



GARNET & GOLD  
SCHOLAR SOCIETY

## Switching Engagement Areas

- If your plans have changed since you submitted your application to join GGSS and you wish to switch from one Engagement Area to another, follow the below steps.
- If your original plans for how you are completing an Engagement Area change but you still want to participate in the same Engagement Area, there is no need to edit this with GGSS. When you submit your Engagement Area Reflections you will reflect on your new experiences that fulfill GGSS requirements.

## Submitting an Engagement Area Change Request

- Login to the GGSS portal by accessing it through one of the following places:
  - The Garnet & Gold Scholar Society website > Scholars > Portal Login
    - <https://garnetandgoldscholar.fsu.edu/>
  - My.fsu.edu > on the left navigation bar under Research & Recognition > Garnet & Gold Scholar Society
- Click on the Engagement Area tab that you are not currently participating in and wish to. The text for the Engagement Area names that you are not currently participating in will be in gray. You will see a yellow warning message on the Engagement Area tabs that you are not currently active in.

**▲** In order to activate this Engagement Area, an Area Change Request must be submitted. To do this, complete the form below stating which Engagement Area you wish to change from and how you will complete the requirements for this new Engagement Area. This Engagement Area will become activate if approved by a program administrator.

- Choose the Engagement Area you wish to change from in the drop-down menu.
- Complete the Engagement Area Plan box, choosing the options you plan to complete in order to meet the requirements for the new Engagement Area.
- Click Submit Area Change Request.
- Please allow five business days for your Area Change Request to be reviewed by a GGSS Program Administrator. You will be notified via email with the decision.