

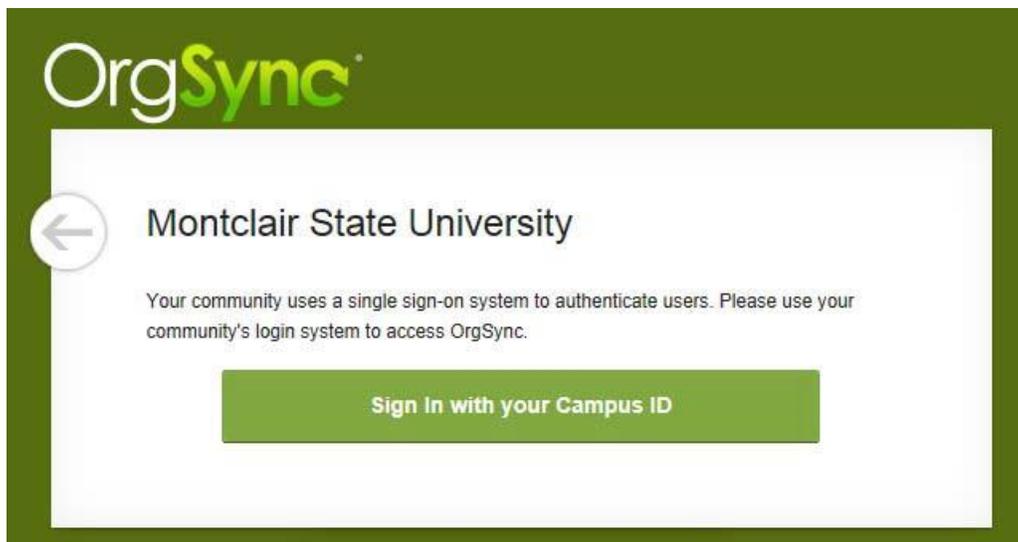


## OrgSync (HawkSync)

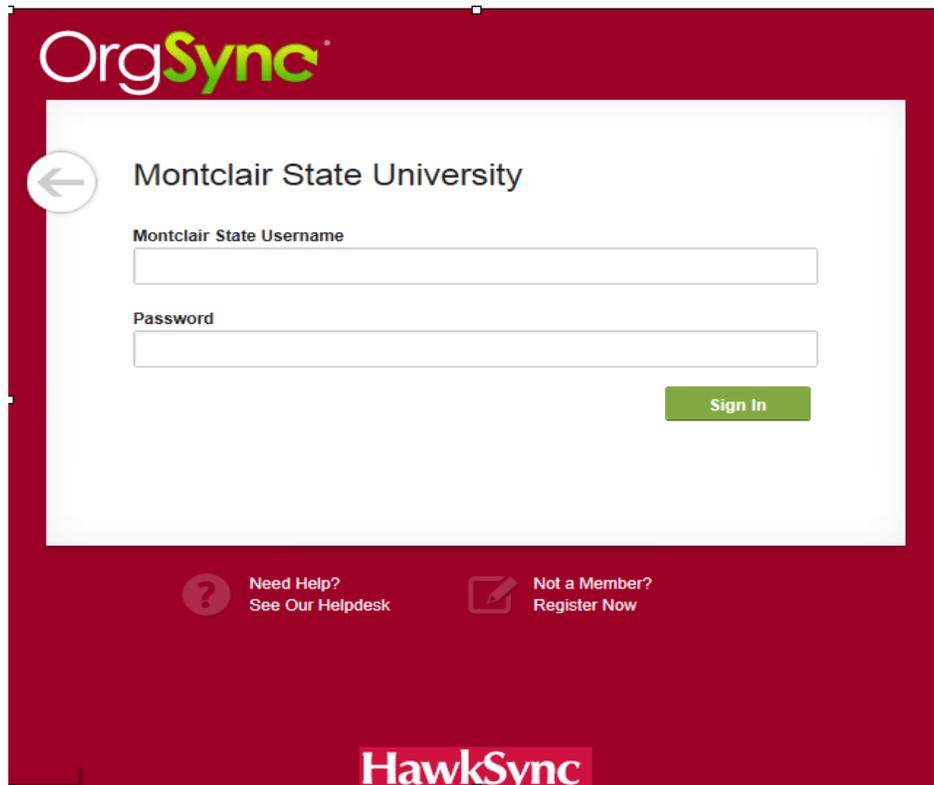
- 1) As a new user, go to the [OrgSync registration site](https://orgsync.com/register) (<https://orgsync.com/register>) and pick **Montclair State University** from the dropdown box



- 2) You will then get the following screen. Click on **Sign In with your Campus ID**.

