HOW TO CREATE AN ORGSYNC PORTAL FOR YOUR NEW STUDENT ORGANIZATION

Step 1. Log into your OrgSync account by visiting getinvolved.boisestate.edu and find the “Log Into OrgSync” button on the left-hand side of the screen. Click on the button.
Note: You must have a personal OrgSync account prior to logging into OrgSync. If you need to create an account, click on “Create Account.”

Step 2. Click on the “Organizations” tab.
Step 3. Click on “Register New Organization.”

Step 4. Choose the “Boise State Student Life” umbrella, then click “Select.”
Step 5. Complete the “Basic Organization Information” section. When done, click “Continue.”

**Tip:** Please review the [Identity Guidelines](#) when considering Student Organization Names. The Student Involvement and Leadership Center will review and work closely with you to approve the final name.

**Tip:** If your student organization wishes to upload a profile picture/logo (this is optional), be sure to follow the identity guidelines for Logos & Visual Identity also found in the [Identity Guidelines](#) section of the Get Involved website.
Step 6. Enter the names and start date(s) of the elected student officers and advisors(s) for the required positions in the slots provided. The names will auto populate and you’ll simply select their OrgSync profile from the dropdown list. When done, click “Continue.”

Tip: Students and advisors must have an OrgSync account prior to this step in order to auto populate in the positions slots.

Tip: Your advisor(s) will be sent an email notification with a link to confirm his/her advisor role—you may want to give him/her a heads up that your registration will not be complete until they complete their confirmation.
Step 7. Select “Student Organization” then click “Continue.”

Step 8. Complete the “Student Organization Registration” section. When done, click “Continue.”
**Tip:** Be sure to list a contact person who is reliable, timely, and responsive. This is the person who will be contacted by anyone interested in learning more about your student organization.
Step 9. Click “Continue.”

Step 10. Click “Finish.” You’re done!

**IMPORTANT:** Your portal will not be accessible until you complete the registration process and receive formal notification from the Student Involvement and Leadership Center that your student organization has received Active status.

**Tip:** Review the [How To Start A Club](#) section of the Get Involved website to track which steps you have completed towards registering your new student organization at Boise State University. You can also contact the Student Organizations Coordinator at getinvolved@boisestate.edu or call 208-426-1223.

**Tip:** You will receive an OrgSync notification confirming that you have submitted a new organization registration request. As the Student Involvement and Leadership Center approves the required positions you entered, you will receive OrgSync notifications of those approvals as well. Keep track of those email notifications; they can help you understand where you are in the registration process.
QUESTIONS? Contact the Student Organizations Coordinator at getinvolved@boisestate.edu or 208-426-1223.