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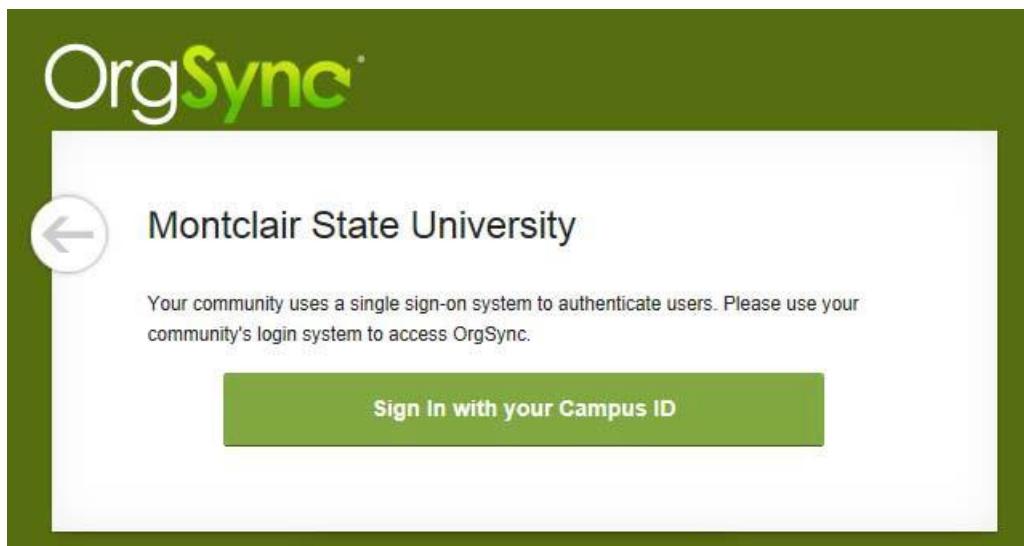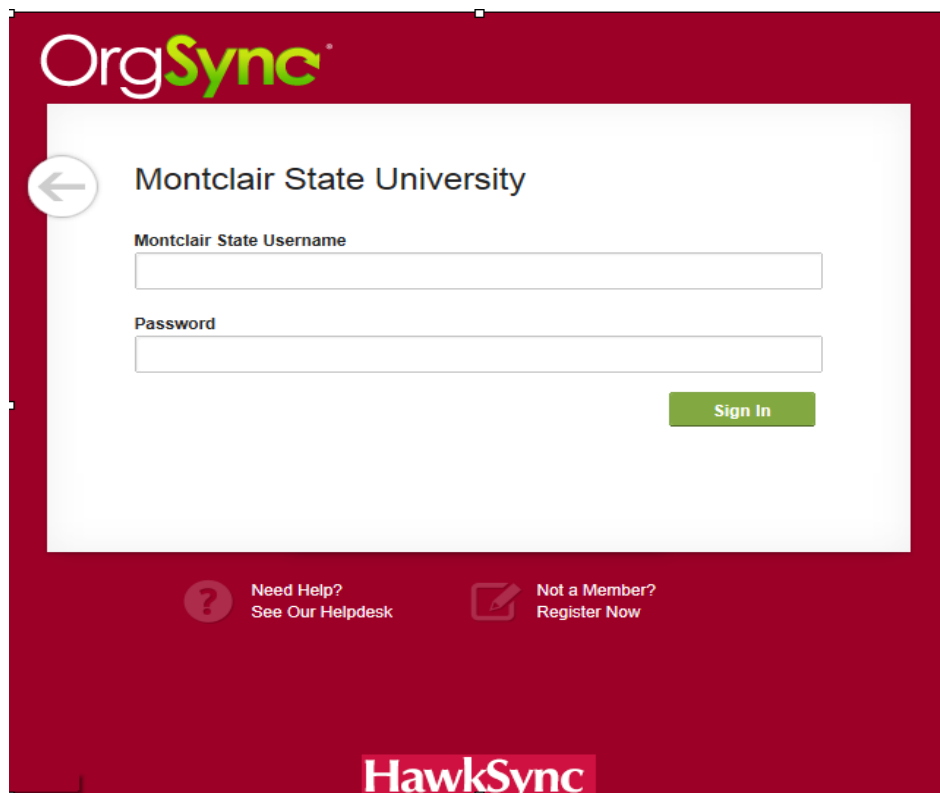
1) As a new user, go to the OrgSync registration site (https://orgsync.com/register) and pick **Montclair State University** from the dropdown box

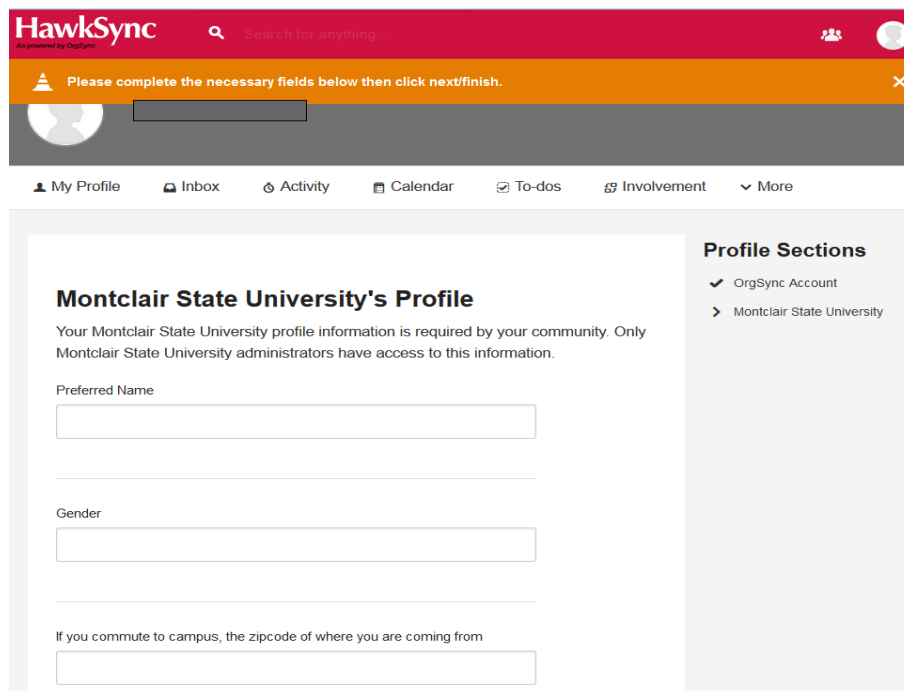2) You will