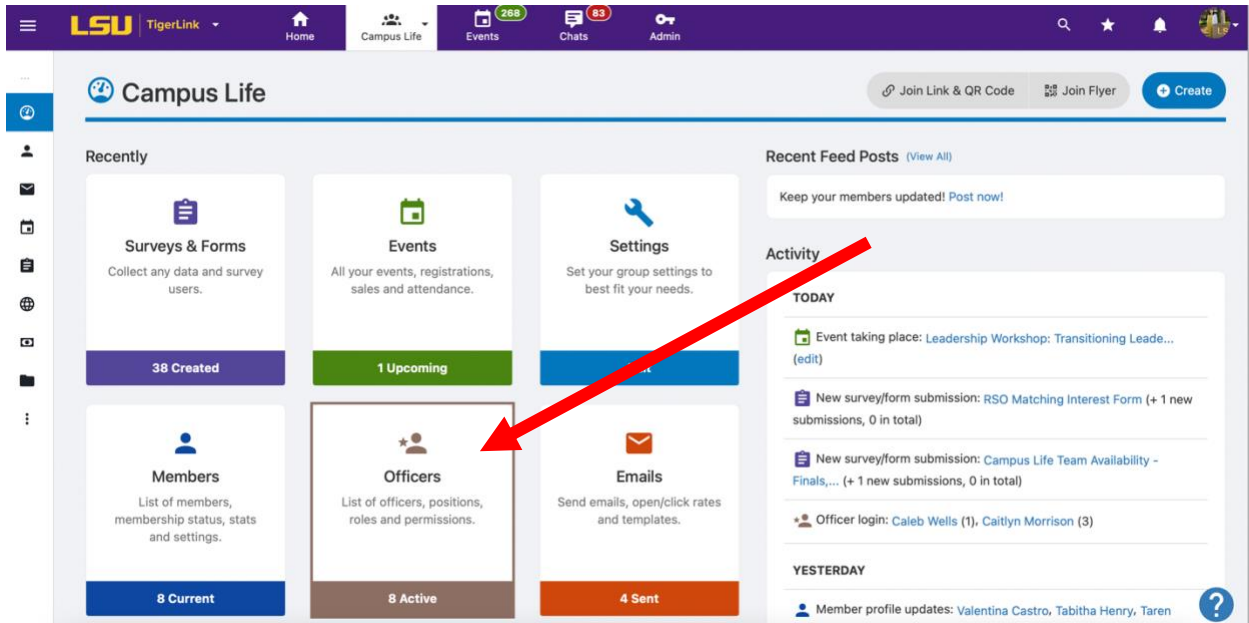


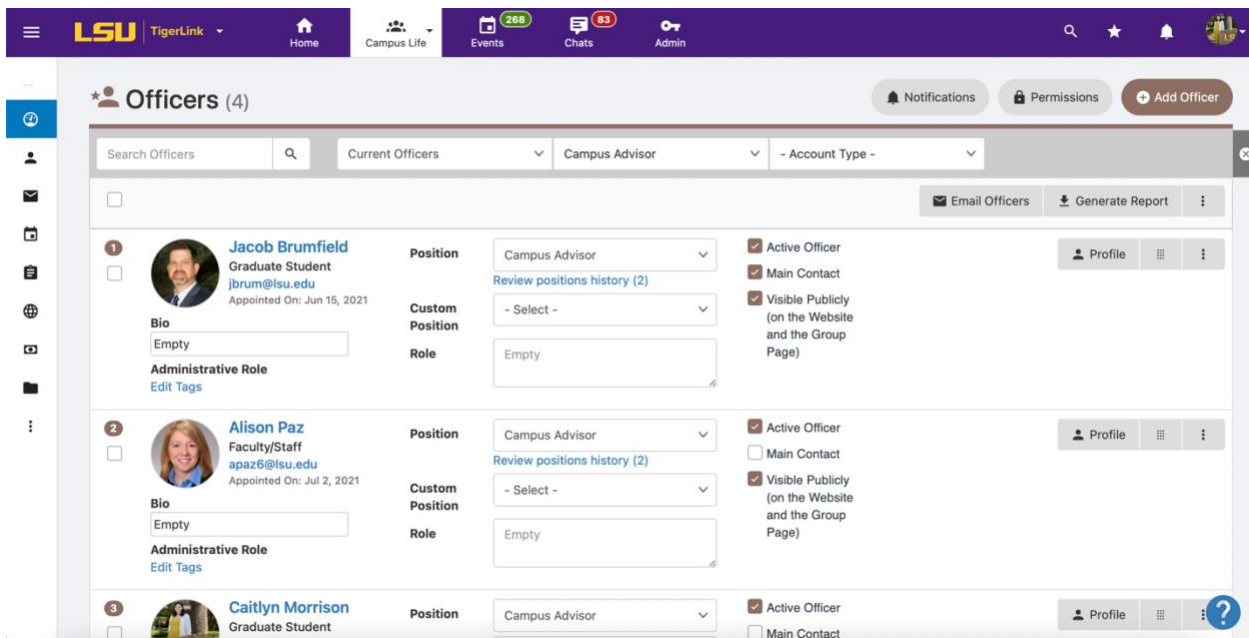
## Adding and Removing Officers in TigerLink

