1. If you haven’t done so already, create your personal OrgSync account.
   - [www.orgsync.com](http://www.orgsync.com); click Register in the upper right hand corner.
   - Choose Tarleton from the drop down menu and log in with your NTNET username and password.
   - Complete your personal profile.

2. Choose Organizations on the top purple toolbar and search for your organization.

3. If you are not a member of your organization, select the Join Now link and check the box that you are an executive member.

4. If you are an executive Member of your organization and do NOT see the Settings icon on the left hand toolbar of your organization’s page send an e-mail to stuact@tarleton.edu requesting Administrator access to your organization along with your executive position.

5. Once you have received a confirmation e-mail that you have been added as an administrator, log in to OrgSync and locate your organization.

6. Select the Settings icon on the left toolbar of your organizations page and update all the information in the profile; there are two pages to complete.

7. If you are unable to submit the form it is because you have not completed certain required fields. Those fields will be highlighted for you to complete.

8. You will receive a confirmation e-mail once your renewal has been approved.