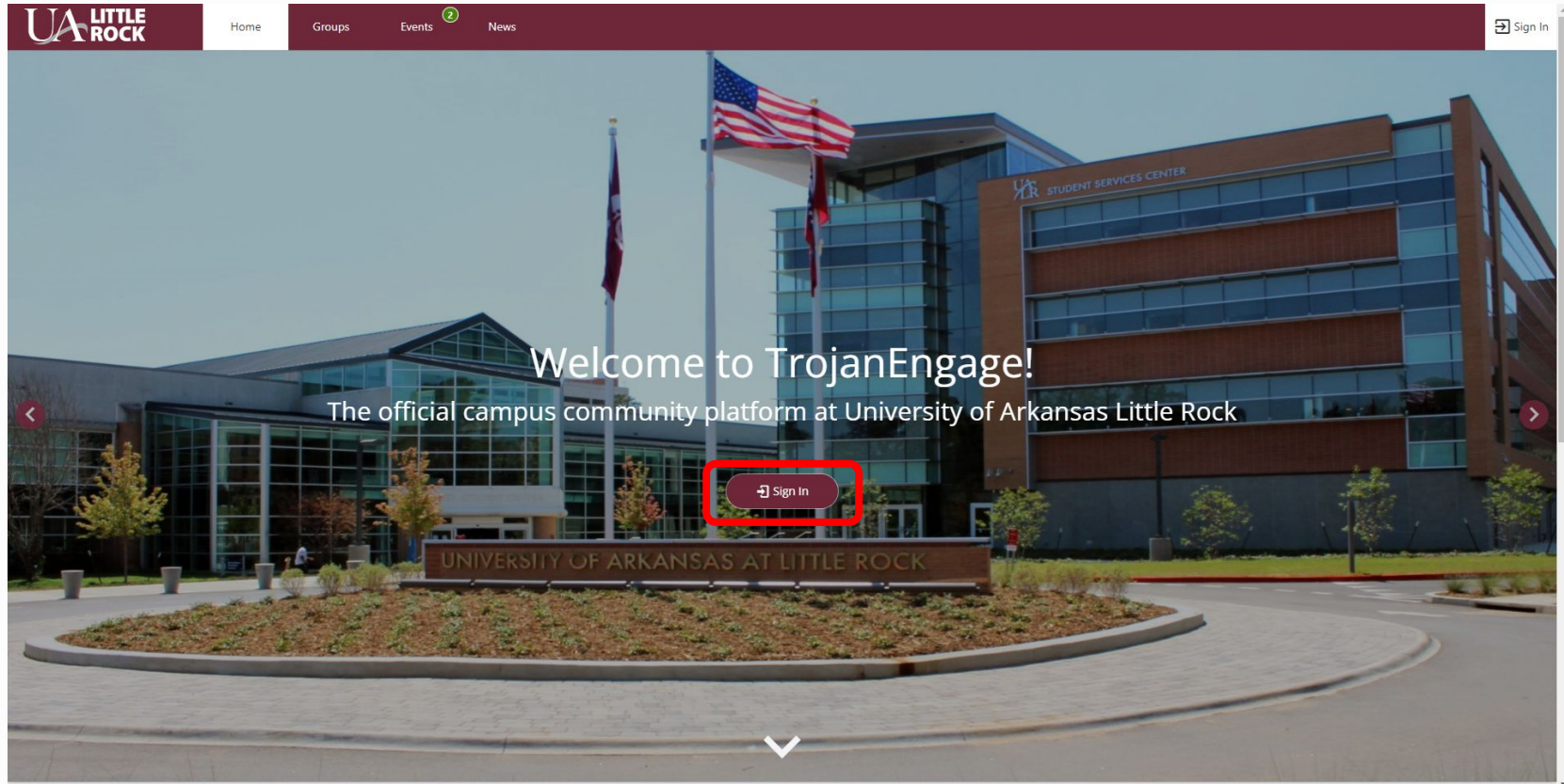
EXPECT MORE

# Steps on How to Log In

1. Go to **engage.ualr.edu**
2. Click the “**Sign In**” button.
3. Click “**School Login**”. This will direct you to the Microsoft Single Sign On that you would use to sign in to your Blackboard account.
4. Sign in using your **ualr.edu email**.
5. Now you are free to explore TrojanEngage!



