



SUMS

ICU's Management System

THE STUDENT'S UNION

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CONTEXT & PROCESS INFORMATION

CONTEXT

SUMS is a purpose-built management system, specifically designed to improve the experience for student leaders and staff. SUMS has been implemented to be the hub for all memberships, group management and process hosting for student leaders and staff.

PROCESS INFORMATION

Finances

All finance processes for the year will be processed through our in-built system eActivities. Use this link and your college details to access your account: [Welcome to eActivities | eActivities \(ic.ac.uk\)](#)

Use this link to access the financial training: [Finance & Funding | eActivities \(ic.ac.uk\)](#)

We will be releasing processes in the build up to Welcome Week - not all processes will be available on SUMS from 16th August. We will be releasing training articles under the 'Resources' tab in SUMS alongside all processes to explain the how and why we do it.

Annual Processes: Annual Room Bookings / Core Risk Assessments

Key Dates | *2nd August - 16th August* |

Sent out via the newsletter. These are recorded separate to SUMS, through form links on our previous system Podio.

Event Applications

- All **October** event applications open | *16th August – 8th September* |, events need to be submitted **by** 8th September and should be requested through our form, you can access information on this process here: [Events | Imperial College Union](#)
- From **30th August**, the event applications will be processed through SUMS, more information will be released via the newsletter.

Coaches & Instructors

- Available from 16th August to Chairs, Treasurers, Secretaries & Vice Chairs in SUMS.
- Training article: [Student Dashboard](#) > *Resources > Activities > Coaches & Instructors.*

Ad-Hoc Room Bookings

- Available to all committee members from 30th August on SUMS.
- Training article released with the process launch via the newsletter.

Committee Management: Resignations / Refunds / Structure Changes / Co-Opting / Role Accounts / Elections / Handover

- All information on these processes will be released from 30th August on SUMS and detailed in the newsletter.
- Resignations are available on your SUMS student dashboard.

Information on Funding and New Activity Applications will be released in mid-September.

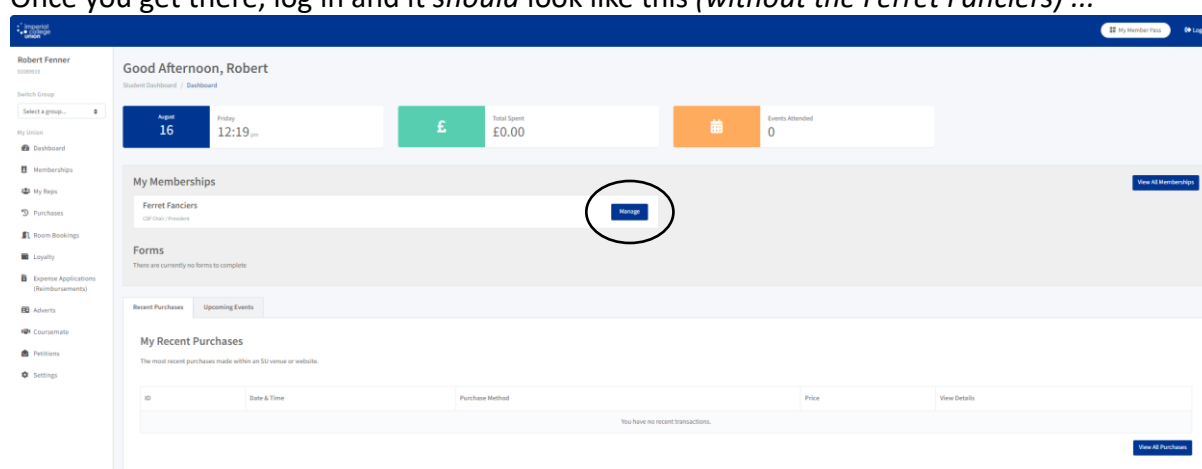
NAVIGATING SUMS: YOUR NEW DASHBOARD

All Imperial Students will have a SUMS dashboard, but as a student leader yours will look different. Firstly, you'll have access to our processes that enable you to book space, lead events and more generally access our services. All processes will have a 'Resource' like this that will explain more on what the process is and a guide on how to successfully complete it.

