

OrgSync / DFSL

User Guide for Fraternity & Sorority Chapter Leaders

Updated December 8, 2014

OrgSync is the system that the University of Maryland uses to support all student organizations and their members. **The chapter President must renew their organizations registration each year.** Renewals may be done between January and May of each school year. If your chapter elections are in November, you should register the following January. If your elections are in May, you must re-register before the end of May. Your Chapter Officer Contact Information can be edited at any time.

This document provides specific instructions on how to update and manage your chapter contact information thru **OrgSync**, how to add new members, and how to give Admin rights to other members.

Your primary source of assistance with this process is the Student Organization Resource Center (**SORC**). They can help you with registration, permissions, setting officers, etc.

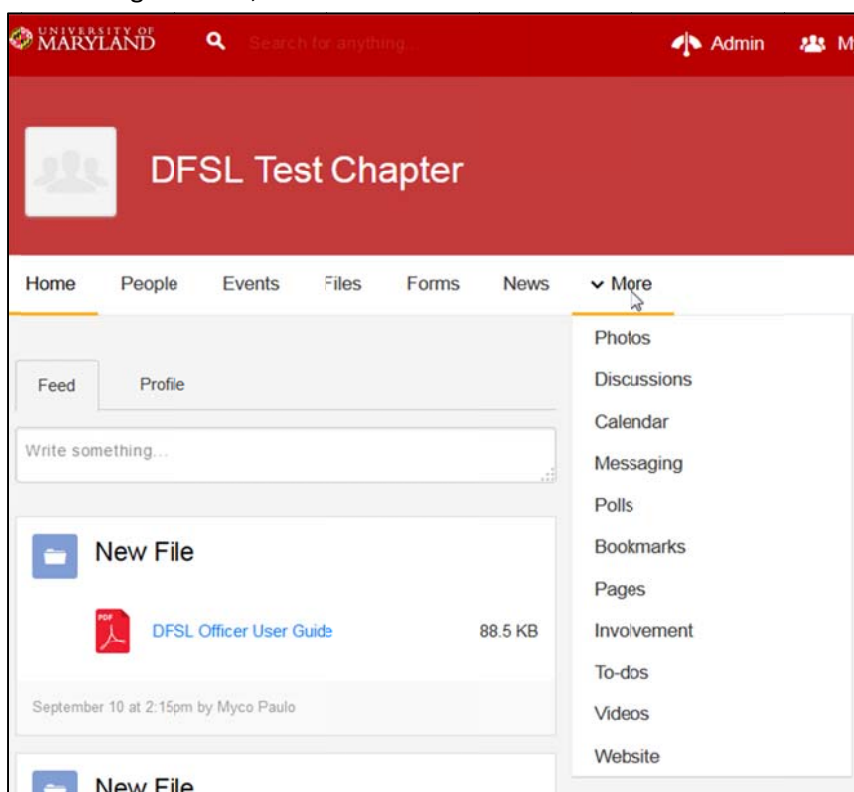
You can find them at: http://thestamp.umd.edu/activities/student_org_resource_center_sorc or call them during the day at (301) 314-7158.

