How to handle with prospective students requests

Step-by-step guide

Go to Bods Connect at www.washburn.edu/bodsconnect

Log into Bods Connect using your single sign on (Washburn Username and password). Click on your organization,

Click on manage organization.

Click on the three lines in the top-left corner.

Click on “Roster”
Then Click Prospective

You will then be able to accept or deny someone requesting to be apart of your organization.

Prospective members might not know the recruiting/onboarding process for your organization. Therefore, if you deny someone on Bods Connect, make sure to send them an email via their Washburn University email (@washburn.edu) to let them know about how to join.

Have questions, concerns? Contact us at studentinvolvement@washburn.edu