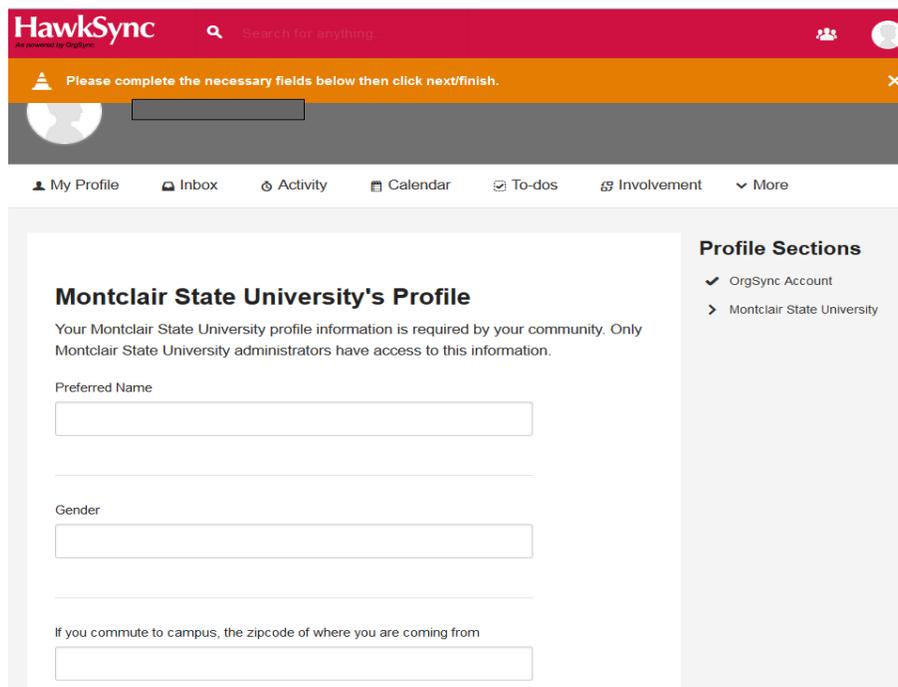


3) Enter your **NetID** and **password**. Click on **Sign In**.



The image shows a login page for OrgSync at Montclair State University. The page has a dark red background. At the top left is the OrgSync logo. Below it is a white box containing the text "Montclair State University" with a back arrow icon to its left. Underneath are two input fields: "Montclair State Username" and "Password". A green "Sign In" button is positioned to the right of the password field. At the bottom of the white box, there are two links: "Need Help? See Our Helpdesk" with a question mark icon, and "Not a Member? Register Now" with a pencil icon. The HawkSync logo is at the bottom center of the page.

4) Enter your profile information in the screens below:



The image shows a HawkSync profile completion screen. At the top is the HawkSync logo and a search bar. Below that is a notification bar with the text "Please complete the necessary fields below then click next/finish." and a close button. A navigation menu includes "My Profile", "Inbox", "Activity", "Calendar", "To-dos", "Involvement", and "More". The main content area is titled "Montclair State University's Profile" and contains a message: "Your Montclair State University profile information is required by your community. Only Montclair State University administrators have access to this information." Below this are three input fields: "Preferred Name", "Gender", and "If you commute to campus, the zipcode of where you are coming from". On the right side, there is a "Profile Sections" sidebar with "OrgSync Account" (checked) and "Montclair State University" (expanded).

**HawkSync** As powered by OrgSync Search for anything...

Please complete the necessary fields below then click next/finish.