Note to Chapter Officers

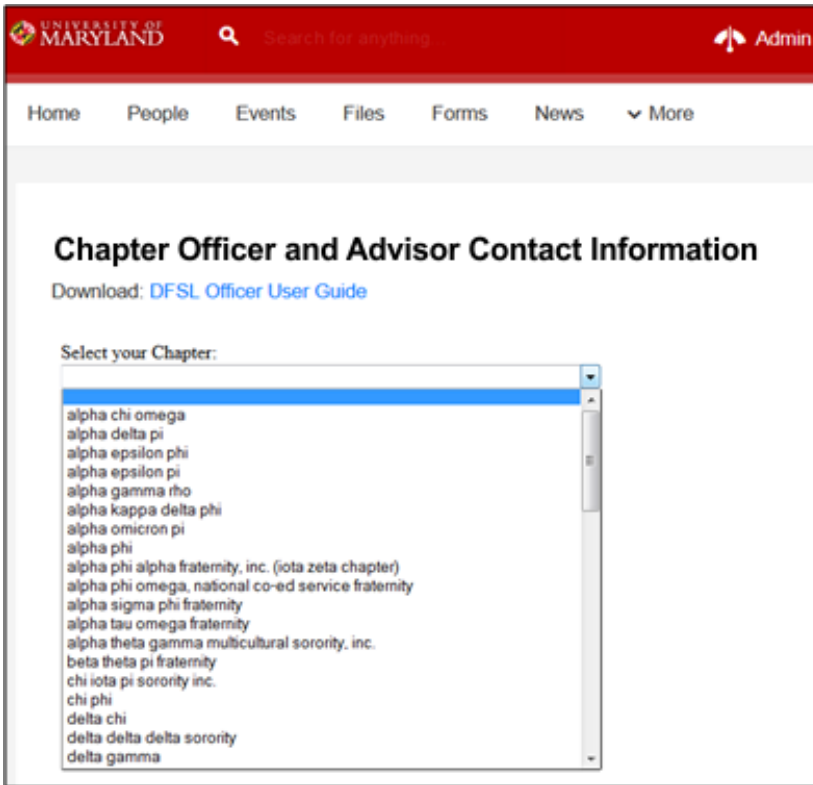
Make sure to review and update the **Chapter Officer and Advisor Contact** page every time you have a change. Your chapter will be required to submit contact information for each position and officer in your chapter.

Section I: Accessing the Chapter Officers and Advisor Contact Information

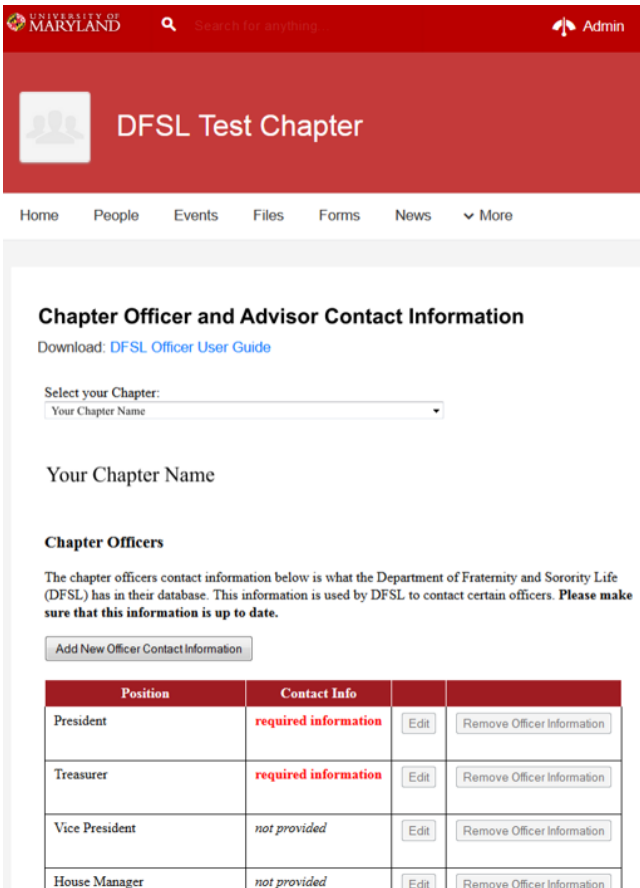
1. Login to **OrgSync** and navigate to your chapter's portal (<http://orgsync.umd.edu>)
2. In the navigation bar, select **More**



3. Select **Pages**
4. Select the page **Chapter Officer and Advisor Contact Information**



5. Select your chapter from the dropdown list of chapters (Only those with Administrator access will have access to this page. See "[Section II: Getting Admin Access](#)" for more info)
6. Now you can edit your officer, advisor and alumni information and add new officer positions if they are created.



