

1. Go to orgsync.com
2. Click on the Register button in upper right corner
3. Click on TX (or scroll down to TX) and click on Association of Leadership Educators
4. Complete the required fields on page 1 (Fig 1). After completing page one, hit the **Next** button at the bottom and complete the required field on page 2 (your Classification is faculty/staff). Save your profile.

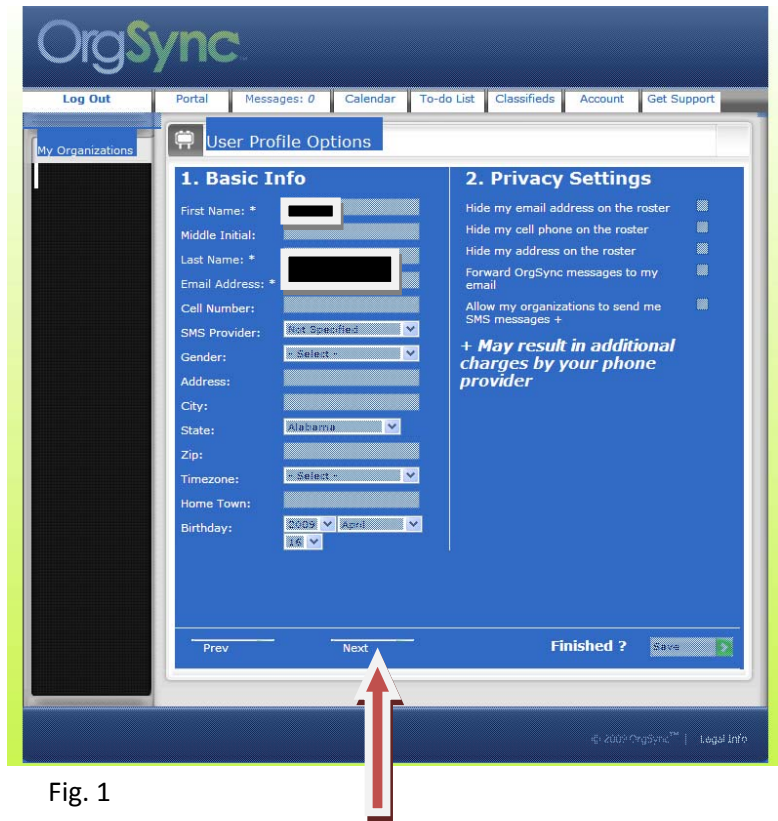


Fig. 1

5. Click **Join an Organization** (see Fig. 2)

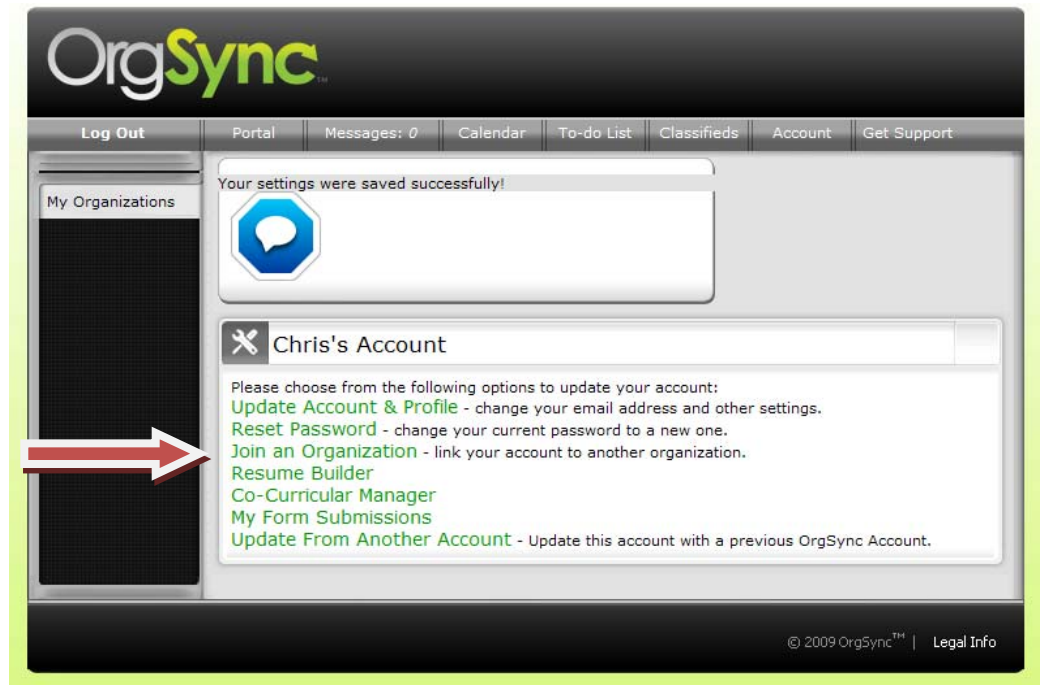


Fig. 2

6. Click the blue arrow next to Association of Leadership Educators

