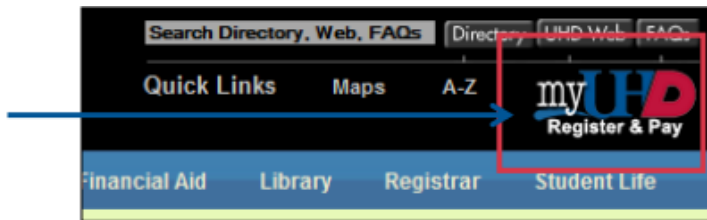
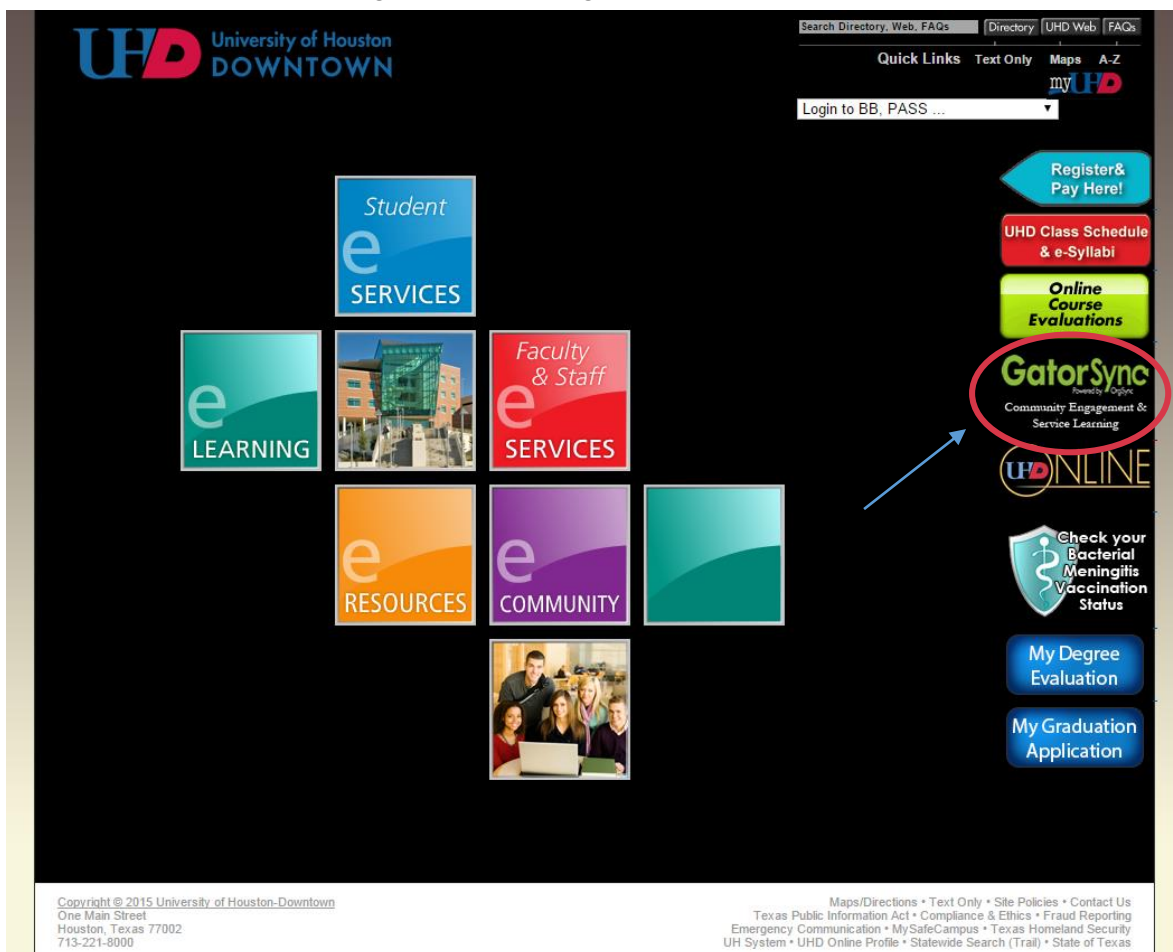


