

## Transfer Student Orientation (TSO) Registration Instructions

Step 1: Click "[Register Here](#)" which will take you to the TSO 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/113912/chapter> into the navigation field to return to the TSO registration home page

Step 6: Read the Welcome message then click "[Click here](#)" to complete the TSO 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 your New Student/First-year 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 the your registration has been reviewed and approved by New Student Programs and signals that you have successfully completed the TSO registration process.