

The following email was sent on Tuesday, July 31 at approximately 6:00pm, to what is the Primary Contact in each student org's new OrgSync portal.

Primary Contact,

We apologize for the length of this email, but we want to provide as many details as possible to ensure your student organization is able to register for Fall, and thus be able to book rooms on campus. Please read this email thoroughly.

You are receiving this email because you are listed as the Primary Contact for Student Organization.

What does this mean? Each organization has a "Primary Contact" whose name and image will be publicly visible to anyone who accesses their organization's site. More importantly, as a result of the migration, the Primary Contact is currently the **ONLY** member of the organization portal who has access to organizational tools (roster, forms, events, registration, etc.) and **will be able to submit the organization's profile for Student Organization Registration starting Friday.**

To set up your organization's portal and to prepare for Student Organization Registration, access the new platform by clicking [here](#) OR go to www.studentactivities.unt.edu/orgsync and click on the "Log Into OrgSync" button near the top. Once you have signed on, check out the following:

- Go to the *Switchboard Icon* (9 black squares in the top right corner) and select "Manage" to take you to your Action Center. This is where you will see a list of the organization portals that you are a member of under "My Memberships". Select the organization you are the Primary Contact for and then click the Menu icon (3 vertical gray lines in the upper left hand corner) to open up the organizational tool menu.
 - ***You will need to provide access to organization tools to other members of the org. To do that, you need to assign them to "Positions," which will give them access to specified org tools, similar to how "Groups" worked in the old platform. See "Creating Positions and Assigning Org Tool Menu Access Quick Tips" [here](#) for guidance.***
- Before logging in to update your organization's profile for Student Organization Registration, you should gather the following information, as it **did not** migrate over from the old platform:
 - Number of active members
 - Name, Department, Campus Email, and Campus Phone Number for your advisor(s)
 - Name, Officer Title, Preferred Email, and EUID for ALL officers
 - Copy of your organization's constitution/bylaws
- **On Friday (August 3), Student Organization Registration will open.** When you are ready to update your organization's profile in OrgSync, go to the *Switchboard Icon* (9 black squares in the top right corner) and select "Manage" to take you to your Action Center. Under "My Memberships," select the organization and a blue "**RE-REGISTER THIS ORGANIZATION**" button will appear below the Primary Contact's name (you!). Click this blue button to begin updating your organization's profile for registration.
 - As you progress through the registration steps, you will enter the above information you gathered as well as update other information (e.g., social media links, membership

requirements) regarding your organization. If you would like to see a sneak peek into each of the steps you will complete when you update your organization's profile, see "Registration Steps Walkthrough Quick Tips" [here](#).

- ***Note: Advisors will not approve/deny your organization's profile when it is submitted this semester. The only approval/denial will be from Student Activities.***
- Do not forget to also send at least one officer (as listed in your OrgSync profile) to Student Organization Orientation. Click [here](#) to see the list of upcoming Student Organization Orientations.

For additional resources to learn how to navigate the site and manage your organization's portal, please go to: www.studentactivities.unt.edu/orgsync and check out the *Student Org Officers/Organization Administrators* section. We have created a number of trainings in an effort to minimize the confusion.

If you have any questions, please contact Student Activities at student.activities@unt.edu or (940) 565-3807.

Thanks,

Student Activities