Accessing the Dashboard

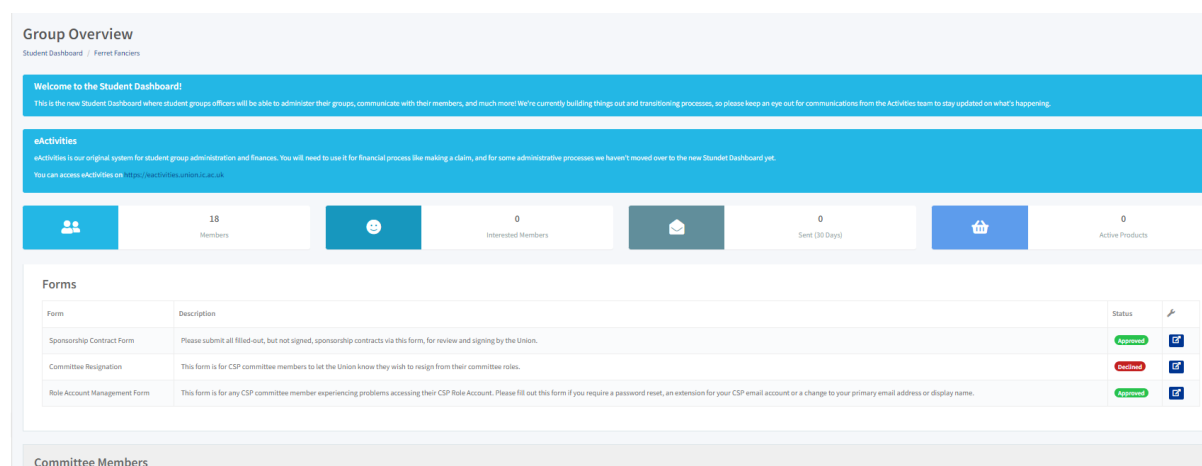
Simple, use this link and your college username and password to log in: [Imperial College Union \(sums.su\)](https://www.imperial.ac.uk/sums), just click 'Student Dashboard' and you're there!

Once you get there, log in and it *should* look like this (*without the Ferret Fanciers*) ...



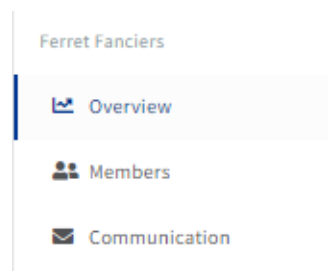
This will show you which committee positions and memberships you have. The blue 'Manage' button (circled above) will take you to that committee - make sure are on the correct one when submitting any forms or processes.

'Manage' will take you through to the 'Group Overview'. This is where you can manage your groups processes, view process applications and communicate with your members (more info coming!). This will show you the groups committee, members and open forms.



Under 'Overview'

Your committee position will affect what you see.

 A screenshot of a web interface for "Ferret Fanciers". On the left, there is a vertical navigation menu with four items: "Overview" (highlighted with a blue bar), "Members", and "Communication". <ul style="list-style-type: none">Ferret FanciersOverviewMembersCommunication	<p>On the left of the page, you will see this (photo on the left) along with some of our open processes. This will change as we release processes over the next few weeks.</p> <p>Some processes are only open to principal committee members, such as 'Coaching Applications' - if you are not a Chair, Treasurer, Secretary or Vice Chair, you will not see this.</p>
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SUMS works off a permission-based system that only allows some committee positions to see specific processes. This is to make sure the principal committee complete certain tasks with more responsibilities.

TRACKING PROGRESS ON SUBMISSIONS & APPLICATIONS



SUMS is the place to track progress on all your process submission/applications, apart from **finances, equipment or minibus bookings** - these will continue to be on [eActivities](#). You can find out all the information here: [Dashboard](#) > [Resources](#) > [Activities](#).

What happens when you submit a process application or form submission?

You can track applications on your dashboard, just access the forms section or specific process (e.g. Coaching Applications) to see if it's *'Pending'*, *'Approved'* or *'Declined'*.

We can make notes to re-open an application for you to action any feedback. This can be used on Event or Trip Applications if you submit without all the information or relevant templates we require to approve the request.

See the photo below for an example of how the form submissions will show on your dashboard. Use the button circled to view individual submissions.

Form	Description	Status
Sponsorship Contract Form	Please submit all filled-out, but not signed, sponsorship contracts via this form, for review and signing by the Union.	Pending 
Committee Resignation	This form is for CSP committee members to let the Union know they wish to resign from their committee roles.	Declined 
Role Account Management Form	This form is for any CSP committee member experiencing problems accessing their CSP Role Account. Please fill out this form if you require a password reset, an extension for your CSP email account or a change to your primary email address or display name.	Approved 