# Go to [engage.ualr.edu](https://engage.ualr.edu) Then click the “Sign In” button.





# Click “School Login”

This will direct you to the Microsoft Single Sign On that you would use to sign in to your Blackboard account

The screenshot shows the University of Arkansas at Little Rock website. The header is dark maroon with the UA Little Rock logo on the left and navigation links (Home, Groups, Events, News) in the center. A 'Sign In' button is on the right. Below the header is a large image of a modern building with glass windows and an American flag. Overlaid on this image is a white 'Sign in' modal. Inside the modal, the text reads 'Sign in', 'University of Arkansas at Little Rock Accounts', and 'Use your school credentials to login'. A red rectangular box highlights the 'School Login' button. Below the button, it says 'All others: Sign in below'.

UA LITTLE ROCK

Home Groups Events News

Sign In

**Sign in**

**University of Arkansas at Little Rock Accounts**

Use your school credentials to login

**School Login**

All others: Sign in below

# It will bring you to our homepage.

≡

UA LITTLE ROCK

Home

Groups

Events

Chats

🔍

🌿

★

🔔

⌵

UALR

⚙️

🏠 Home

📅 Feed

👤 People

🔍 My Activity

ENGAGE

👤 ualr.edu

≡ Social Media


📋 Surveys & Forms

💬 Chats

👤 ID Card

🏆 Leaderboard

⋮



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TROJAN ENGAGE

👤 Welcome to TrojanEngage

We are glad you are here!

This will be the homepage of your platform. For now, we have added some content here that you can use to get yourself started.

- We encourage our clients to get creative with the content they post on their homepage

