



Co-Curricular Transcript

An Introduction to RWU's CCT



Benefits of using OrgSync

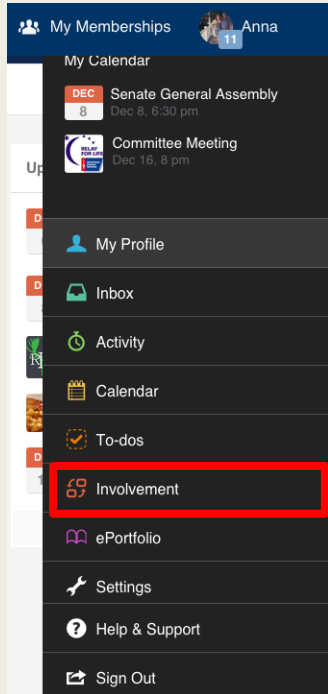
- Upload Documents
 - Store your documents and folders
 - Save all club or org files to be passed down to new members
- Build Your Resume
 - Add your student organizations, sports teams, and honor society involvement
- Build and Design your E-Portfolio
 - List all involvement on campus
 - Add references and letters of recommendation
 - Upload work from internships or jobs
 - Personalize and design to express yourself
 - **Have a personalized link to send to future employers to view**

How to Login

- Go to www.orgsync.com - Sign in
- Choose “Roger Williams University” as your school
- Log in through the portal - use your email name and @academics.rwu
- Password is the same as your portal - first and last name initial, last four digits of your social security number, and RWU
 - ab1234RWU

How to Make a CCT

After logging in, click on your name in the top right and go to your “Involvement” tab



- Choose “Add Event Participation” or “Add Membership” and fill out form

A screenshot of a web form titled 'Add Event Participation' for Anna Swenson. The form includes:

- An 'Organization' dropdown menu with the text 'Please select'.
- An 'Agency (if desired organization is not listed above)' text input field.
- An 'Activity Name' text input field with a 'REQUIRED' label in orange.
- A note: '250 character limit. (250 left)'.
- Three input fields at the bottom: 'Start Date' (REQUIRED), 'End Date', and 'Total Hours' (REQUIRED), all with orange 'REQUIRED' labels.

Add Involvement

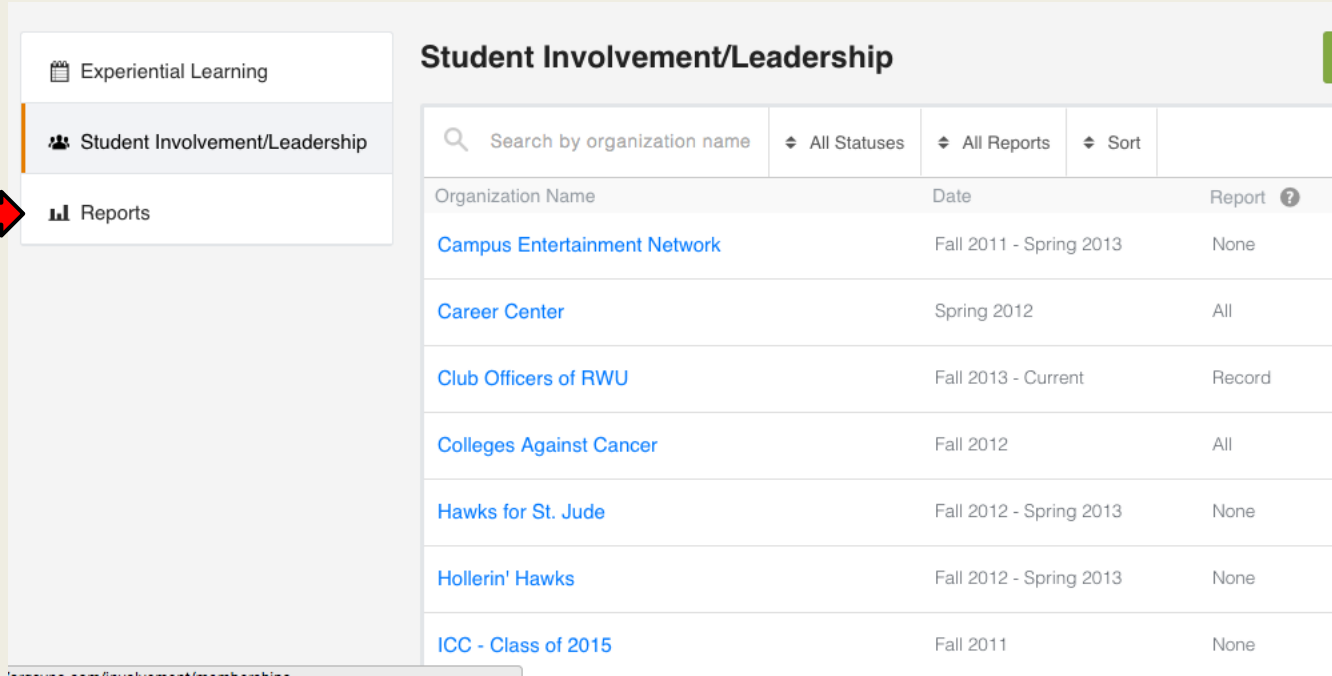
As you add in your involvement, they will begin to show up on your tab

Experiential Learning Add Involvement Entry

Search by event name	All Statuses	All Reports	All Organizations	All Dates	Sort	
Event / Activity	Portal	Hours	Report	Status	Options	
Roger After Dark: Haunted Carnival Fall 2014	RAD	1.0	All	✓		
Committee Meeting Fall 2014	CAC	1.0	All	✓		
Club Officer Training Fall 2014	Club Officers	3.0	All	✓		
Relay for Life Spring 2013	CAC	60.0	All	✓		
Community Connections Leader Fall 2012	Feinstein Center ...	20.0	All	✓		
Club Officer Training Fall 2009	Club Officers	3.0	All	✓		

Request Transcript

After all of your involvement is entered, press the “Reports” button on the left hand side of your screen.



The screenshot shows a web application interface. On the left is a sidebar with three navigation options: 'Experiential Learning' (with a calendar icon), 'Student Involvement/Leadership' (with a group of people icon), and 'Reports' (with a bar chart icon). A red arrow points to the 'Reports' option. The main content area is titled 'Student Involvement/Leadership' and contains a table with a search bar and filter options. The table has three columns: 'Organization Name', 'Date', and 'Report'. The table lists several organizations and their corresponding dates and report statuses.

Organization Name	Date	Report ?
Campus Entertainment Network	Fall 2011 - Spring 2013	None
Career Center	Spring 2012	All
Club Officers of RWU	Fall 2013 - Current	Record
Colleges Against Cancer	Fall 2012	All
Hawks for St. Jude	Fall 2012 - Spring 2013	None
Hollerin' Hawks	Fall 2012 - Spring 2013	None
ICC - Class of 2015	Fall 2011	None

Request Transcript

Reports

Full Involvement History

Your full involvement history shows all approved experiential learning and student involvement/leadership in which you have been involved at Roger Williams University.

[Preview](#)[Export PDF](#)

- Include Learning Outcomes
- Include Reflections

Co-Curricular Record

Your co-curricular record allows you to select the most important involvement pieces you have taken a role in and reflect upon them. This is an unofficial report.

[Preview](#)[Export PDF](#)[Request Official Transcript](#)

Getting your CCT

- Allow up to four business days for your request to be processed
- You will receive an email from SPL when it is ready
- You can pick up your sealed and signed CCT in Student Programs and Leadership