How do you commute to campus? **REQUIRED**

I live on-campus  
 Train  
 Bus  
 Car/Motorcycle  
 Walk/Bicycle

Do you want to be involved on campus and participate/attend activities, events, and programs? **REQUIRED**

Yes  
 No

Previous Finish

5) When you are finished entering your information, click on **Finish**. You will get the welcome screen below. Once on the welcome screen, you can change your profile or upload your picture by clicking on **Edit Your Profile**.

**HawkSync** As powered by OrgSync Search for anything...

My Profile Inbox Activity Calendar To-dos Involvement More

FIRST NAME	MIDDLE	LAST
<input type="text"/>		<input type="text"/>
EMAIL ADDRESS		PHONE NUMBER
<input type="text"/> @mail.montclair.edu		No Phone Number Entered
ADDRESS		
No Address Entered		

[Edit Your Profile](#)

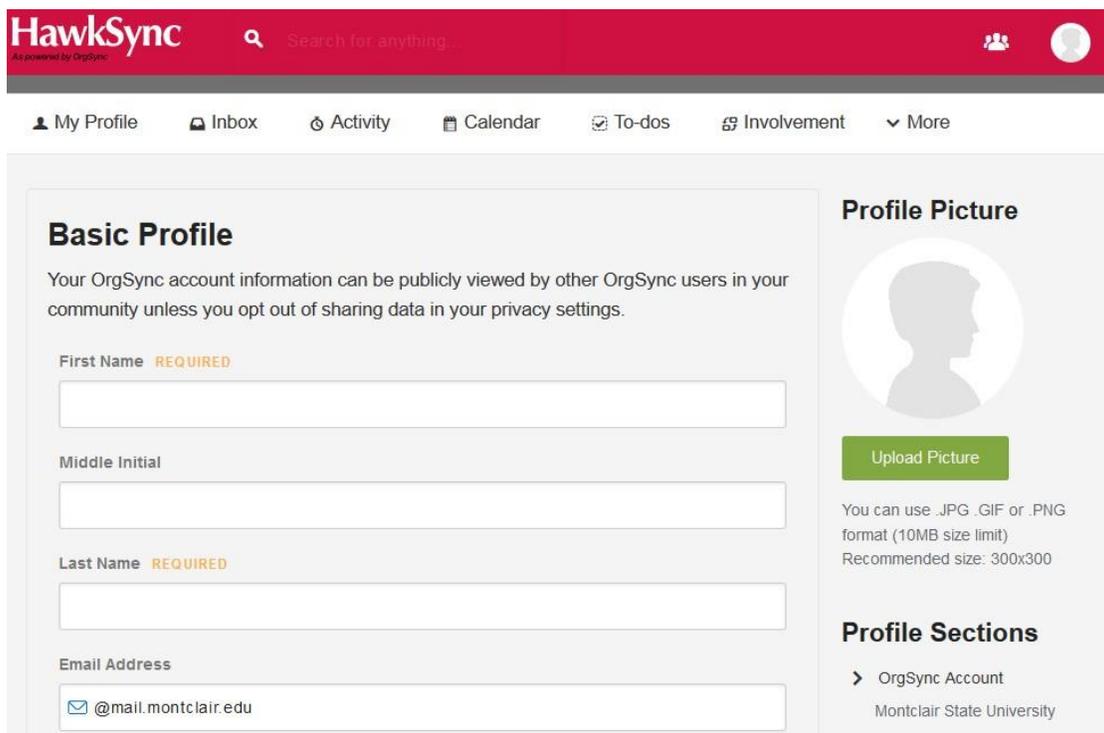
**Welcome to your new profile!**

By now you know that things are looking a bit different. We've updated the interface across our application to make things easier to use and to hopefully make things more useful for you.

