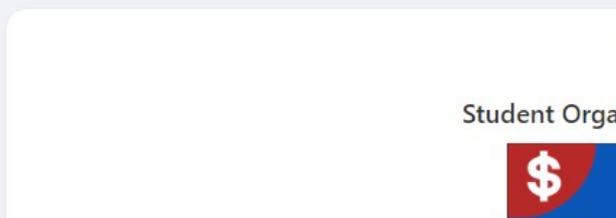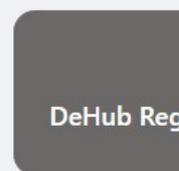# Viewing and Completing a Checklist Step by Step

1 Navigate to **https://dehub.depaul.edu/**

2 Click "My Checklists"

MY ACTIVITY

- My Groups
- My Events
- My Meetings
- My Checklists 2
- My Involvement
- My Surveys/Forms
- My Workflows
- My Equipment
- More

DeHub Election Tutorial   DeHub Reg
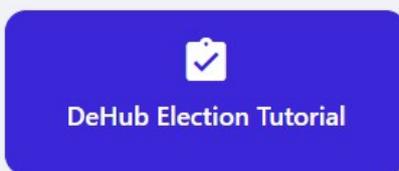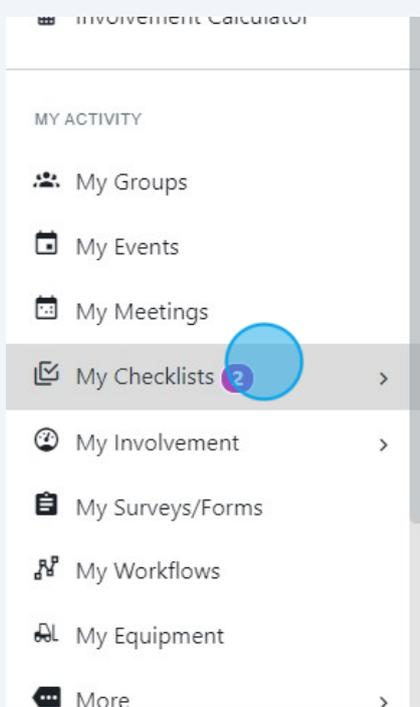
Student Orgar

3   Click your checklist, in this case "Student Organization Leadership Training".
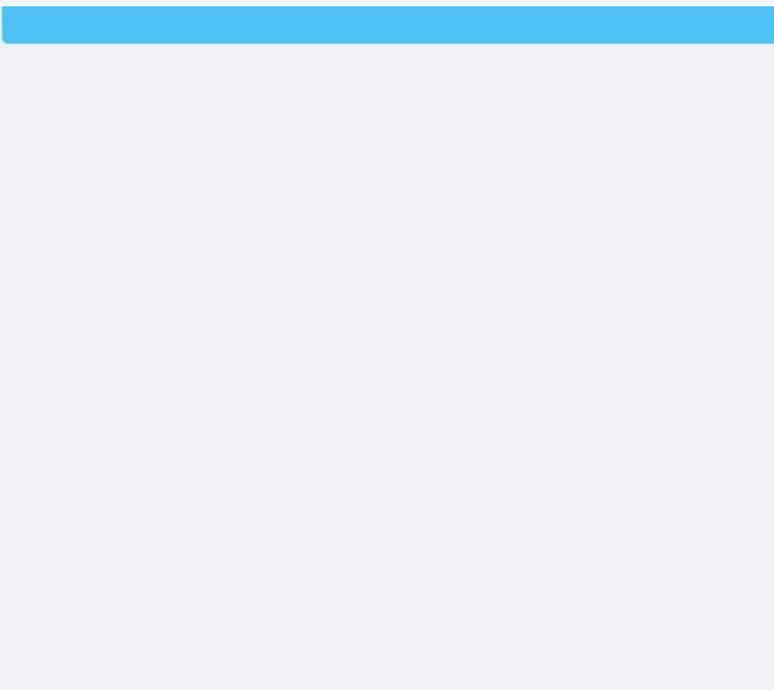
MY ACTIVITY

:: My Groups

📅 My Events

📅 My Meetings

☑ **My Checklists** ② ⌄

2023-2024 Member Requirements

Student Organization Leadership Training ③

Student Organization Advisor Training ②

⏲ My Involvement ⟩

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4   Click "View Quiz"

○ Student Organization Accountability Training
• **Student Organization Advisor Training**
    ○ Office of Gender Equity: Advisors Training
    ○ Student Organization Advisor CSA Training

📄 Print as PDF   📄 Share PDF link

Student Organization Leadership Training   Manage   **Filter Tasks** Show All ⌄   0/3

0%

Completion of the training is required for the Student Organization Audit Process. The President and Treasurer of your student organization must complete these specific trainings. Your student organization advisor will have a separate mandatory training to complete also.

