

THE SAINTS' CENTER FOR SERVICE

is designed to empower students to become engaged citizens prepared to serve effectively within their communities to advance the needs of society.

**LEARN MORE AT
MARYMOUNT.EDU/SERVICE**



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ORGSYNC FOR SERVICE

A STARTER
GUIDE FOR
**MARYMOUNT
UNIVERSITY**

Org**Sync**

WHAT IS ORGSYNC?

OrgSync is an online community designed to keep Marymount students in touch with events, organizations, and services on campus. The Service Opportunities section of OrgSync is home to all service opportunities provided through Marymount University's Saints' Center for Service and its Community Partners.

START HERE: ACTIVATE YOUR ACCOUNT

Every member of our campus has access to OrgSync with their MU email address.

From the Marymount Portal

- 1 | Sign in to my.marymount.edu and click Sign On Links from the menu
- 2 | Select OrgSync
- 3 | When you reach the OrgSync landing page, select Sign in With Campus ID
- 4 | Enter your MU credentials and hit Log In

HOW IT WORKS

FIND SERVICE OPPORTUNITIES

Log in to OrgSync and select Service Opportunities from the home page menu bar. You will see the full list of available opportunities. Filter opportunities by keywords, partners, or date. To view our database of service partners, select the Partner tab.



SUBMIT YOUR EVENTS

Student organizations, faculty, and staff can submit service opportunities to the Saints' Center for Service at: marymount.edu/servicerequest. You must be logged in to OrgSync first!

LOG SERVICE HOURS

Doing service on your own? Track your hours with OrgSync!

- 1 | Open your personal drawer (your name and photo in the top right corner)
- 2 | Select Involvement and Service Participation
- 3 | Click Add Involvement and enter your service details, including your references

A member of the Saints' Center for Service will confirm your submission.

BUILD OUR NETWORK

We're always looking to add new community partners. If you have a relationship with an organization and are interested in getting them connected to our campus, contact us at scs@marymount.edu



**FOR MORE DETAILS AND INSTRUCTIONS VISIT
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