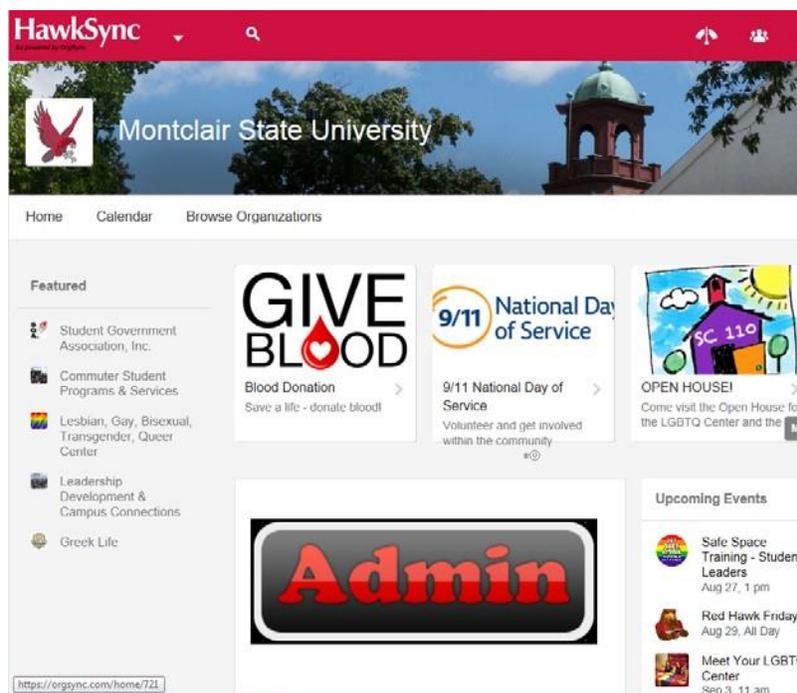
LEARN MORE ABOUT THE CHANGES:

- [Read about it](#)
- [See the new helpdesk articles](#)
- [Watch the Introduction Video](#)

- 6) You will then have the ability to update any of the user information such as name, address, biography. You must enter your cell phone number on this page in order to be eligible for text messaging from your organizations. Don't forget to upload a picture!

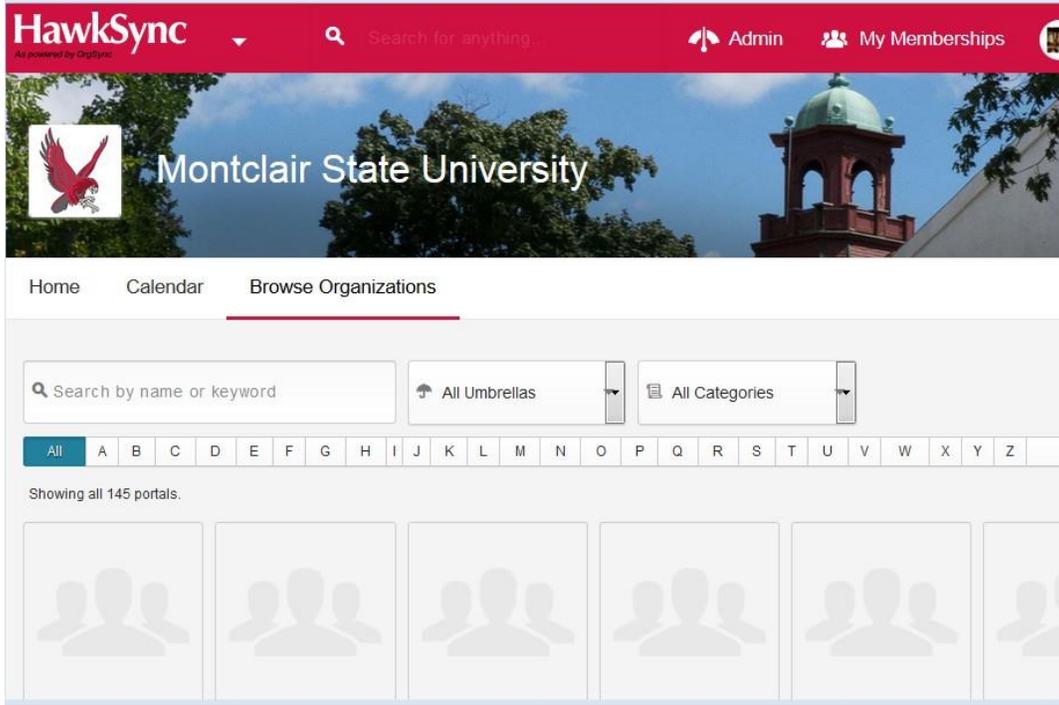


- 7) You can then click on **HawkSync** in the upper left hand corner to get to the main MSU page. This page provides a single snapshot of everything going on outside the classroom and across Campus.

