

# Accepting Advisor Terms and Conditions on Owl Life

1. Log in to Owl Life at owlife.kennesaw.edu with your Net-ID and password.

2. Click on your profile in the top right corner and then select “Memberships” from the drop-down menu.

The screenshot shows the Owl Life website interface. At the top left, there is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main header area displays "Explore Kennesaw State University" and a search bar. Below the header, there are two news cards: "Event Cancellations and Updates" and "Reservations Portal Re-Open". On the right side, a user profile for Brian Garsh is visible, with a dropdown menu containing options like Paths, Event History, Memberships, Experiences, Service Hours, Co-Curricular Transcript, Submissions, Notifications, Downloads, and Get Ready to Vote. Two yellow arrows point to the profile picture and the "Memberships" option in the dropdown menu, with the text "Click here" and "Then Click here" respectively.

3. Scroll down to the RSO you advise. Under “Advisor,” click the “Review” button.

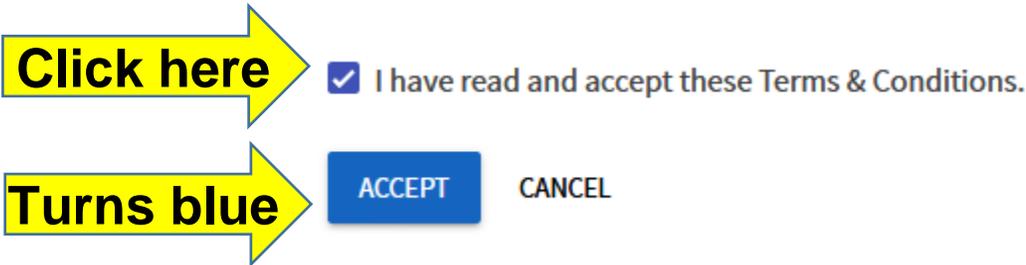
The screenshot shows the "Hermit Club at KSU" page. At the top, it displays "Category: Special Interest" and "Approved Service Hours: 0.00". Below this, there is a section for "Member (Apr 2020 - Present)" with a "Reflection" text area and "SAVE CHANGES" and "CANCEL" buttons. To the right of the member section, there are links for "ORGANIZATION SITE" and "LEAVE ORGANIZATION". Below the member section, there is an "Advisor (Apr 2020 - Present)" section. A red notification box contains the text "Please review and accept the Terms & Conditions." and a blue "REVIEW" button. A large yellow arrow points to the "REVIEW" button with the text "Click here". Below the advisor section, there is another "Reflection" text area and "SAVE CHANGES" and "CANCEL" buttons.

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4. Read the Terms and Conditions in their entirety!

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5. Check the box stating, "I have read and accept these Terms & Conditions." The "Accept" button will turn blue. Then decide if you would like for your membership to be shown on the public roster, which is required for Officers. Click "Confirm" once you are finished. Note: If you have multiple roster invites pending you must accept or deny all pending invitations at the same time.



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6. A green confirmation will appear. Congratulations! You have accepted the Terms & Conditions for that RSO. Please note that if you advise more than one RSO, you must do this for each one.

The Terms & Conditions have been accepted

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**If you have any questions, please email**  
**[studentactivities@kennesaw.edu](mailto:studentactivities@kennesaw.edu).**

