

The following email was sent on Friday, July 27 at approximately 4:30pm, to what is the Primary Contact in each student org's new OrgSync portal.

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.

As most of you have heard, we began migrating to a new OrgSync platform on July 18. We are happy to report that OrgSync is recharged and the new platform is ready! **To access the new platform, click [here](#) OR go to www.studentactivities.unt.edu/orgsync and click on the "Log Into OrgSync" button near the top.**

You are receiving this email because you are listed as the Primary Contact for [Insert Org Name]. While much of the information from the previous platform migrated to the new one, not everything did. As such, your organization's portal, including permissions, will need to be set up for the first time. We'll send out a second email by Tuesday afternoon with additional information about this. Your first step in the new platform is getting your organization ready to [register](#) with Student Activities for Fall.

OrgSync was only able to transfer organization portal permissions (to things like Events and Forms) to one person, the Primary Contact. More often than not, Student Activities was able to assign the role of Primary Contact to the last known President. However, that was not always possible if the last known President was not a member of the organization's portal prior to the migration.

Due to the migration, Fall 2018 Student Organization Registration will now start on **Friday, August 3**. More information regarding Student Organization Registration will be sent via email and updated on the Student Activities [website](#) next week. For our inaugural registration period in the new platform, **only the Primary Contact will be able to submit the organization's profile** (part of the registration process, along with attending Student Org Orientation).

What does this mean for you and for the organization?

If you, the Primary Contact, are the current President or Officer who can submit the organization's profile, you don't NEED to do much at this point. You will be able to submit the organization's profile next Friday when it opens by clicking the blue "Re-Register" button. But as mentioned previously, we'll send you more info about how to set up your portal.

If you are not the current President or Officer who can submit the organization's profile, you need to assign the Primary Contact role to someone who can submit the organization's profile. Please [log in](#), click on the switchboard icon (9 black squares to the left of your initial in the top right corner), and select "Manage." Under "My Memberships," click on the org for which you may be the Primary Contact. On the next page, if your name is listed under the org name, click on the Organization Tool Menu (3 horizontal gray lines in the top left corner) and then select "Roster." If the person you would like to change to Primary Contact is listed in the roster, you make that edit in the Primary Contact box near the top left by clicking on the blue pencil. If that person is not listed in the roster, you will need to invite them (via their my.unt.edu address) to join the portal by clicking on the "Invite People" button. Once they join the portal, you can make the edit in the Primary Contact box. Please make sure you notify this person that they are now the Primary Contact.

Like any change in technology, there will be bumps in the road until you acclimate yourself with the new layout and functions. The next few weeks will be challenging with 425 student organizations trying to set up their portals and prepare for Fall registration. To help minimize confusion, we have created a [training webpage](#) with resources on how to navigate the new platform. We encourage you to check it out and refer to it as needed.

If you have any questions, please contact Student Activities at student.activities@unt.edu or (940) 565-3807. We will do our best to help you as quickly as we can, and appreciate your patience and understanding.

Thanks,

Student Activities