How to log your Service Learning/Leadership/Mentoring Activities for the Honors Program in OrgSync – Revised 8/20/14

1. Log into www.orgsync.com using your UMW username and password
   If you have not logged into OrgSync before, please take a few minutes to create a user profile.

2. After completing an activity for the honors program requirements (service learning, leadership, mentoring), go to your name at the top of the page and click on “Involvement.”

3. Click on the green button, “Add Involvement Entry” on the right hand side.
4. Select “Event Participation”

5. Complete the Add Event Participation. Make sure that you complete the following windows:

   Organization: Honors Program
   Category: Select appropriate category (service learning, leadership, mentoring)
   Activity Name: Use an appropriate title to describe the activity (i.e. tutoring at Hazel Hill, met with student mentee, organized event for club, etc.)
   Start Date: Date of the Event
   Total Hours: Time of the event – if it is less than an hour enter this as a fraction of an hour. Do not enter minutes.

Make sure that the check boxes at the bottom of the screen are checked and then press the green submit involvement entry.