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EXPECT MORE

# Registering Your Group on the Website

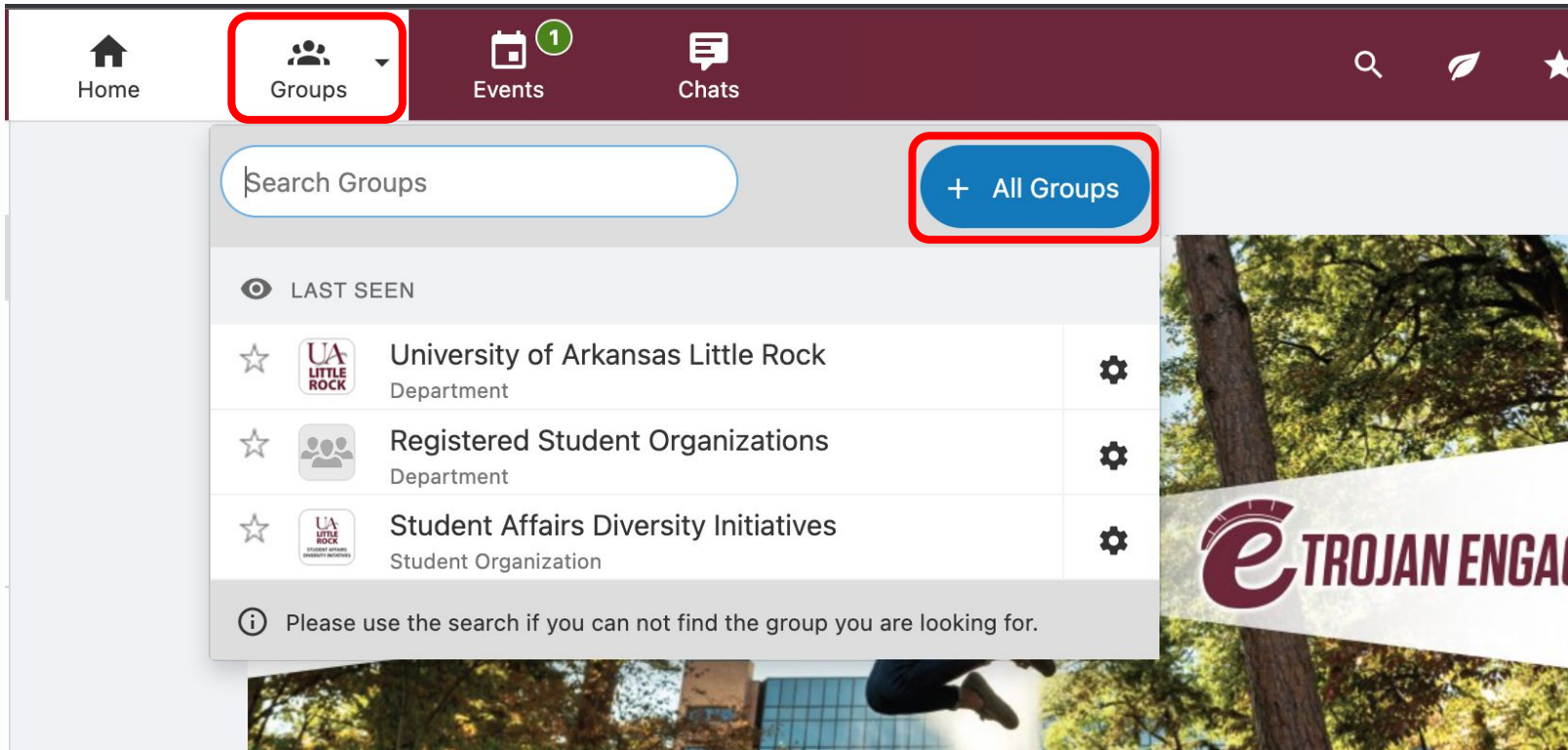
# Registering a New Group

This feature allows students to send a group Registration request.

1. Select the Groups icon in the top navigation bar and then select **All Groups**
2. Click on **Register New Student Organizations**
3. Fill in the **Group Registration Details** with the group's information
4. Answer the **Registration Form** and click **submit**

The registration will then be reviewed by the platform's Administrators before being activated.

# Select the Groups icon in the top navigation bar and then select All Groups





# Click on Register New Student Organizations

## GROUP REGISTRATION

Please click on the button below to start your group registration.

+ Register new Student Organization

+ Register new Greek Life

# Answer the Registration Form and click submit

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[Home](#)

[Groups](#)

[Events](#)


[Chats](#)

[Search](#)

[Leaf](#)

[Star](#)

[Bell](#)

 Group Registration Details

\* Group name

\* Group acronym

Should be the "Mini Name" of your group, letters and numbers only, **no space**, between 3-100 characters - make it easy to associate to your group. It is used to create a URL for your group web site (for example: "eaglemasters" in <https://engage.ualr.edu/eaglemasters/>).

\* Categories

☐ Academic


☐ Arts

☐ Cluster

☐ Community

☐ Cultural

Logo

 Upload

\* Mission

The registration will then be reviewed by the platform's Administrators before being activated.

# Submitting an Event Form



# How to submit an event form

Group members have the opportunity to request events through groups in which they are members.

1. Log in on TrojanEngage
2. Click on **Events**
3. Click on **Create Event**
4. Add the required information
5. Click **Create Event**

The form will be sent to staff members for approval.

# Click on Events and then Create Events

The screenshot displays the mobile app's navigation bar at the top, which includes icons for Home, Groups, Events (highlighted with a red box and a green notification badge with the number 1), and Chats. To the right of these icons are search, leaf, star, and notification icons (the latter also with a red badge with the number 1). Below the navigation bar, the 'Events (1)' section is visible, featuring a green calendar icon and a title. A red box highlights the '+ Create Event' button. To the right of this button are 'Subscribe', 'Sync', and a download icon. Further right is a green 'Calendar' button. Below these buttons is a filter bar containing a search input field labeled 'Search Events' and several dropdown menus for filtering by 'Upcoming', 'Group', 'Group Type', 'Category', 'Event Type', 'Location Type', 'From Date', and 'To Date'.

# Add the necessary information. Then click Create Event.

Home

Registered S...

Events

Chats

1 What

\* Event Name

\* Description

Detailed description (HTML design)

\* Event Type

- Select -

Event Tags

- Select -

Organizing Team

\* Event

Delete

Save as Draft

Create Event

Event Activity Log

**The form will be sent to staff members for approval.  
For now you will still need to submit an ASTRA request to  
book your space on campus.**



**For any questions:  
[studentexperience@ualr.edu](mailto:studentexperience@ualr.edu)**