then get the following screen. Click on **Sign In with your Campus ID.**

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

4) Enter your profile information in the screens below:

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**.

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!
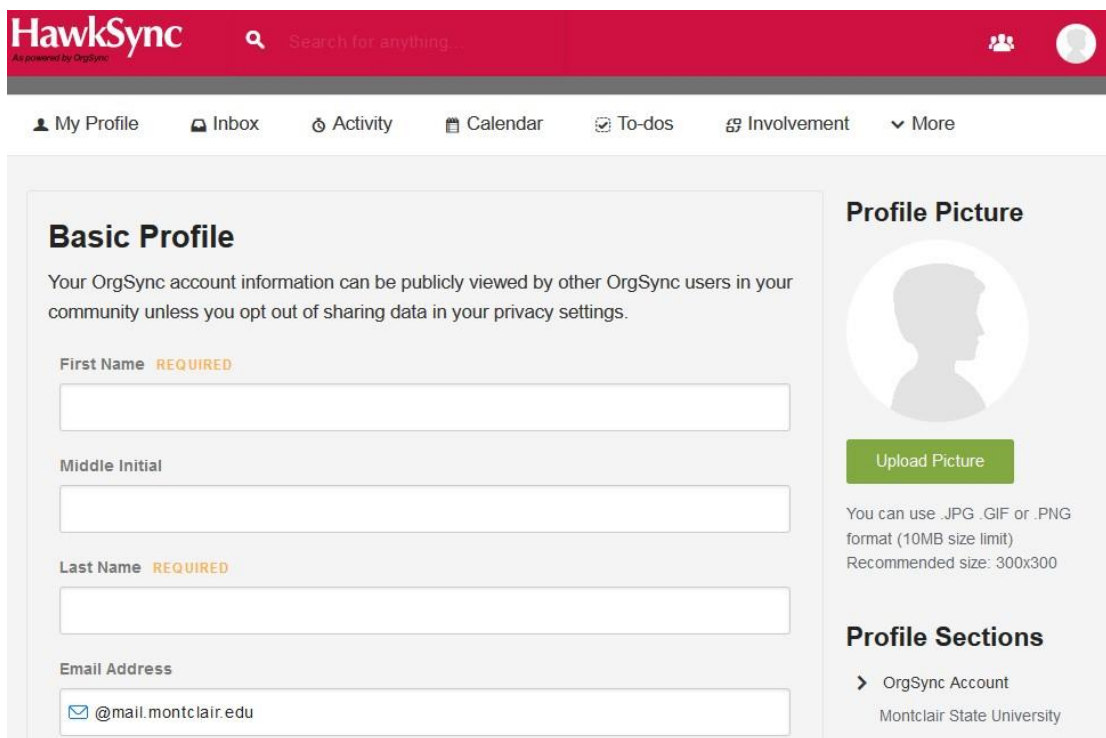
