A Quick Guide to Getting Started with BGSUserves

For Campus Partners

Access your Personal Account
1. Website: BGSU.edu/BGSUserves
2. Click “Log In”, even if have not already logged into BGSUserves
   a. Sign in to your account with your BGSU credentials.
   b. You may need to 2-step authenticate with DUO security, then continue to the next section.
3. You can modify your profile at this time or you can update your profile information later.
   a. Click the “Hi {Your Name}” link at the top right corner of the browser window

Create Your Subgroup (Organization)
1. Email marvincenter@bgsu.edu with the following information:
   a. The name of your department or office exactly as you would like it to appear on BGSUserves.
   b. The name and email address of your primary administrator.
      i. Note: student assistants or graduate assistants can be given administrator access. We ask that a full-time staff member serve as the primary administrator and students or graduate students be given access as additional administrators.
2. The Marvin Center will create your subgroup and email you when your group has been created.

Managing Your Group
1. Once your subgroup has been created, you will have access to essential functions such as adding users, posting events, and customizing your profile.
2. To access the administrative end of BGSUserves, log in to your profile.
3. Select “Manage” in the top navigation bar and then select the name of the group you wish to manage,
   a. From there, you should see a series of options populate on the left-hand side. This will allow you to manage your profile, add users, pull reports, post events and more.

For more training resources, visit https://bit.ly/BGSUservesTrainings.