7. **NOTE:** If you do not see the **Pages** link, as described above, please follow these steps:
 - a. Go to **Settings**
 - b. Click on **Organization Settings**
 - c. Click on **Permissions**
 - d. Scroll down to **Pages** and click on the **on/off toggle**
 - e. Click on **Save Settings**

Section I.a: Adding New Contact information

1. Access the **Chapter Officer and Advisor Contact Information** page (see Section I.)
2. If the position you are adding does not exist or has no entry in the existing list, click on the **Add New officer Contact Information** button
3. Fill out the form and click the **Submit** button

Section I.b: Editing Contact Information

1. Access the **Chapter Officer and Advisor Contact Information** page (See Section I.)
2. Click on the **Edit** button next to the officer, advisor or alumni position that you want to edit
3. Fill out the form
4. Click the **Update** button

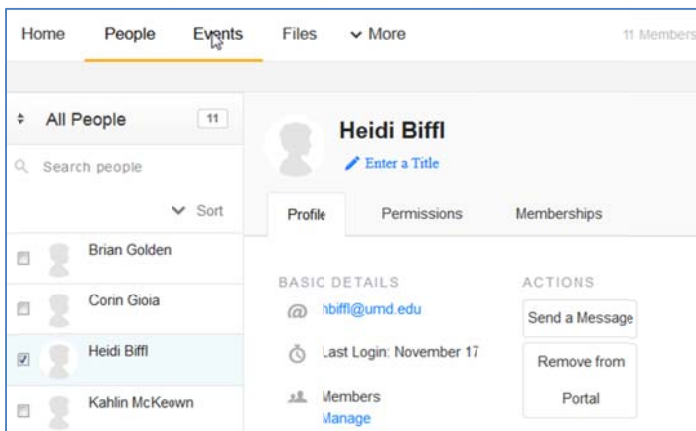
Section I.c: Removing Contact Information

1. Access the **Chapter Officer and Advisor Contact Information** page (See Section I.)
2. Click on the *Remove Officer* Information button next to the position that you wish to remove
3. To remove all officer contact information, click on the *Remove All Officers* button at the bottom of the table/list. (Be Careful!)

Section II: Granting Administrator Access

(In order to access the Chapter Officer and Advisor Contact Information page, the user must be either an administrator or the president or treasurer as listed on the **OrgSync** profile page for the organization. **Remember**, the **OrgSync** Profile page is your organizations public page, visible to anyone at the University, accessed via <http://orgsync.umd.edu> . The Chapter Officer and Advisor Contact Information page is a separate list within **OrgSync** that is used by DFSL.)

1. Login to **OrgSync** and navigate to your chapter's portal (<http://orgsync.umd.edu>)
2. In the navigation bar, select **People**
3. Click on the name of the person you want to grant access to
4. Click on the **Manage** link, then select **Administrator**



Section III: Adding New Members

1. Login to **OrgSync** and navigate to your chapter's portal (<http://orgsync.umd.edu>)
2. In the navigation bar, select **People**
3. Select **Invite People** (*only the President, Treasurer or those with Admin access can invite others*)
4. Enter the emails of the people you want to invite, along with a message with instructions. Be sure to indicate what group you want them in, usually **Members**. They will receive the email and then have to go to **OrgSync** and log in with their own UMD login information, then accept the invitation that is in their inbox.



This process has been a problem for some chapters, with some members not replying or not understanding the process. For on-campus houses, it is imperative that they respond and confirm as they cannot get swipe access to the house unless they are listed as Members in **OrgSync**. So we recommend this alternative method:

1. Have all of your new members together in one room, with their laptops or tablets.
2. Instruct them to browse to <http://orgsync.umd.edu> and log in with their UMD login credentials
3. Have them click Browse Organizations, then navigate to your chapters link
4. At your chapters Front Page, have them click on the link:

Join Now

5. When the pop-up box opens, have them click:

Submit Request

6. Now you, the President or administrators of the site, will receive notifications on your page from all of those people. You can click and approve each one and they will all show up as members.

Within 24 hours they will also show up on the Access (STARS/Housing) screens of your Resident or House Director, who will then be able to grant them access to the house.



If your chapter's roster is not completely up-to-date each semester, it could negatively impact your chapter grade report and standing!

Please remember!



If you have any questions please contact the [Student Organization Resource Center \(SORC\)](#) at (301) 314-7158, or your Council's Advisor.

Thank You.