

OrgSync is your gateway to involvement in student organizations-for managing all organization memberships and other campus activities. You may register your account and join your organizations online by following these simple instructions:

Create Account

1. Go to OrgSync.com
2. Select "Register" at the Top Right
3. Find XU & Click "Register"
4. Complete Account Information
5. Complete Profile Information

Create Organizations

1. Login to OrgSync.com
2. Select "Join an Org"
3. Click "Register New Organization"
4. Complete New Organization Profile – this is your activation
5. Have your advisor sign the Advisor Agreement Form located on the SGA site (www.xavier.edu/sga)

All Xavier Clubs and Organizations must create an account with your NEW/INCOMING President for Fall 2011 and you must create your club/organization profile on OrgSync. This is your activation for 2011-2012! Once your organization has been approved and activated, you will then be asked to complete your 2011-2012 Budget Allocation Request with SGA – also done through OrgSync. **Please note, most OrgSync features have been disabled until Fall 2011.**

Questions? Contact Dustin Lewis (lewisd6@xavier.edu) Assistant Director for Student Involvement