1. Log into your OrgSync site via the icon on your DU Student Connections tab or at orgsync.com, using your DU credentials
2. On the drop down toolbar under your name in the upper right hand corner, select “Involvement”
3. Click the green “Add Involvement Entry” button
4. Select “Event Participation”
5. If service was completed with an RSO, select from the Organization dropdown
6. Enter the name of the agency where you completed your service
7. Enter the name of your activity – describe your service – and complete the remaining info
8. Click “Submit Involvement Entry”
9. Once approved it will populate in your Involvement History