

INSTRUCTIONS ON HOW TO CREATE A BASE CAMPUSGROUPS ACCOUNT

Please create a CampusGroups account by following the instructions below. After creating an account and logging in, you will be able to fully access and complete the BASE application.

Important: you must create an account before beginning your application. Without an account, you will not be able to upload your resume, transcript, and essays that are required for the application, nor will you be able to save your progress.

Please visit <https://haasug.campusgroups.com/> to begin.

1. Click "Create an Account."

There are no upcoming events.

University of California
Berkeley
Haas School of Business

Sign In

Email

Password

Create an Account Forgot Password?

Sign In

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CALENDAR

NOV 2018

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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BLOGS

We have not written any blog posts yet.


2. Select the checkbox for BASE Program and then click “Join” at the bottom of the page to join the BASE group.


To register on CampusGroups first select one or more groups, and click on join.
You will be asked to create your profile on the next page.

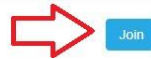
Join Groups

Search Groups Group Category Name

Academic Offices **2**

☒  **BASE Program**
Academic Offices
[Web site](#) Lifetime

Closed Membership  **Haas Undergraduate Students**
Academic Offices - Academic
[Web site](#) Lifetime



3. Select “Create an Account.”

Please sign in to continue joining groups.

Don't have an Account?

If you do not have a CampusGroups account, please click on:

Create an Account

University of California
Berkeley
Haas School of Business

CG

Sign In

Email

Password

Create an Account | [Forgot Password?](#)


Sign In


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4. Fill in the required information indicated by the red asterisks. You do not need to fill out the non-required blanks that are unmarked with red asterisks.

For Account type, select “Other.” For “Year of graduation” and “Cohort”, select “Not applicable.”

Click “Submit” when all required information has been completed.

 You are joining...

 BASE Program

 Complete your profile

Please enter your profile information:

* First name

* Last name

* Email

If you are a member of the campus, please enter your campus email address (ex: jdoe@berkeley.edu)

* Password

Minimum number of characters is 8.
 Your password has to contain at least one capital letter, one lowercase letter, one number and one special character (!@#\$%^)

* Re-type password:

* Account type

- Select -

Students and Administrators "Account Types" are restricted to users with a school email address (ex: jdoe@berkeley.edu)

* Year of graduation

- Select -

Will establish whether you are a **current student** or an **alumn**.

Cancel

Submit

5. You have now successfully registered! You should receive an email asking you to verify your new CampusGroups account. Click the verification link.

 **Welcome to your New Groups!**


 Please review your group settings.

 **Group settings**





BASE Program
Academic Offices

6. After clicking the verification link, you will be brought to the sign in screen. Please enter your password to sign into CampusGroups.

 Thank you, you verified your email address successfully. You can now sign in.

There are no upcoming events.

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Academic Offices


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Sign In





[Create an Account](#) | [Forgot Password?](#)

Sign In

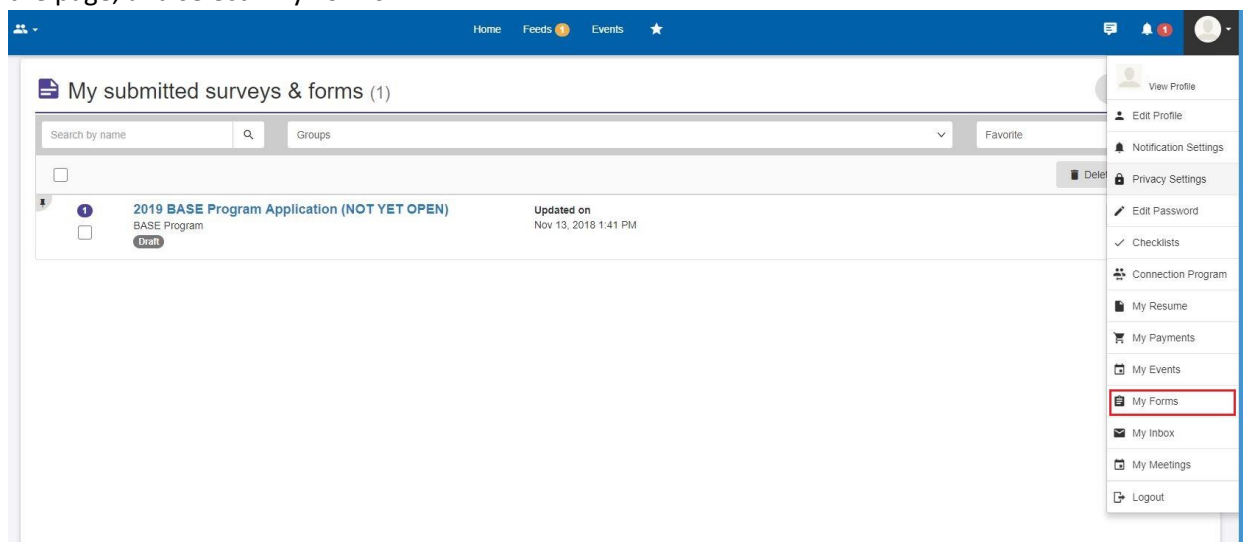
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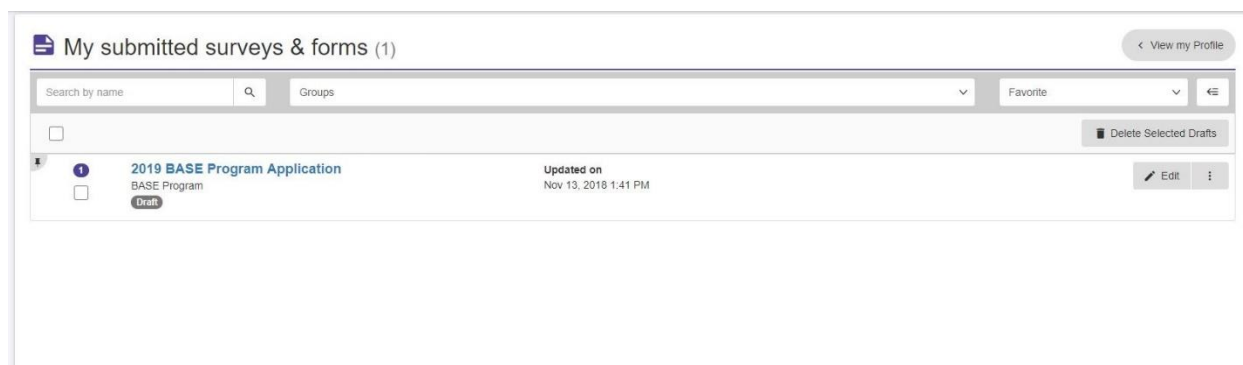
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7. Once you've logged in, return to the BASE application and refresh the page. You will now be able to fully access the application and upload documents.
8. If you choose to complete your application in multiple sittings, please remember to save your draft. To resume editing your BASE application, click on your profile at the upper right hand of the page, and select "My Forms."



Your application should be available.



Questions?

Should you have any questions, please contact the Haas Undergraduate Program at 510-642-1421 or email BASE@haas.berkeley.edu. Thank you!