☐ New Student Organization Accountability Training   📄 View Quiz

☐ New Student Organization DePaul Policies & Directives Training   📄 View Quiz

☐ New Office of Gender Equity: Student Organization Leaders Training   📄 View Quiz

Life

nent Calculator

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tings

cklists ② ⌄

24 Member Requirements

Organization Leadership ③

Organization Advisor ②

lvement ⟩

❓

5 Play video to review training.

6 Answer quiz questions based on video.

7   Submit training quiz.

lvement collaborate with for conduct processes involving violations related to student

h to answer the mandatory survey above, please click here to leave the group.

Submit

8   You passed!

You passed

Your score: 5/5

Jun 25, 2024 at 2:26 PM

ssing the Student Organization Accountability training for student leaders!

Home

9 Click "Home"

Your score: 5/5
Jun 25, 2024 at 2:26 PM

on passing the Student Organization Accountability training for student leaders!

Home

10 Review Progress in "My Checklists"

MY ACTIVITY

👥 My Groups

📅 My Events

📅 My Meetings

☑️ My Checklists 2 >

⏱️ My Involvement >
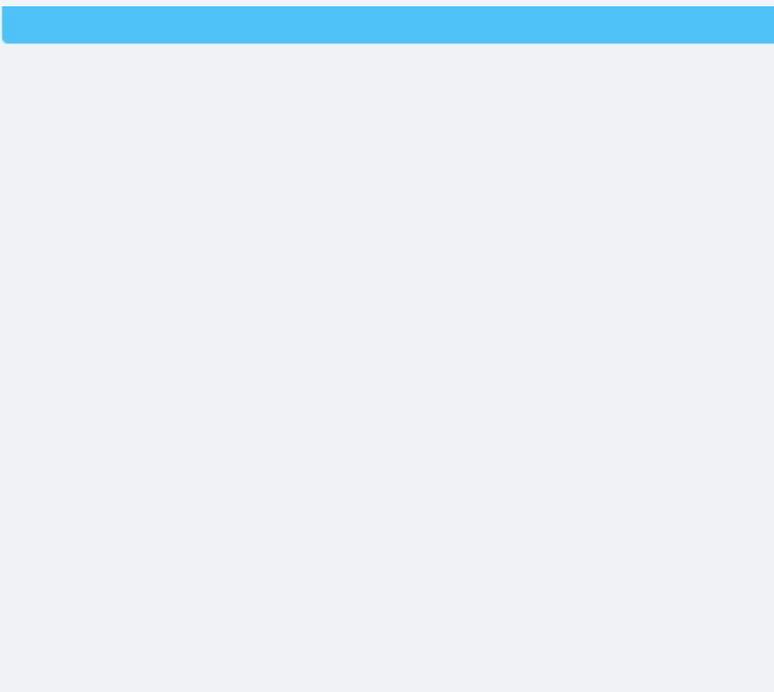
📋 My Surveys/Forms

🔀 My Workflows

🛒 My Equipment

💬 More >

11 Click "Student Organization Leadership Training".

MY ACTIVITY

:•: My Groups

📅 My Events

📅 My Meetings

☑ **My Checklists** ② ⌄

2023-2024 Member Requirements

Student Organization Leadership Training ③

Student Organization Advisor Training ②

⌚ My Involvement ›

12 You'll see you have completed 33% of the training and you can view the remaining training quizzes.

lator

Student Organization Leadership Training [Manage]   **Filter Tasks** [Show All ⌄]

<div style="background:green">33%</div>

Completion of the training is required for the Student Organization Audit Process. The President and Treasurer of these specific trainings. Your student organization advisor will have a separate mandatory training to complete al

☑ [New] Student Organization Accountability Training

Completed
☑ Jun 25, 2024 - Took Student Organization Accountability Training

☐ [New] Student Organization DePaul Policies & Directives Training

☐ [New] Office of Gender Equity: Student Organization Leaders Training

Requirements

n Leadership