How To: Set up your user profile & join organizations!

A simple step by step guide to getting started using OrgSync.

Remember, if you ever have questions contact Student Life at stulife@mst.edu
Step One: Log In

A. Sign into OrgSync from studentlife.mst.edu
B. Follow the prompt to log in with your S&T Credentials. You must use your User Name, not any email alias.
C. Click Log In.
Step Two: Welcome to the Community

Your organizations exist within the community. The Missouri S&T Feed will inform you about community-wide events, and anything relevant to you. It knows what's relevant based off of the organizations you are a part of. So you will only receive information that’s pertinent to you!
Step Three: Create your Profile

Your profile is very important to your OrgSync experience. To edit your profile click the “Settings Button” and “Manage Account”

Do the following:

A. Upload a photo of yourself
B. Input your mobile number and provider (note, your cell phone number is not visible to the community, it only allows you to receive texts from your organizations)
C. Input your about me information, just a small blurb on who you are
D. Click Next. This will take you to your university profile that is not editable or viewable by any student. Click Finish.
Step Four: Look for an Organization

You can browse for organizations in a number of different ways.
A. By Category
B. By Name or Keyword
C. Alphabetically
D. Flip through

Now, find an organization you want to be a part of, and click the picture!
Step Five: Join an Organization

Join orgs you are a part of, ones you want to be a part of etc. Click Join Now to be a part of an organization! Follow the joining instructions that you are prompted to fill out.

See all the contact info for this org

See the news feed for this org

See all the upcoming events for this org

Click Join Now to be a part of this org

These tools will provide you with a lot of information on the org

Some orgs require certain information, your request to join will be handled by an org administrator.
Step Six: Use OrgSync!

Hover over “My Tools” and select Calendar. You’ll be able to see everything on your calendar for the month! Organizations you are a part of filter into this calendar and you are able to see only what you want to see. From Community wide events, to specific org events. You can even share your calendar to iCal, Google Calendar or Outlook.
Use OrgSync

There are a number of different tools that OrgSync provides you. This is the basic tutorial on how to get in and start using.

Other resources you should check out are:

• ePortfolio
• To do Lists
• Co-Curricular Transcripts/Involvement

If you notice bugs in OrgSync contact support@orgsync.com and report the issue. If you ever need assistance in OrgSync contact Student Life at stulife@mst.edu