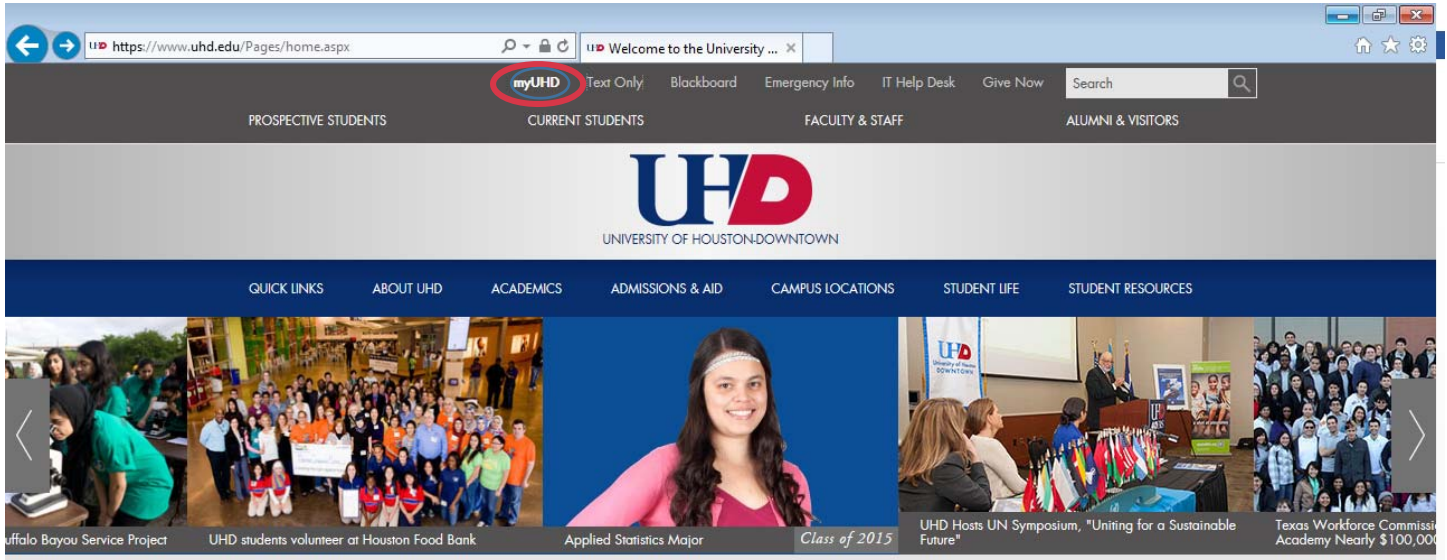
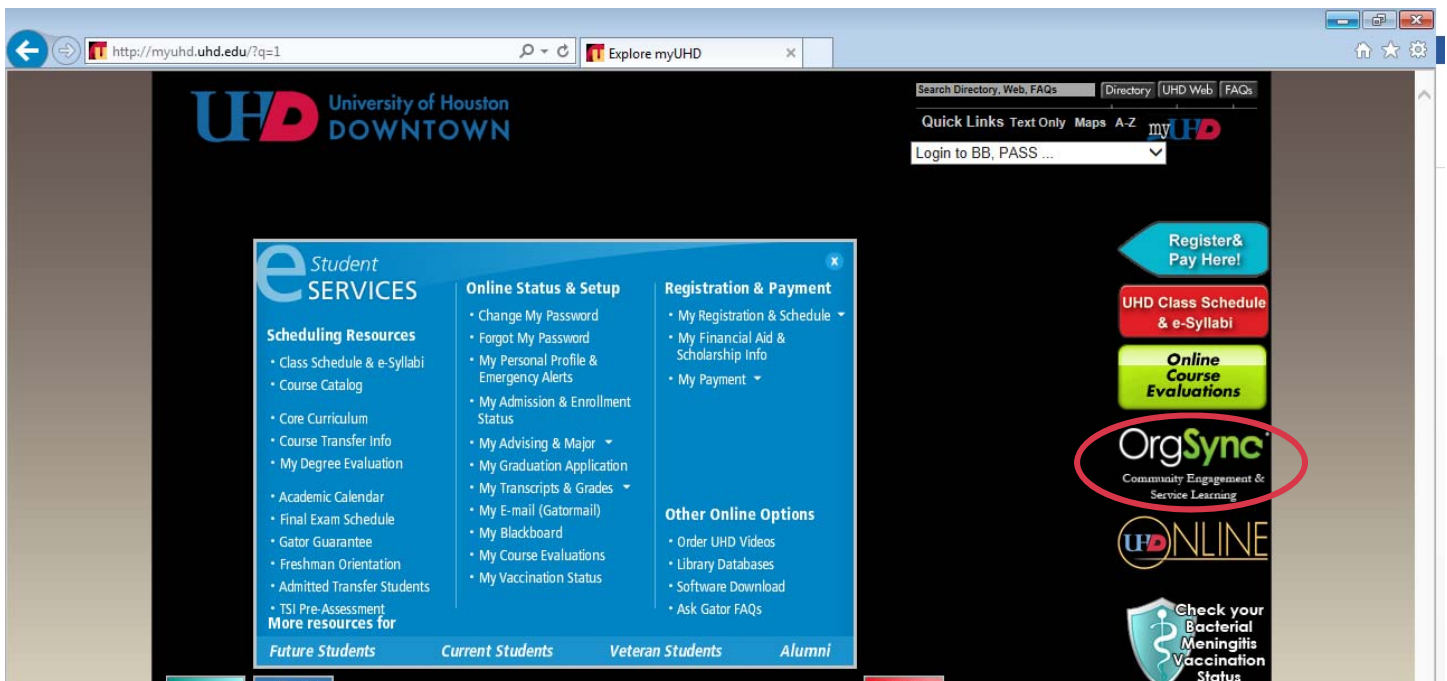


