

User Drawer: Account

Your User Drawer is where you can access the tools that are specific to you as an individual user. Here you'll be able to see upcoming events you've RSVP'd to, complete unfinished forms, and update your personal profile.

To get to your User Drawer, click on your initial (or profile picture, if you have already added one) in the top right corner of your home page:

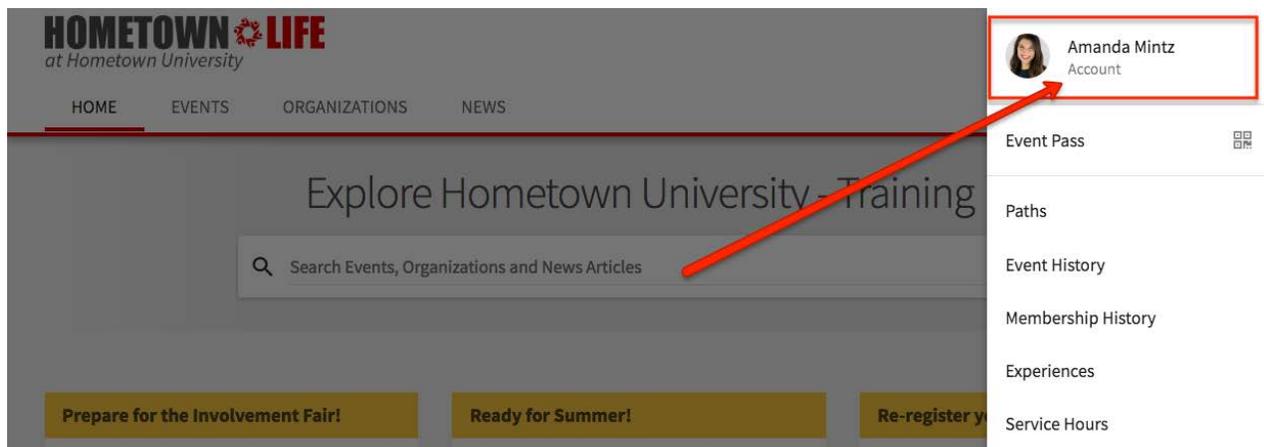


My Account

Updating your User Profile Information

There are many settings that you can modify or update within your user profile. This includes your basic information, changing your profile picture, and adding links to your social media pages. To access your personal account settings, click on your initial or photo in the top right of the screen and select *Account*. This defaults to your Profile.

Under the Profile Information section, one field is a Preferred Email Address. If you want to receive messages related to your student organization involvement (both from Student Activities and from your organization) to a different email address other than your my.unt.edu address, enter it here. A few types of messages (including event and organization membership invitations) will go to your my.unt.edu address regardless of whether you add a Preferred Email Address.



On the right side of the page, you'll see the option to upload a new profile picture. The rest of your information is broken into several sections which are described in detail below.

Section	Function
Text Message Notifications	Some student organizations may use their settings to be able to communicate to members via text message. If you would like to be able to receive a text message from your student orgs, select "on" and add your phone number and carrier.

Demographics	Optional demographic information questions, which are visible only to you and Student Activities staff.
Social Media Profile Links	Add links to your Facebook Profile, Twitter Username, and LinkedIn Profile, as well as others.

When you're done making changes to your profile information, click *Update* at the bottom of the page.

Updating your Contact Information

You may update your contact information by clicking the *Contact Information* tab. When you're done making changes to your contact information, click *Update* at the bottom of the page.

Note: This information will only be visible to others if your Privacy Settings (next) are set to "show" for these fields.

Changing your Privacy Settings

You can change your privacy settings, both for OrgSync as a whole and for the organizations that you are a member of by selecting the Privacy Settings tab. Your privacy settings are divided into two sections, Community Directory Settings and Organization Roster Settings.

Community Directory Settings

Community Directory Settings allow you to decide what information is shown when your name is clicked on by anyone who is logged in (authenticates with their EUID and password) to the UNT OrgSync community. You may select what information to show and what information to hide. If you make changes to your settings, be sure to click the Save Settings button before navigating away from the page.