[How to access your portal in GatorSync](#)

1. Go to www.uhd.edu
2. At the top right, click the **myUHD** icon.



3. Click on the **GatorSync** button on the right side of the page.



Logging In

1. Enter your **UHD Username** and **Password**, and then click **“Login”** to log into GatorSync.

Note: If this is your first time to log into UHD GatorSync, you may be prompted to complete your profile. Please see page 4 of this document for further information.

ERROR: *If you experience an error message when trying to log in, please try again using another browser.*

The authentication process with our third party service providers may take a few seconds. Please be patient.

To ensure a successful login, please note the following:

- Make sure that your browser has **cookies enabled**.
- **Do not** click the back button on your browser.
- **Do not** click the login button more than one time.

Username Password

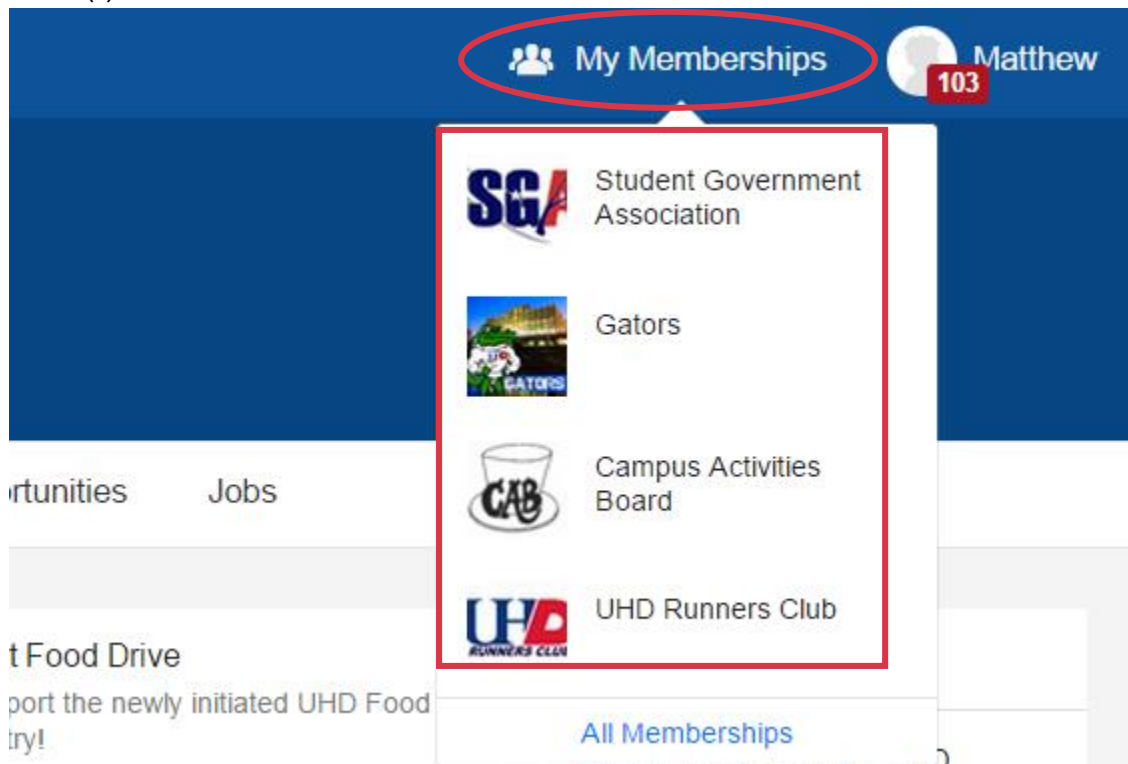
Use your UHD Network Account and Password to log in.

Your Network Account and Password are the same User ID and Password you use to log in to PCs on campus and your UHD e-mail.

