1. Sign into OrgSync
   a. **www.orgsync.com/login**, select REGISTER (its on the top right) and PACE UNIVERSITY,

2. Complete your user profile
   a. You may revisit this later under “My Account”
   b. You will be prompted to complete this each time you log in until you’ve entered the required information.

3. Join an Organization (on the left side of the screen)
   a. Select your community- Pace University @New York City
   b. Find your Organization and select JOIN
   c. Your organizations password is Pace2009

4. Become an Administrator for your organization
   a. Once you’ve Completed ALL of the above steps send an email to lyamin@pace.edu with your name, organization, and e-board position.
   b. Wait for a confirmation email

5. You are all set!!
   a. Now what... complete the tasks below by December 1\textsuperscript{st}, 2009 and get **10 bonus SAC Points!!**
   b. *The President of your organization must complete the Organization Portal Set-Up Form when these tasks are completed. This form may be found under TOOLS and FORMS in your organization portal.*

The following tasks must be completed by December 1, 2009:

1. Update your organization profile
2. Add or edit account groups, group permissions, and committees
3. **Invite** your Exec Board to your organization portal and place them in appropriate account group and add their titles
4. Add at least two administrators other than yourself (one should be the organization president).
5. Add your welcome message
6. Add your banner graphic
7. Add at least your next two meetings
8. Add at least one upcoming event
*If you need assistance, please visit the OrgSync online Help Desk or contact the Center for Student Involvement or OrgSync Support.