

# KΛΘ Website Read Me

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July 2007

## Changing the webmaster through SOURCE:

1. Navigate to the SOURCE at the Ohio Union website:  
[http://source.ohiounion.com/studentorgs/orgs\\_manage.asp](http://source.ohiounion.com/studentorgs/orgs_manage.asp)

If the website is no longer located here, then follow a similar navigation:

Home > Activities & Organizations > Student Organizations > Organization  
Registration & Management

2. On this page, click the *Primary Leaders and Advisors log in here to access the management pages*.  
This can only be accessed by the SOURCE-recognized primary leader (president).  
Use your OSU username and password.
3. On the *Student Orgs Management System* page, at the bottom of the left-hand menu there is a link for *Website*. Click this.
4. On the *Website* page, change the name and OSU username to the person that is supposed to be the webmaster. The options should be as follows:

**Continue Hosting Service:** YES  
**Webmaster Name:** [ enter appropriate information]  
**Will you be migrating from the old OSU server to the new one?** YES  
**Requested URL:** [ enter appropriate information]  
**Webmaster OSU name.#:** [ enter appropriate information]  
**Agreement: By checking this box....** YES

Click *Request Hosting*, and you're done!

