

## January Orientation Registration Instructions

Step 1: Follow the “Clicking Here” which will take you to the January Orientation Registration home page in OrgSync

Step 2: Click “Sign in with Campus ID” which is located in the white box in the upper right hand corner of the home page

Step 3: Sign in with your Porches log in and password (example login: smithb3)

Step 4: a. You will be asked to fill out your OrgSync profile.

b. Next, you will be asked to complete a faculty/staff profile-IGNORE and scroll down to end of page and click “Finish”.

c. Next you will see a profile overview screen to make sure your profile information is correct. Move to step 5.

Step 5: Type <https://orgsync.com/114207/chapter> into the navigation field to return to the January Orientation registration home page

Step 6: Read the Welcome message then click “Click here” to complete the January Orientation Registration form. You will need your UD Student ID number in order to complete the registration form. You will find your ID number in the “My Info” channel the lower right hand corner of your porches home page (porches.udayton.edu).

Please Note:

- You will have an opportunity to purchase a T-shirt so have a credit card available, if interested.

### Registration Confirmation

You will receive two separate confirmation emails as a result of this registration process. Confirmation Email #1: Confirms that you have successfully submitted your registration form. It could take up to an hour to receive this email.

Confirmation Email #2: Confirms that your registration has been reviewed and approved by New Student Programs and signals that you have successfully completed the January Orientation registration process.