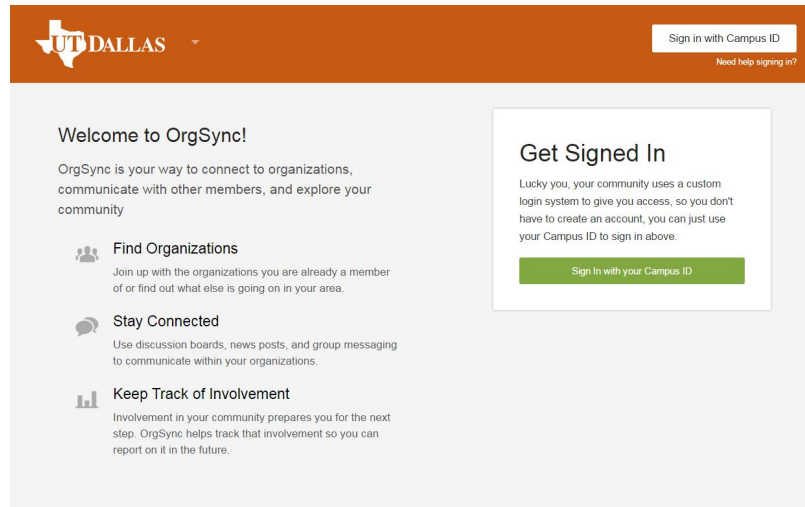


VolunTIER

To document service hours for VolunTIER:

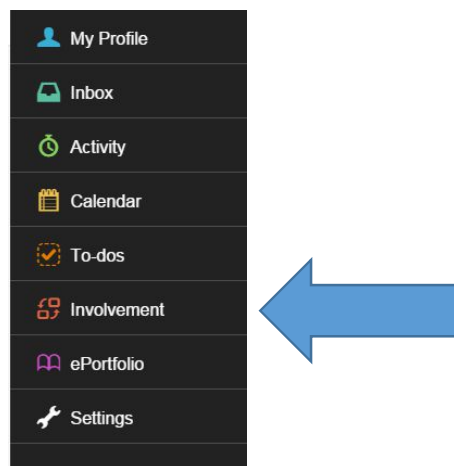
Step 1: Go to the UT Dallas Org Sync website:

<https://orgsync.com/login/university-of-texas-at-dallas>

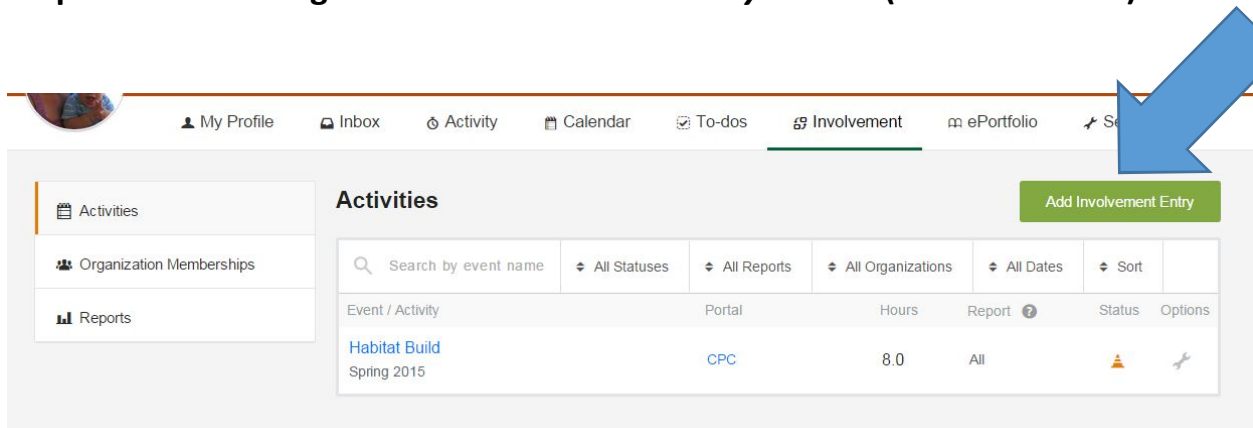


Step 3: Sign in using your NetID and password. Click on your name in the upper right hand corner.

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).

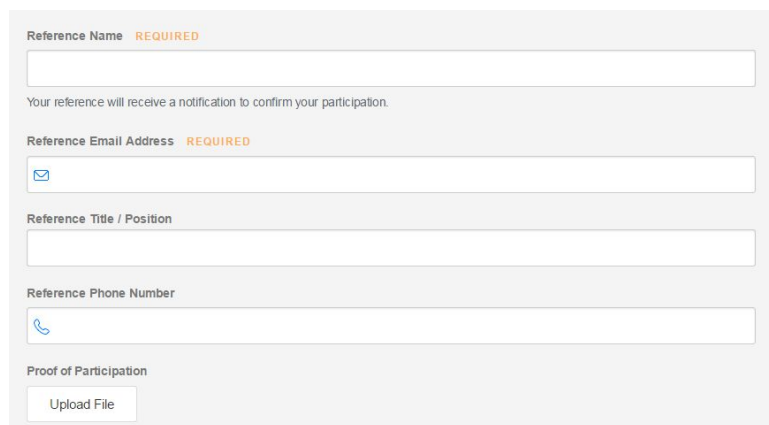


The screenshot shows a navigation bar with 'My Profile', 'Inbox', 'Activity', 'Calendar', 'To-dos', 'Involvement', 'ePortfolio', and 'Search'. Below the navigation bar, there is a sidebar with 'Activities', 'Organization Memberships', and 'Reports'. The main content area is titled 'Activities' and features a green 'Add Involvement Entry' button. Below the button is a table with columns for 'Event / Activity', 'Portal', 'Hours', 'Report', 'Status', and 'Options'. The table contains one entry: 'Habitat Build Spring 2015' with a portal of 'CPC', 8.0 hours, and a status of 'All'.

Step 6: Click on *Event Participation*.

Step 7: Fill out the information about your volunteer project.

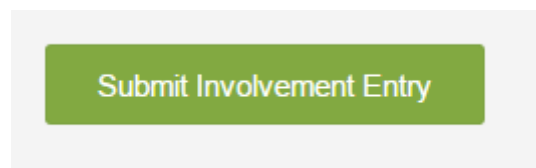
Step 8: Fill in information for the person who can verify your participation in the service project. Please note that this reference will receive an email to confirm your involvement. You can also upload proof of your service hours through a certificate, picture or letter.



The form contains the following fields and options:

- Reference Name **REQUIRED**: Text input field.
- Your reference will receive a notification to confirm your participation.
- Reference Email Address **REQUIRED**: Text input field with an email icon.
- Reference Title / Position: Text input field.
- Reference Phone Number: Text input field with a phone icon.
- Proof of Participation: Section with an 'Upload File' button.

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



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