LOGGING HOURS IN ORGSYNC

STEP 1

Visit 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
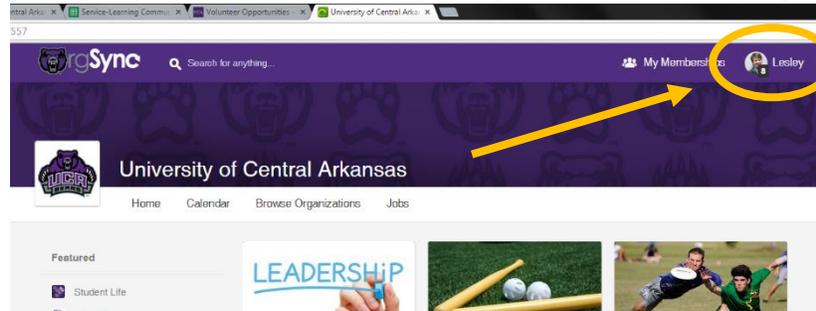
STEP 3

Choose **Involvement** from the menu that appears on the right side of the page
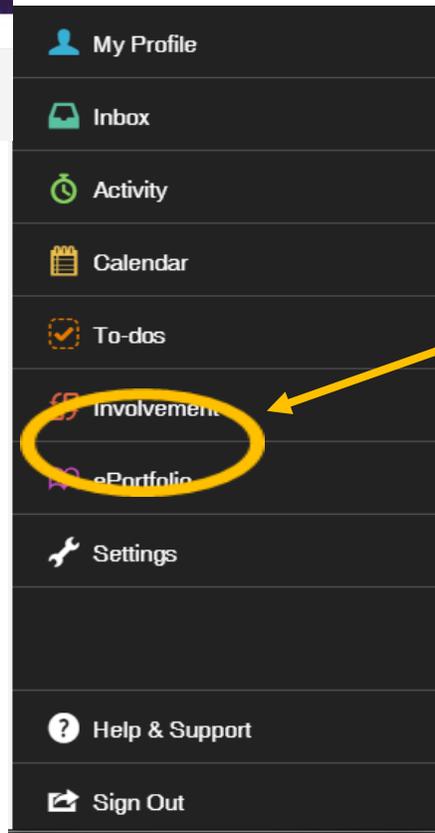
STEP 4

Click **Add Involvement Entry**

STEP 5

Choose **Event Participation**
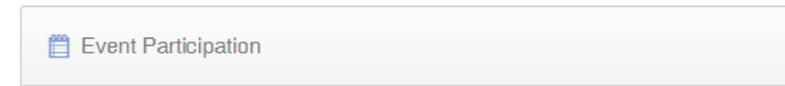
STEP 6

Fill in the Add Event Participation Form

Tips for Filling in the Form

- In the first dropdown menu, choose **Service Learning** as the organization
- In **Agency**, list your class CRN
- Make sure to follow any instructions your professor has given you about what to include in the involvement entry
- Your professor will be able to approve your involvement entry after you submit

STEP 7

Click 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!