[Forgot password?](#)

Login trouble? – contact the Help Desk at 713-221-8031

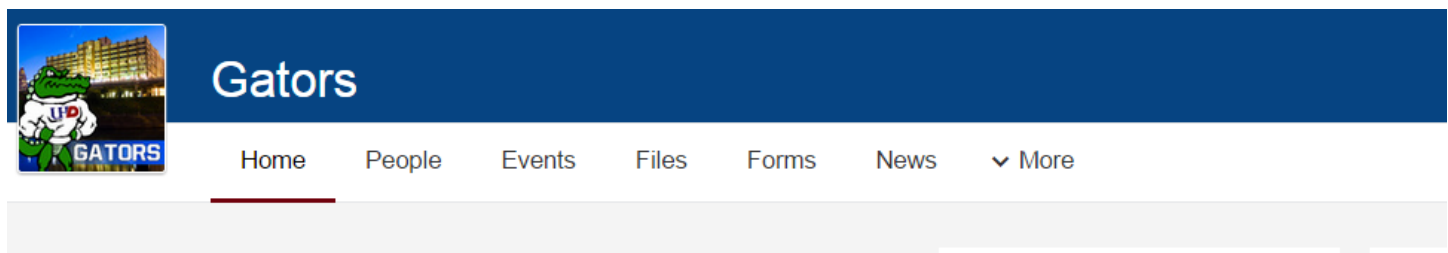
2. Click on **“My Memberships.”** A list of portals you are assigned to will appear. This list will include your service learning course(s).



The screenshot shows a user interface with a dark blue header. On the right, the user's name 'Matthew' and ID '103' are displayed. In the center, the 'My Memberships' link is circled in red. Below this, a white box contains a list of memberships with their respective logos: Student Government Association (SGA), Gators, Campus Activities Board (CAB), and UHD Runners Club. At the bottom of the list, there is a link for 'All Memberships'.

[Navigating Your Portal](#)

When you log into your portal (click on an option under “My Memberships”), you will see a menu of tab options, as displayed below.



- **Home:**
 - Profile – Welcome message
 - Feed - This is similar to a Facebook feed and will display any and all portal activity, such as forms, polls, news posts, events, etc.
- **People:** This shows all users that have access to the portal, including students, faculty, and UHD **GatorSync** support. You can message users individually or as a group by selecting the checkboxes next to their names.
- **Events:** This displays events posted by service learning community partners.
- **Files:** This is a document repository. Most file types are accepted. (Example: MS Word, Excel, PDF, etc.)
- **Forms:** Here you will find the pre and post-assessment surveys.
- **News:** This serves as a blog for your service learning post.
- **More:**
 - Photos
 - Discussions (message board/forum)
 - Calendar
 - Message
 - Polls
 - Bookmarks
 - Videos (Must be hosted externally)

[How to complete your profile \(first time users\)](#)

1. Navigate to GatorSync from [myUHD](#).

2. Enter your **UHD Username** and **Password**, and then click **“Login”** to log into GatorSync.

The authentication process with our third party service providers may take a few seconds. Please be patient.
To ensure a successful login, please note the following:

- Make sure that your browser has **cookies enabled**.
- **Do not** click the back button on your browser.
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Username Password

Use your UHD Network Account and Password to log in.

Your Network Account and Password are the same User ID and Password you use to log in to PCs on campus and your UHD e-mail.

[Forgot password?](#)

Login trouble? – contact the Help Desk at 713-221-8031

3. Enter your required information. Your First Name and Last Name should already be populated. Enter your Email Address and click “Continue.”

Basic Profile

Your OrgSync account information can be publicly viewed by other OrgSync users in your community unless you opt out of sharing data in your privacy settings.

First Name **REQUIRED** Middle Initial

Last Name **REQUIRED**


Email Address

Mobile Number Mobile Provider

4. Enter the remaining information and click "Continue."

About Me

|

 [Continue](#)