HOW TO VERIFY CANDIDATES 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 “Verify New Members” link.
Step 6. Click the “Verify New Candidates” link.
Step 7. Follow directions at the top of the screen. Using the drop-down menu, select “Approve.”

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
<th>Action</th>
<th>Candidate Ceremony Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>S.</td>
<td>Doe</td>
<td>No Action</td>
<td>(mm/dd/yyyy)</td>
</tr>
</tbody>
</table>
Step 8. For each candidate you approve you are required to enter a Candidate Ceremony date.

*IMPORTANT* - The date reported for the Candidate Ceremony may not be a future date. Only the current date or a date in the past is permissible. Candidates should be registered and verified within 3 DAYS of their Candidate Ceremony date.
Step 9. Once information for each candidate has been updated, click the “Review Changes” button. *WARNING* - You will need to confirm the changes on the next page before the changes to the chapter roster will be officially applied.
Step 10. On this page, please review the verification of your new candidates. If any information is incorrect please use the “Modify Information” button to return to the previous page and make the appropriate changes. Otherwise, click “Submit Changes” to complete the verification process.
Step 11. This page will confirm that changes to your roster will now reflect the recent verification of new candidates.