7) You can then click on **HawkSync** in the upper left hand corner to get to the main MSU page. This page provides a single snapshot of everything going on outside the classroom and across Campus.
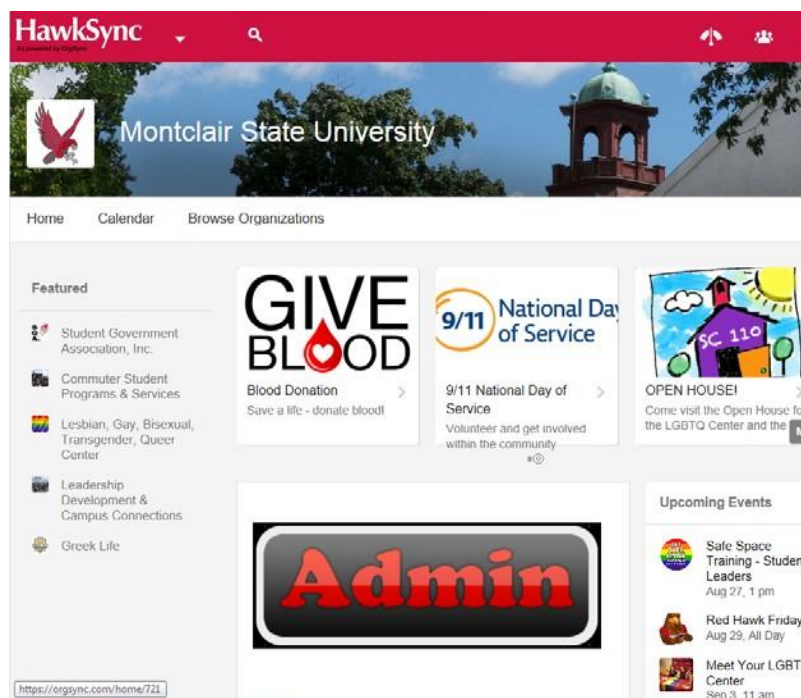
To Join an Organization
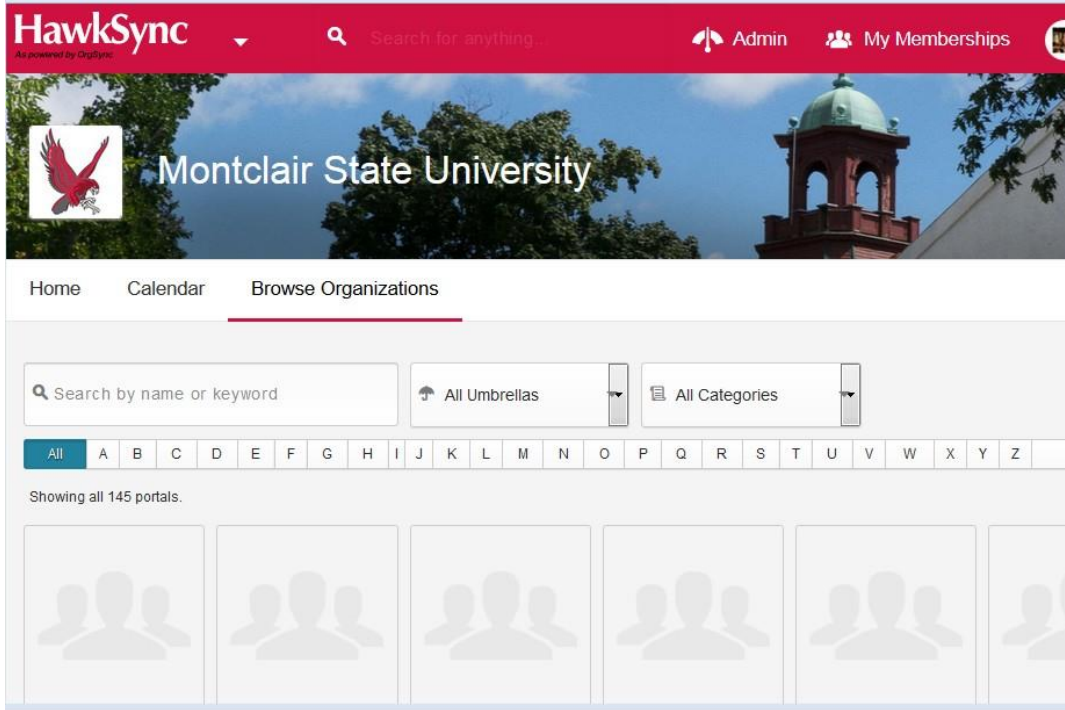Locate the **Browse