Only current officers of your student organization in TigerLink have access to add and remove officers. To ensure your officer roster is up-to-date for the coming semesters, follow these detailed instructions.

Starting on your student organization's home page, click the "Officers" widget.

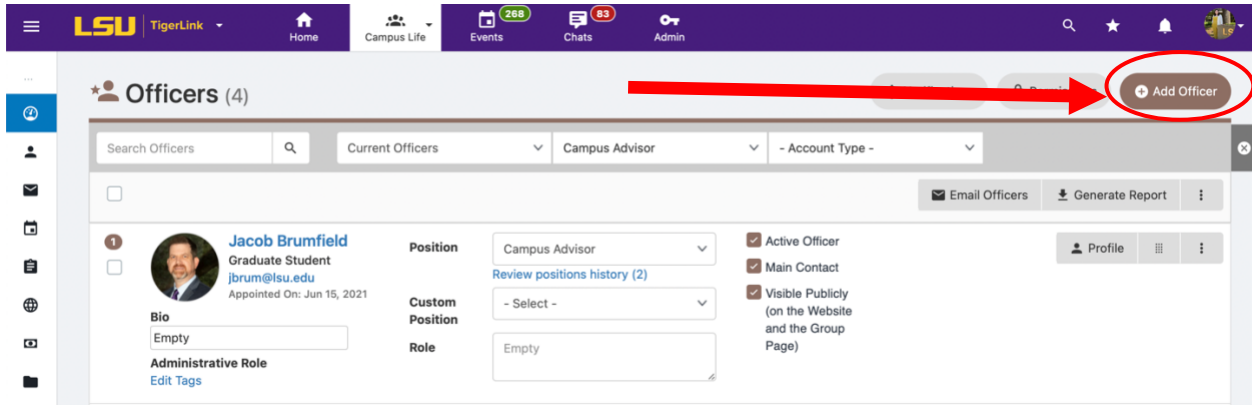


This will open up the student organization's "Officers" page.

