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**

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!