Getting Started with OrgSync

1. Create an OrgSync Account

You will receive an email from OrgSync inviting you to join your organization’s portal. Click the green **Accept and Join** button. After clicking **Accept and Join**, a browser window will open allowing you to create your OrgSync account.

**Please record your password!** This will be your personal OrgSync account and VSCL staff will not be able to recover account information for you.

Click to agree to the User Agreement and click the green **Create Account** button.

After creating your account, OrgSync will direct you to your organization’s **portal**. A portal is similar to a Facebook page—it’s the “home base” for your organization in OrgSync.

**Note:** Once you have created your account you will be able to log into the East Carolina University OrgSync Community at [www.orgsync.com](http://www.orgsync.com). Click **My Memberships** to find your organization’s portal.
2. Edit your organization’s OrgSync portal by clicking the *Edit Welcome Message* and *Manage Profile* buttons.

The **Welcome Message** is a good place to include:

- Organization mission and description
- Types of service opportunities available to students
- Why students would love working with your organizations
- Any pre-service or service requirements (e.g., background check, training, dress code)

The **Manage Profile** button will allow you to:

- Update your contact information
- Add keywords to make your portal more searchable
- Add your organization’s social media links (e.g., Facebook, Twitter, Instagram, Flickr, Pinterest)
Accessing Your Portal after Creating Your Account

Log in to OrgSync at www.orgsync.com and click **Sign In** to access the ECU OrgSync Community.

Next, type or select East Carolina University as your community and log in with your email and password.

You are now in the East Carolina University OrgSync Community!

Click **My Memberships** to access your organization’s portal.

Click your name in the upper right-hand corner to access your inbox, account profile, notifications, calendar, and more.

Click the **Calendar** tab to see what events are taking place.

Click **Browse Organizations** to find other organizations with OrgSync portals.

Click **Service Opportunities** to view service events posted in OrgSync.