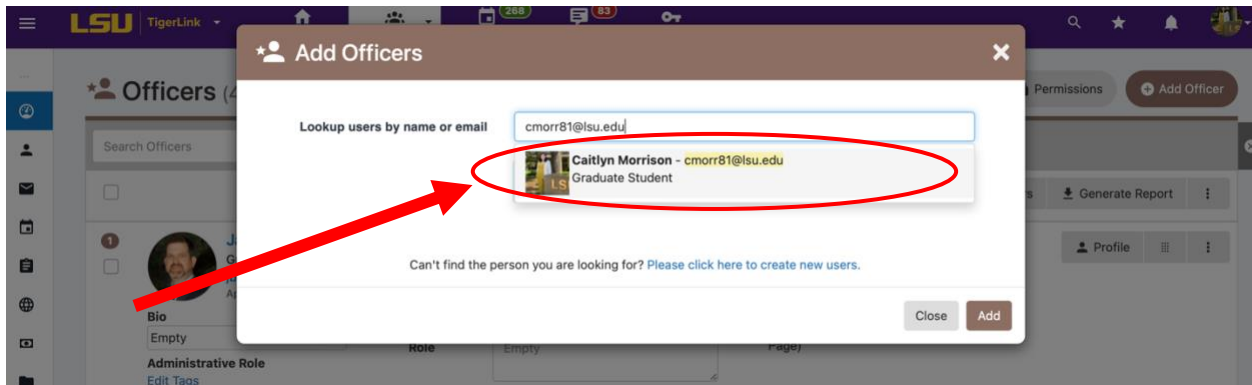


## Adding an Officer

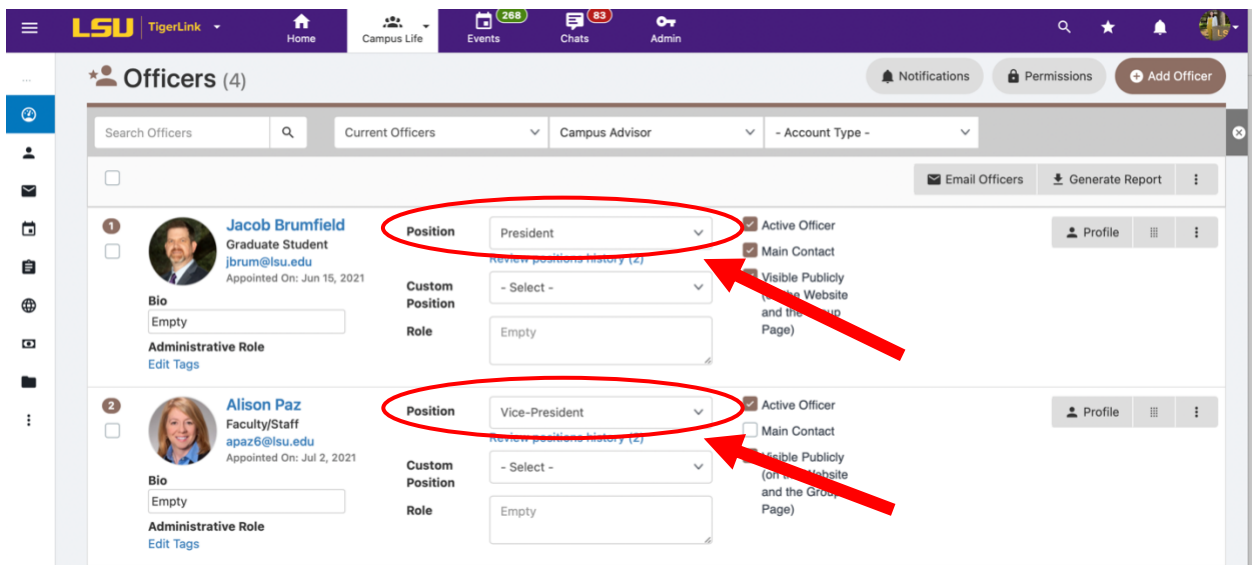
To add a new officer, click the “+Add Officer” button.



