HOW TO UPDATE THE ROSTER IN THE MEMBERS AREA

• For Commanders and Recorders
Step 1. Go to www.sigmanu.org
Step 2. Click on the ‘Member Login/Registration’ link in top right corner of the page.
Step 3. Enter username and password to login.
Step 4. At the “Welcome to the Members Area” screen, click the “Chapter & Colony Area” link.
Step 5. On the next page, click the “Member Information” link.
Step 6. Select your chapter or school from the drop-down menus provided. Your chapter’s member information should automatically populate.
Once the chapter roster appears, changes will be made available through the drop-down menu located beside each candidate and initiate.
Step 7. Follow the directions located at the top of the page and mark each member's change in status indicating the appropriate reason from the menu.
Step 8. After selecting an appropriate status for the member, provide a date for the new change in status.
Different change in statuses are available for different levels of membership. Candidates can only be listed as “De-Pledged” while Initiates can be listed as “Left School,” “Graduated,” or “Expelled.

*IMPORTANT*- Members listed as expelled will remain on the roster until the Office of the General Fraternity receives proper paperwork regarding the member’s expulsion.
*IMPORTANT* - “Proposed Expelled” for a member’s status indicates that member either resigned or was expelled through the Trial Code process but the chapter has not yet submitted documentation to the Office of the General Fraternity. A chapter must submit either a resignation letter signed by the member or completed Trial Code paperwork for the member to be properly removed from the chapter’s roster. For more information on Trial Code Procedure, please click on the links provided.
If a member leaves school in good standing (has not resigned Sigma Nu membership and has not been expelled) and returns to school (e.g. Study Abroad, Internship, etc.), **DO NOT** register as a new candidate. Instead enter member information in the text box at the bottom of the screen.
Step 9. After completing tentative roster updates, click “Review Changes.”

*WARNING* - Changes must be confirmed on the next page before they will be officially applied to the chapter’s roster.
Step 10. Confirm that roster updates are complete and accurate, then click “Submit Changes.”
Step 11. After viewing the update confirmation page, proceed to the “Member Information” page one last time to verify that information updated properly.