VolunTIER

To document service hours for VolunTIER:
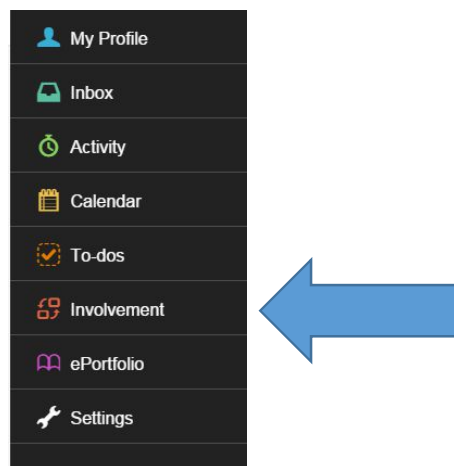
Step 1: Go to the UT Dallas Org Sync website:

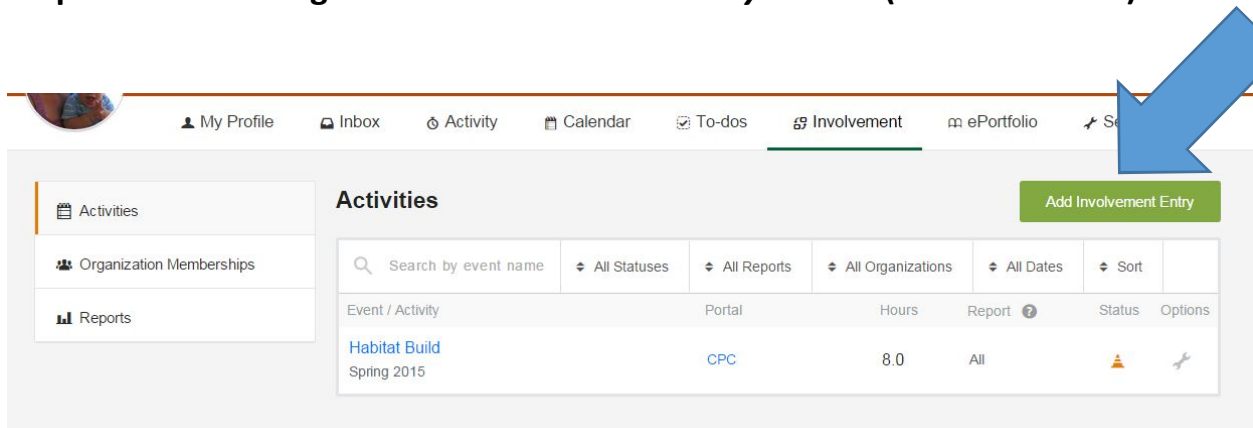**https://orgsync.com/login/university-of-texas-at-dallas**
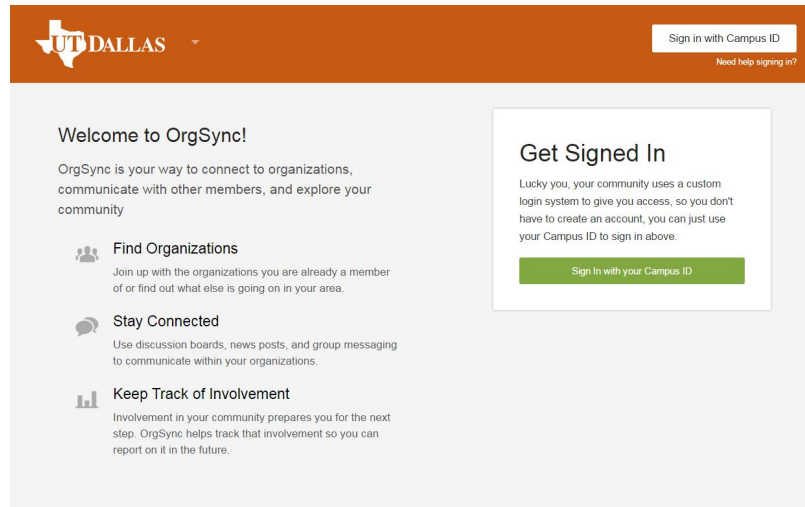
Step 3: Sign in using your NetID and password. Click on your name in the upper right hand corner.

Step 4: Click on *Involvement* on the menu (see blue arrow below).

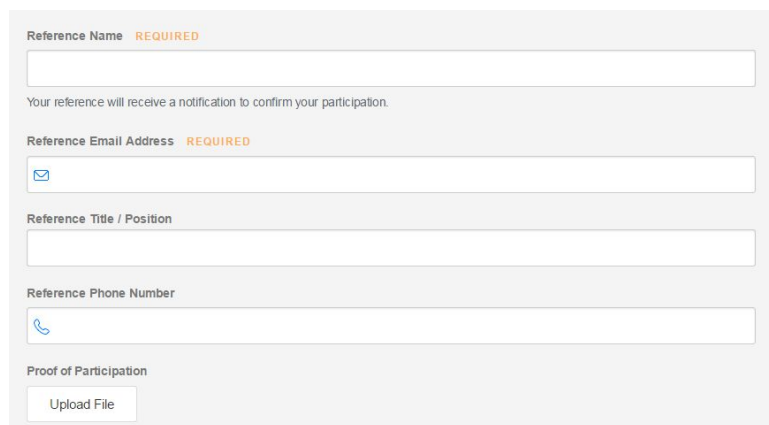**Step 5: Click on the green *Add Involvement Entry* button (see blue arrow).**

Step 6: Click on *Event Participation*.

Step 7: Fill out the information about your volunteer project.
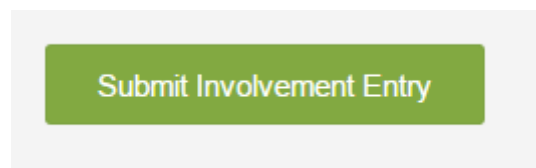
Step 8: Fill in information for the person who can verify your participation in the service project. Please note that this reference will receive an email to confirm your involvement.   You can also upload proof of your service hours through a certificate, picture or letter.

Step 9: Click on the green button *Submit Involvement Entry*.

Note: All documented hours can be seen on your Involvement tab.