Checking Orientation Information in OrgSync

1. Click “Events” on your home page toolbar.

2. Select “Event Forms”

3. Select the Student Service-Learning Agreement labeled with the current semester.
   Ex:  Student Service-Learning Agreement_2015_SP
   (If you have multiple projects or administrators, look for distinctions in the forms)

4. You will see a list of students signed up for the project.

5. Open the drop down list under and select the orientation date and time option.

6. You will see the list of students registered for the project as well as the orientation dates/times they signed up for.