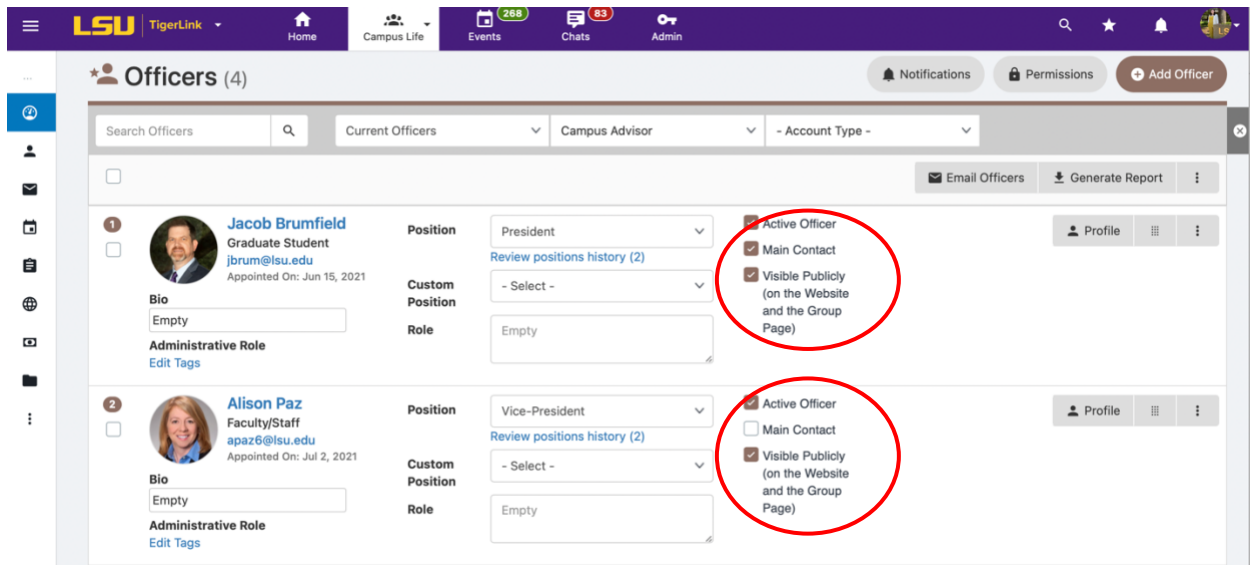
Type in the LSU e-mail of any new officers, then click on the correct student TigerLink profile.



Be sure to edit the “Position” tags to reflect which officer is President, Secretary, etc.

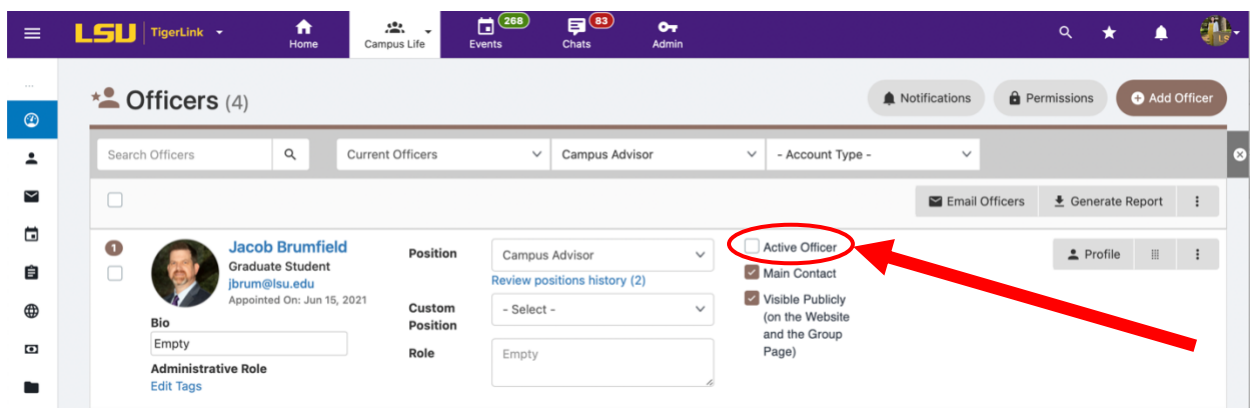


Be sure that one of your officers is checked as the “Main Contact” for the organization. Take note of the “Visible Publicly (on the Website and the Group Page)” button. Checking this button allows officer information to be shown publicly on your TigerLink website, including to users who are not logged in to the system. Officers may choose to “uncheck” this button so that they are not visible on your TigerLink website.



### Removing an Officer

To remove an officer, un-check the “Active Officer” button next to any officers that are no longer serving. This will remove their status as officer, but they will still be a group member. To remove the user as a member of the organization, you will need to delete them from your member roster.



If you have any questions about this process, or if any of your new officers do not show up when you type in their e-mail, please send us a message to [involvement@lsu.edu](mailto:involvement@lsu.edu). **Geaux Tigers!**