



## GREEKLIFEEDU ADMINISTRATIVE ACCOUNT INSTRUCTIONS

An appropriate officer or alumnus can track the progress of your members' completion of GreekLifeEdu by creating a chapter-level administrator account using the following instructions:

1. Go to <https://platform.everfi.net/greekadmin/login>
2. Select "Register" (image below)
3. On the following page input your chapter's registration code, and click "Register."
  - a. The registration code is provided in an email communication to chapter officers and alumni advisors at the beginning of each semester. If you do not know your chapter's registration code, please contact your chapter's Leadership Consultant.
4. Enter your personal information to create your administrative account.
  - a. If you are unable to finish completing your account because you have an existing account under the same email, please use a different email to create an administrative account.

EVERFI

Sign In

Email or Username

Password

[Forgot password?](#) [Sign In](#)

Register

Don't have an account? Sign up. [Register](#)

From that point forward, you will be able to access the administrator portal at any time by logging in at <https://platform.everfi.net/greekadmin/login> and using your email address and the password you created. If you should ever forget your password, select the "Forgot password?" link underneath the sign-in area.

Sign In

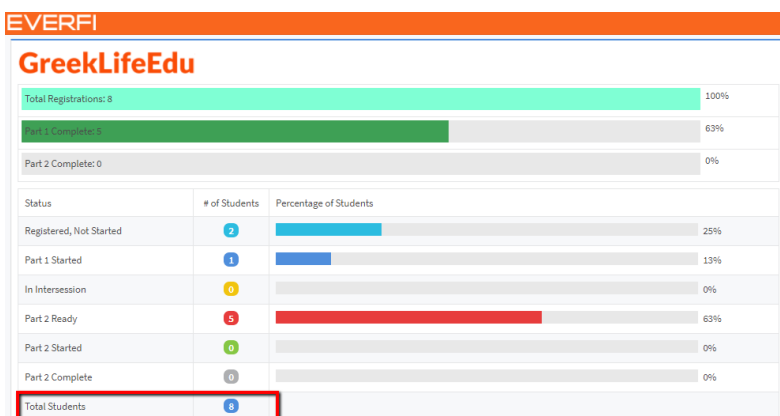
Email or Username

Password

[Forgot password?](#) [Sign In](#)

Local administrators can track chapter progress by clicking on the "Total Students" progress bar.

The resulting screen shows a summary of all members that have created a GreekLifeEdu account this academic year. Members create an account by logging into Sigma Nu's Members Area, clicking the GreekLifeEdu link, and verifying their personal information. Administrators can review each member's progress in the course





from this screen as well as sort by name, progress point, or exam status.

Contact Fred Dobry, [fred.dobry@sigmanu.org](mailto:fred.dobry@sigmanu.org), for information about members who have completed the course prior to this academic year.

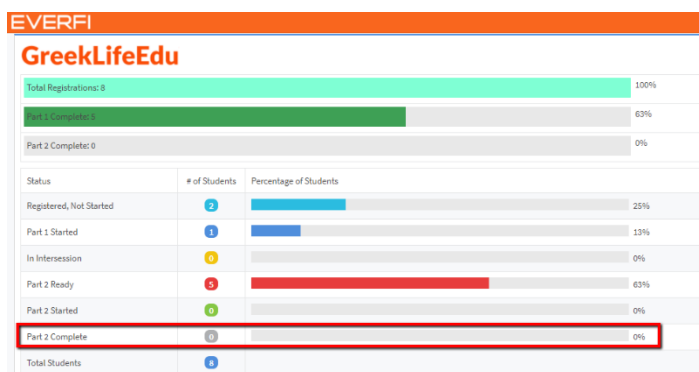
To view individual member progress towards helping the chapter meet the High Council's GreekLifeEdu financial incentive policy, click on the "Total Students" progress bar and sort by Exam – Passed.

The screenshot shows the Sigma Nu Fraternity GreekLifeEdu dashboard. At the top, there's a header with the Sigma Nu Fraternity logo and the text 'SIGMA NU FRATERNITY Excelling with Honor' and 'GreekLifeEdu'. Below the header, there are search filters for 'Name or Email', 'Group', 'Progress', and 'Exam'. The 'Exam' dropdown menu is highlighted with a red box and set to 'Passed'. Below the filters, there are buttons for 'Download' and 'Email All'. At the bottom, there's a table with columns: Last Name, First Name, Student ID, Email Address, Student Tag, Group, Progress Point, Score, and Last Login.

**Sigma Nu considers Part 1 as complete when a participant passes the exam with a grade of 80% or better. *Part 1 completion is required to qualify for the financial incentive.***

**Part 1 should be completed** no later than **May 1**. Chapters are encouraged to have candidates complete Part 1 *prior to initiation*.

**Part 2 should be completed** no later than **June 1**. Although not required for the incentive, Part 2 completion is encouraged as it includes important review information and a follow up survey to measure knowledge gains and behavior changes since completing Part 1. Part 2 takes approximately 20 minutes to complete. Members will receive an email invitation to complete Part 2 approximately 30 days after they finish Part 1.



Administrators can identify members who have completed Part 2 by clicking on "Part 2 Complete" from the progress bar on the dashboard.

### Important Notes:

Completion by a member in a previous year will be counted towards the chapter's completion percentage calculation for the annual financial incentive. Members do not need to complete the course more than once – as long as they have finished Part 1 and passed the exam with a grade of 80% or higher.

Administrative access should be limited to officers and advisors. Do NOT provide this information to chapter members as it will not allow them to receive credit for completing the course.