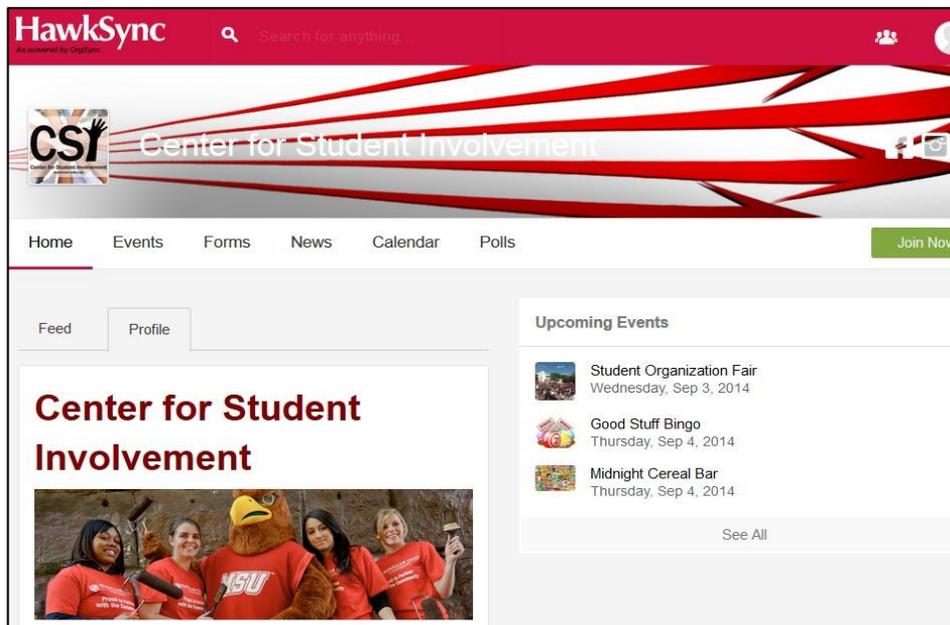


## To Join an Organization

Locate the **Browse Organizations** button. This page provides a list of all the organizations registered at MSU. You can search this list by name or keyword. It can also be filtered to show organizations under a specific umbrella or category.

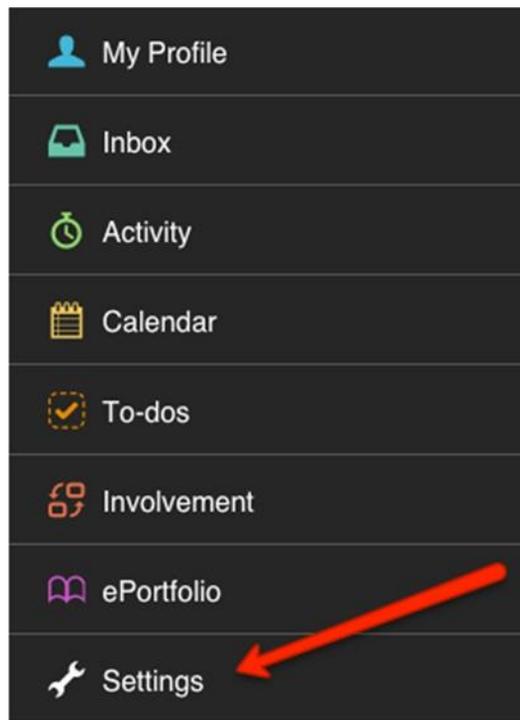


To learn more about a particular organization and possibly join it, click on the **organization's logo**. If you would like to join an organization, click on the **Join Now** button in the top right of the organization's homepage.

