

TRACK YOUR VOLUNTEER HOURS

via OrgSync®

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

The screenshot shows the OrgSync user interface. On the left is a dark sidebar menu with the following items: My Profile, Inbox, Activity, Calendar, To-dos, **Involvement** (circled in red), ePortfolio, Settings, Disable New UI, Help & Support, and Sign Out. The main content area is titled 'Add Event Participation' and contains the following form fields:

- Organization: Please select (dropdown menu)
- Agency (if desired organization is not listed above): (text input)
- Activity Name: REQUIRED (text input)
- Start Date: REQUIRED (text input)
- End Date: (text input)
- Role: (text input)
- Reference Name: REQUIRED (text input)
- Your reference may be contacted to confirm your participation. (checkbox)
- Reference Email Address: REQUIRED (text input with email icon)
- Reference Title / Position: (text input)