**Step 1:** Open a web browser and navigate to my.fairfield.edu

![Login Image]

**Step 2:** Select the OrgSync Logo in the Launch Pad

![Launch Pad Image]
**Step 3:** At the top right, select your name

![Image of Nicole](image)

**Step 4:** In the dropdown, select involvement.

![Dropdown menu with Involvement option highlighted](image)

**Step 5:** At right, filter by Organization. Select First Year Experience

![Organization filter with First Year Experience option](image)
Step 6: Click filter, and events for which you’ve been given FYE credit will be listed.

![Activities Table]

Remember:

1. Students must attend 3 Thrive, 2 Inspire, and 2 Connect Credits
2. Some events will show up immediately, while others take time.
3. Any questions can be directed to FYE@fairfield.edu