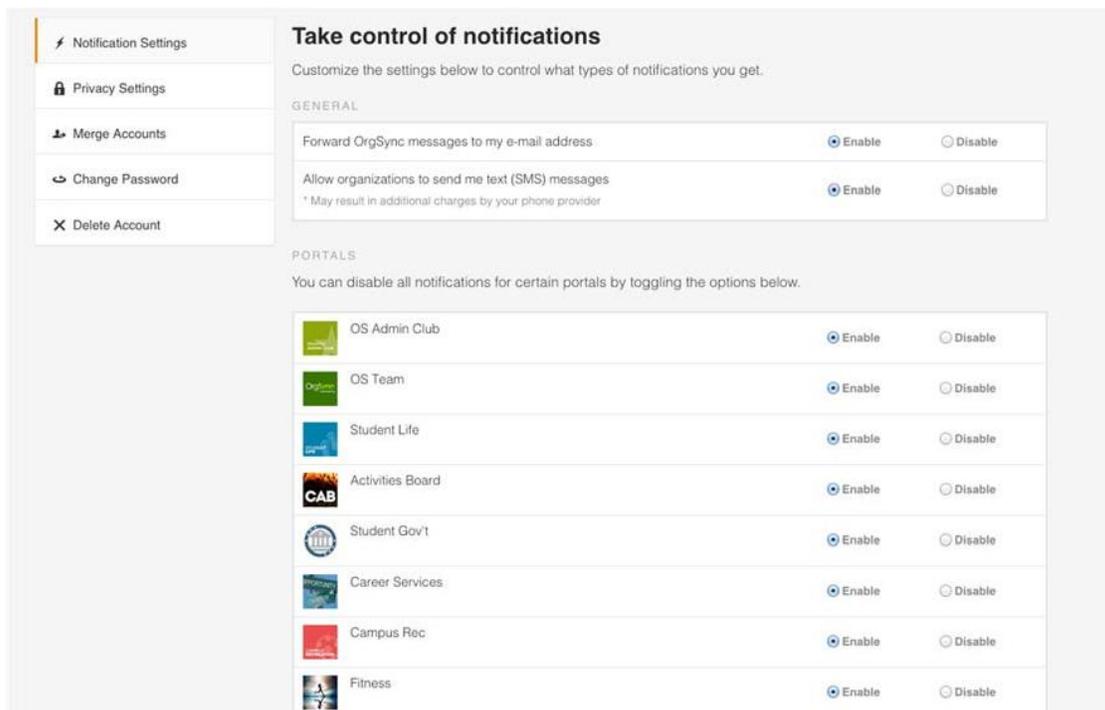


## Managing Notifications

- 1) To manage the notifications you receive from OrgSync, click on your **photo/name** in the top right of your screen and select **Settings** from your user drawer.



- 2) Next, choose the **Notification Settings** tab. The resulting page is divided into four sections, each of which are described below:



**TOOLS**

There may only be certain tools relevant to you. Disable the ones that aren't.

	OrgSync	Email	Text
Admin Requests ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Budgets ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discussions ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Requests ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form Submissions ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invoices ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Join Requests ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Memberships / Groups ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photos ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registration Requests ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**INVOLVEMENT**

Choose whether notifications will be sent to your email, phone, or displayed within your OrgSync Inbox.

	OrgSync	Email	Text
Involvement Activity / Timesheet Entries ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organization Membership Entries ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Official Co-Curricular Transcript Requests ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Save Notification Settings](#)

- **General:** Determine if OrgSync messages should also be forwarded to your email account. Also, determine if you would like to be eligible to receive text messages.
- **Portals:** Determine if you would like to enable or disable all notifications from the organizations of which you are a member.
- **Tools:** Determine which modules you would like to receive notifications for and how you want to receive those notifications. You can receive notifications through OrgSync, email, and text messaging. If you have any questions about when notifications are sent for a particular portal, click on the **question mark to the right of a module's name** to initiate the help dropdown.
- **Involvement:** Determine which notifications you'd like to receive for involvement-related items.

3) Click **Save Notification Settings** to save your settings.