How to Find the Signer Training

So you have asked to become a Signer for your student organization, now what? All Signers must complete the Signer training once per year. This training runs through BuffConnect and sometimes students have an issue finding it. This guide will walk you through how to access the Signer training.

**Step 1:** Check your email. When you are listed as a Signer, BuffConnect automatically generates an email for you with steps to completing the Signer training. If you do not receive this email within 24 hrs. of being added, follow the steps below to find the training.

**Step 2:** Select your profile (upper right-hand side).
Step 3: Select "Activity"
Step 4: Select “Position Requests”
Step 5: Select the position and complete the training. The training takes 15-20 minutes. If you have any questions or issues, email studentorganizations@colorado.edu.