Activity Permits on TexanSync

Beginning **January 14, 2015**, the Office of Student Engagement will require **ALL** Student Activity Permits to be submitted through **TexanSync**!

Below are directions to help you locate the form. Only members who are listed as “admin” for your organization’s page will be able to create the form. You may add and remove members to admin status as necessary.

1. Log-in to TexanSync using your NTNET credentials. Find the “My Memberships” tab at the top of the page. **Select the name of the organization** you are creating an activity permit for.
2. On your organization’s page, select the “Events” tab underneath your organization name.

3. Under the events tab, find “Create an Event” on the right side of the page.
4. Fill out the form and submit.

If you have any questions or need additional help, please contact the Office of Student Engagement at (254) 968-9256 or Destiny Tolbert at (254) 968-9290.

Thank you,
The Office of Student Engagement