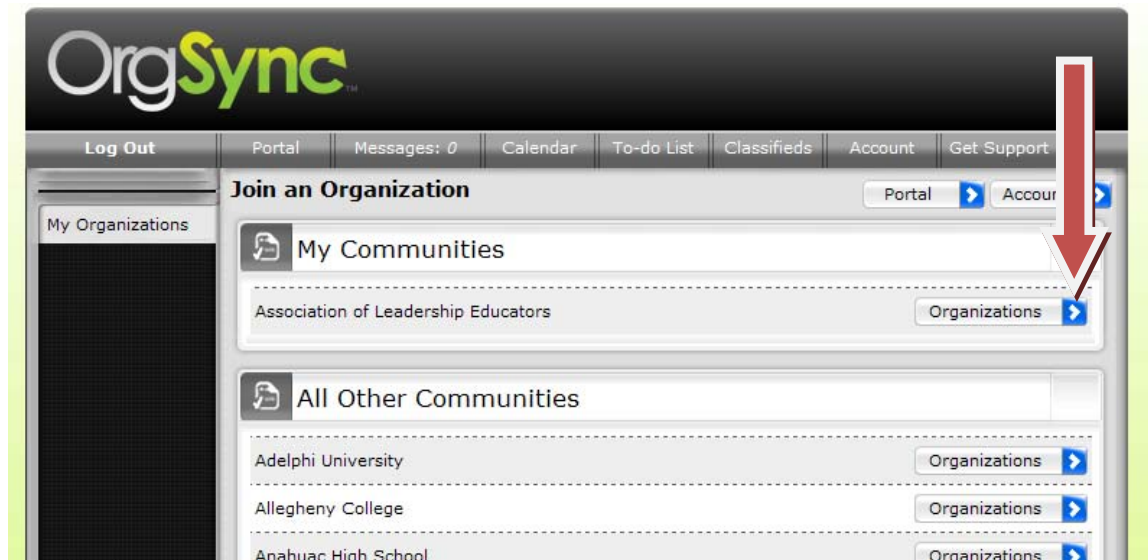


Fig. 3

7. Click **Join**. You will be prompted for the ALE password: **ale2009** (case sensitive)



Fig. 4

8. Click ALE (highlighted in green)



Fig. 5

9. Your Portal page will appear. Click on the one of three Polls in the **Polls** box to vote for the officer elections (The Polls box may appear in a different location on your Portal page than that in Fig. 6). In the uncontested races, DO NOT vote for "other." A second option was required to create the poll, but there is NOT a write-in option.

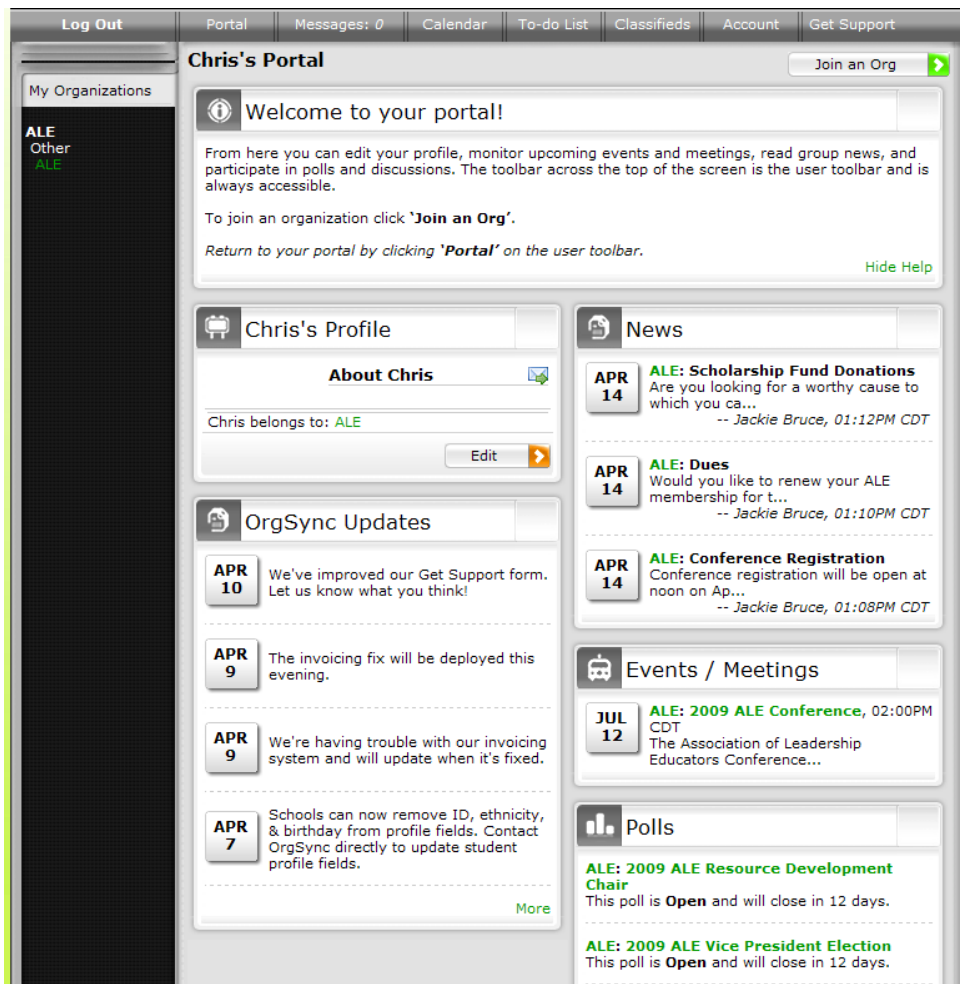


Fig. 6