Organizations** button. This page provides a list of all the organizations registered at MSU. You can search this list by name or keyword. It can also be filtered to show organizations under a specific umbrella or category.


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.
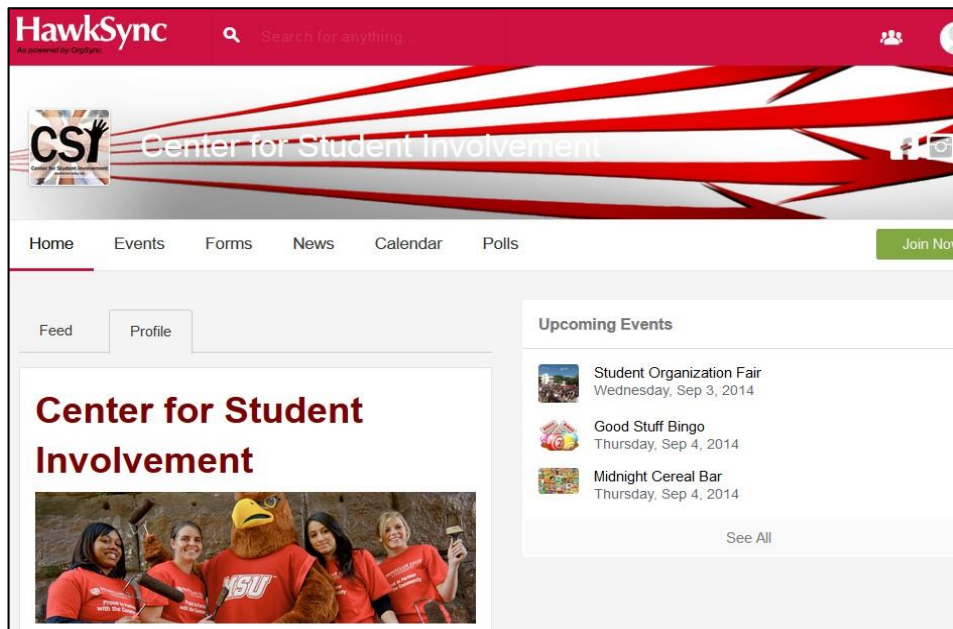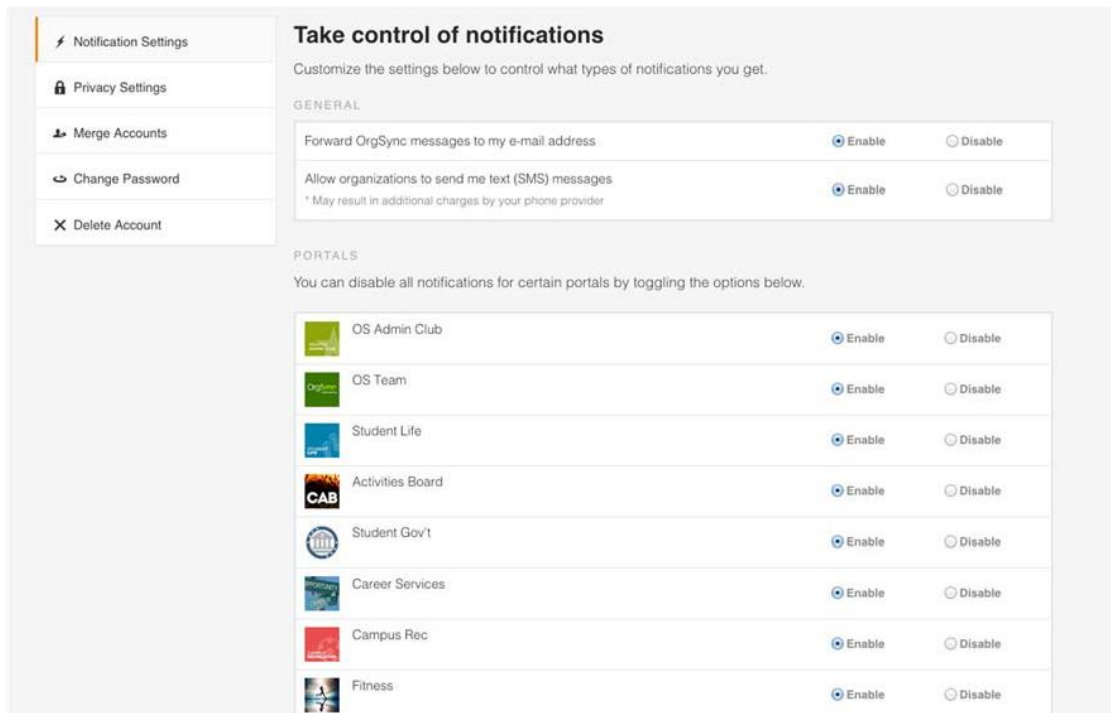
