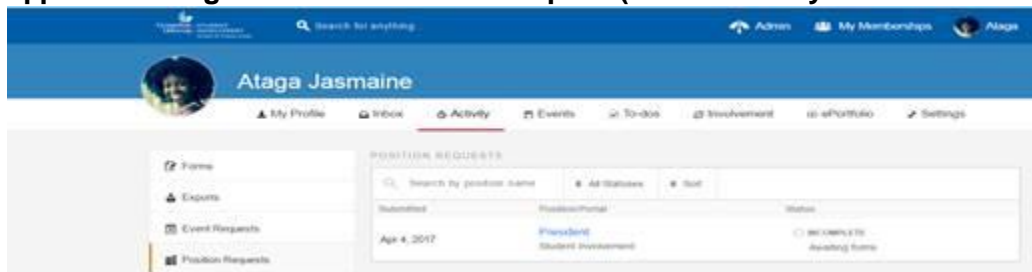


Accepting a Position Request in OrgSync

1. Log into [OrgSync](#), using your Campus ID and Password
2. Click on your name in the top right of the screen and choose the Activity option.



3. The Position Request tab can be found on this page. The status of the position request will appear in the right-hand column as incomplete (which means you need to take action).



4. Next to the position, you will see the option to: **Fill Out Now**. After providing your GSU contact information and commitment to university policies, click continue. The next page will confirm your position role submission.

