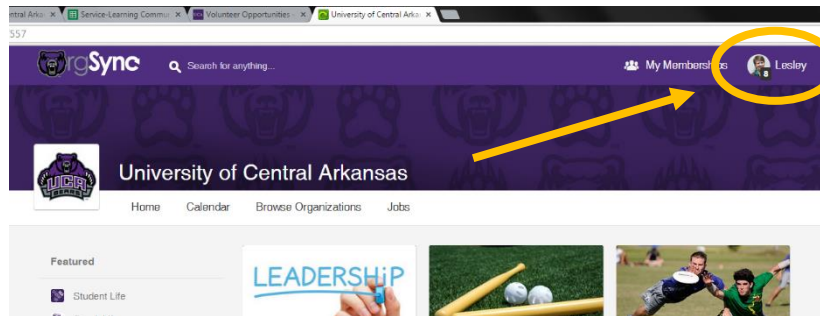


# LOGGING HOURS IN ORGSYNC

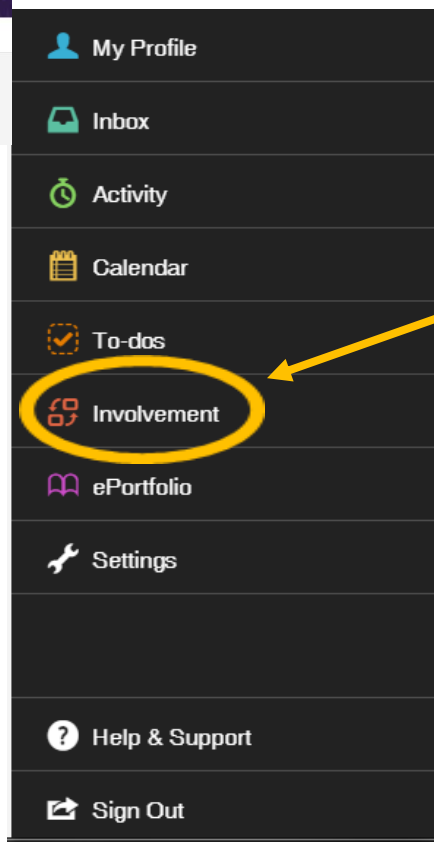
**STEP 1** Visit [www.uca.edu/go/orgsync](http://www.uca.edu/go/orgsync) and log in with your UCA credentials

**STEP 2** Click on your name in the upper right corner of the page



## STEP 3

Choose **Involvement** from the menu that appears on the right side of the page



**STEP 4** Click **Add Involvement Entry**

Add Involvement Entry

**STEP 5** Choose **Event Participation**

Event Participation

**STEP 6** Fill in the Add Event Participation Form

## Tips for Filling in the Form

- In the first dropdown menu, choose **Volunteer Opportunities** as the organization
- In **Agency**, list the organization that you served
- Make sure to include the name and contact information of a person at the organization who can confirm your service
- Under **Proof of Participation**, upload any signed paperwork that you received documenting your service (if applicable)
- In the **Reflection** box, please tell us a little bit more about the work that you did and what you got out of it. Will you continue to serve with this organization? Why or why not?

**STEP 7** Click Submit Involvement Entry

Submit Involvement Entry

You can see all of your submitted involvement entries in the **Activity** or **Involvement** tabs from Step 3.

**Thank you for serving!**