Managing Notifications

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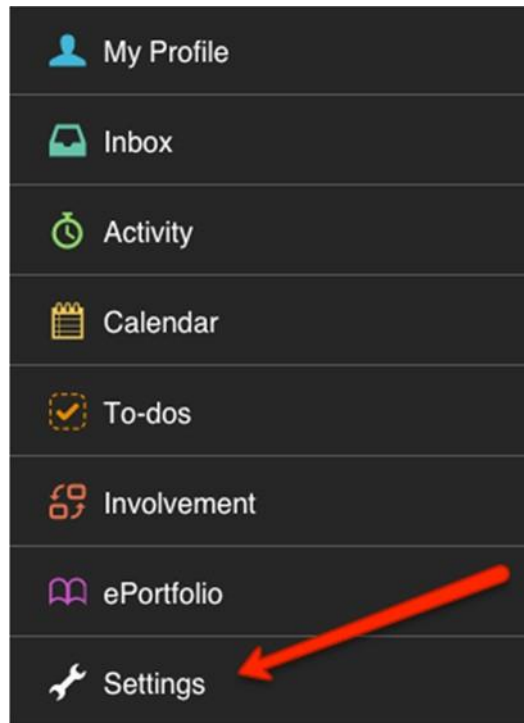
2) Next, choose the **Notification Settings** tab. The resulting page is divided into four sections, each of which are described below:

- **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.