How to access your portal in OrgSync

1. Go to www.uhd.edu
2. At the very top of the screen, click myUHD.



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



Logging In

1. Enter your **UHD Username** and **Password**, and then click **“Login”** to log into OrgSync.
Note: If this is your first time to log into UHD OrgSync, 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

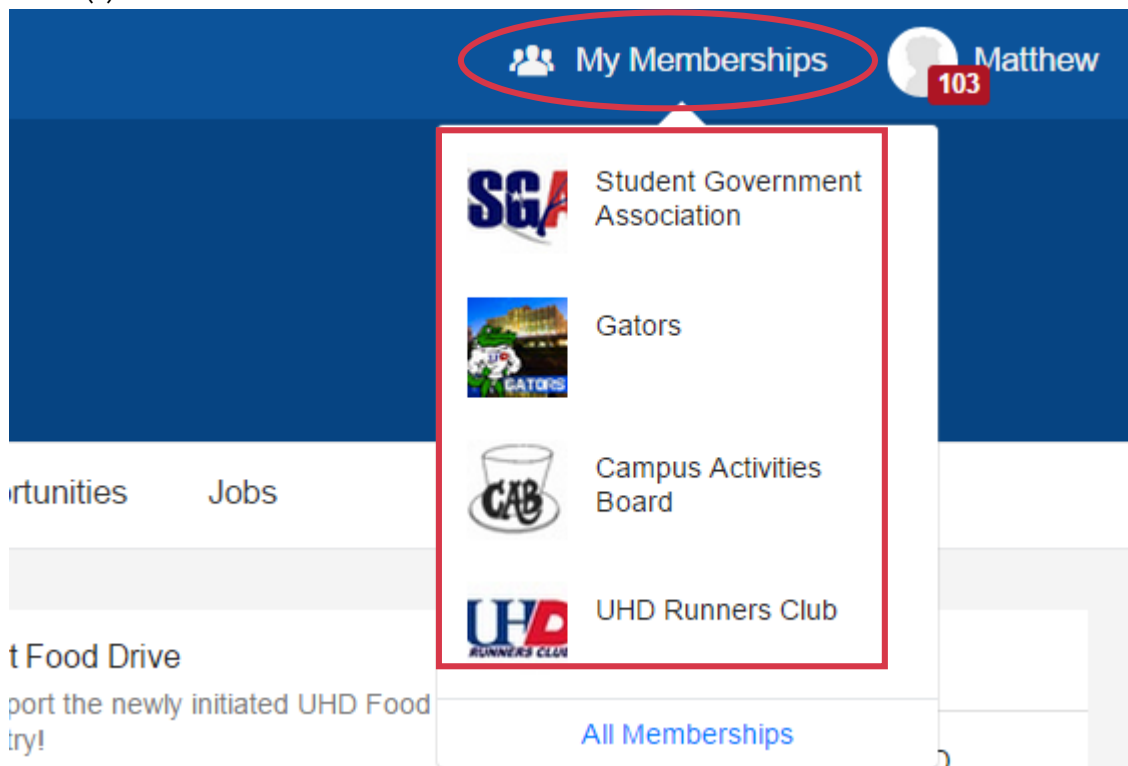
Use your UHD Network Account and Password to log in.

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).



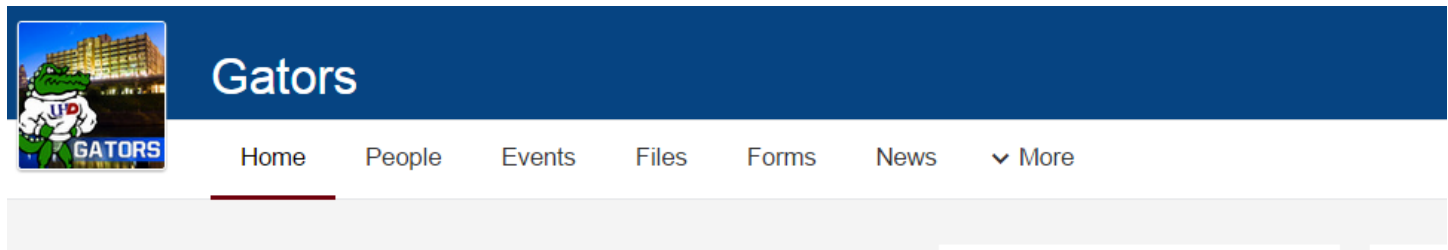
The screenshot shows the 'My Memberships' dropdown menu. The menu is open, displaying a list of memberships with their respective logos. The 'My Memberships' button is circled in red. The list includes:

- SGA Student Government Association
- Gators
- CAB Campus Activities Board
- UHD Runners Club

At the bottom of the dropdown menu, there is a link for [All Memberships](#). The user's name 'Matthew' and a notification badge with the number '103' are visible in the top right corner of the interface.

[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 OrgSync 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)