Organization Roster Settings

You are also able to make changes to the visibility of your name/profile on student organization rosters by changing your Organization Roster Settings. If you do not want others to see your name in the roster of a student organization's portal, select "hide." You can make a decision about the visibility of your name/profile for each organization portal you are a part of.

Organization Roster Settings
 Select your privacy setting for each position that you hold; if left undecided, your roster visibility will be determined by your institution's administrator. Public rosters may be indexed by internet search engines.

Privacy Setting	Organization Name	Start Date	Position
<input checked="" type="radio"/> Show <input type="radio"/> Hide	Campus Programming Board	4/12/2017	Member
<input checked="" type="radio"/> Show <input type="radio"/> Hide	Campus Programming Board	4/12/2017	Marketing Committee Chair
<input checked="" type="radio"/> Show <input type="radio"/> Hide	Hometown University	3/10/2017	Member

Changing your Notification Settings

OrgSync has the capability to send you e-mail notifications and in-system messages for various activities that occur within the system. To manage your notification preferences, select the Notifications tab.

First, determine your mass messaging settings. This setting determines whether you would like to receive messages sent through the system from Student Activities (which is incredibly rare), your student organization leaders, or neither.

Next, review a list of Common Notifications sent within the system. These notifications are most likely to be sent to most users. For each notification, select the boxes under "System" and "Email" to indicate where you would like to receive notifications. If you are an officer or highly involved member of a student organization, we highly suggest that you do not uncheck any of these notification options, at least for the column for Email.

Common Notifications

Select your preferences for notifications that are the most common for all users. Notifications under "Show Advanced Preferences" are less common and may require specific permissions based on which positions you hold in your organization(s).

Notification	System	Email
Event Cancellations Get notified when an event you have been invited to has been cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Event Invitations Get notified when you are invited to an event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form Submission Confirmation Get notified when your form submission has been received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Membership Invitations Get notified when you are invited to join an organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Membership Request Approvals Get notified when your organization membership request is approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News Article Discussions Get notified when a news article you posted has a new comment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organization Discussions Get notified when a comment is added to one of your organization's discussion walls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organization News Articles Get notified when a news article is posted in an organization you belong to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[SHOW ADVANCED PREFERENCES](#)

Open up Advanced Preferences to review additional notification types. Many of these notifications will only be delivered to you if you hold a particular leadership role or perform particular activities within an organization. We encourage you **not** to uncheck any of the notification options within these sections if you:

Event Submissions	...submit Events or Event Applications for a student org, assuming you are given this access within the org's portal.
Forms	...could fill out a Form either as an individual student or on behalf of a student org. Since many campus departments use forms to collect information, there is a strong possibility that you will fill out a Form.

Experiences	...are a user. This is not a tool UNT uses, so you can check/uncheck these as you like.
Organization Accounting	...are a user. This is not a tool UNT uses, so you can check/uncheck these as you like.
Organization Membership	... are an officer who manages members joining your organization portal.
Organization Registration	...are the President of an organization and/or an officer who is responsible for submitting the registration form to Student Activities each semester.
Reviewer Notifications	... are the President of an organization and/or an officer, especially one who may be asked to review a submitted form or event request.
Reporting	...are a user. This is only a tool Student Activities uses, so you can check/uncheck these as you like.
Administration	...are a user. This is only a tool Student Activities uses, so you can check/uncheck these as you like.

Note: Your my.unt.edu address is the default account for e-mail notifications. You may add a Preferred Email Address (see *Updating your User Profile Information* above) to receive most notifications. You may also elect to receive text message notifications from your student orgs to add your phone number (see *Updating your User Profile Information* above).

Interests

In the near future, OrgSync will be able to showcase tailored events and student organizations based on your interests. It will use your sections and be able to show you things within the UNT OrgSync community that might be of particular interest to you.