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

Roster

IC

Primary Contact
Isaiah Collier

Manage Roster

CURRENT   PENDING   PROSPECTIVE   TERMS AND CONDITIONS

🗑 END MEMBERSHIP   ☒ END ALL MEMBERSHIPS

Search 🔍

Select	First Name ⇕	Last Name ⇕	Positions	
☐	Angela	Valdivia	Academic/Campus Department Administrator	✎
☐	Christopher	Miofsky	Academic/Campus Department Administrator	✎

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