



# HOW TO VERIFY CANDIDATES IN THE MEMBERS AREA

- For Commanders and Recorders



**SIGMA NU FRATERNITY**  
Excelling with Honor

DONATE | MEMBER LOGIN/REGISTER | 🔍

I WANT TO



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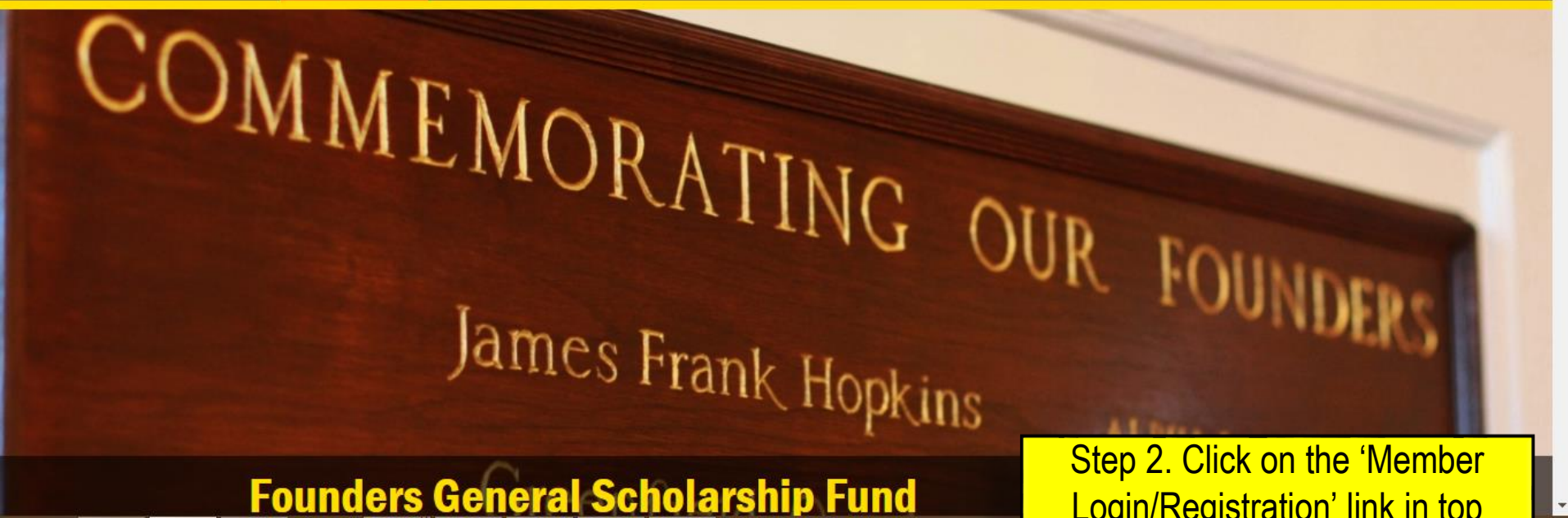
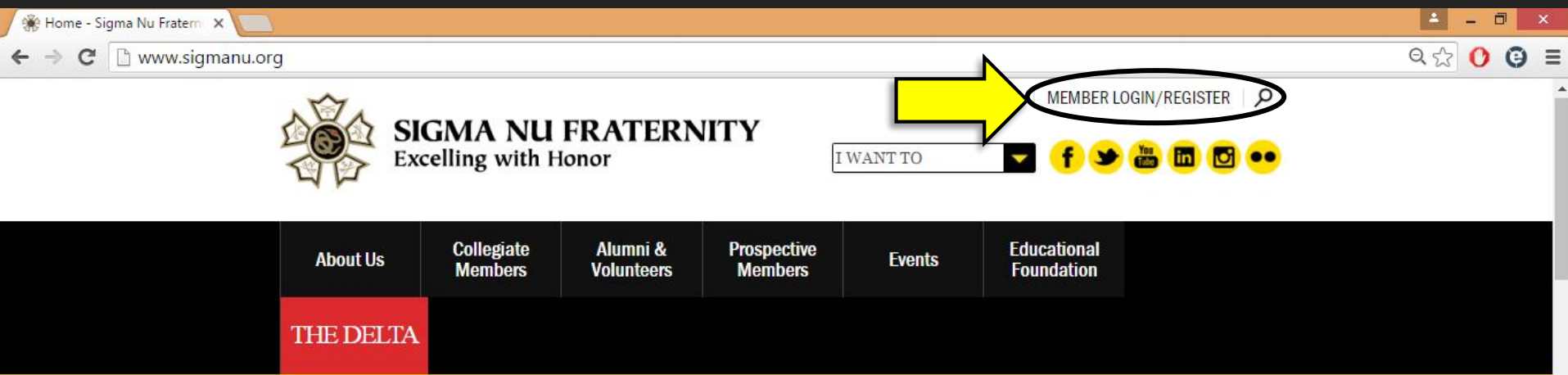
Educational  
Foundation

THE DELTA

COMMEMORATING OUR FOUNDERS  
James Frank Hopkins

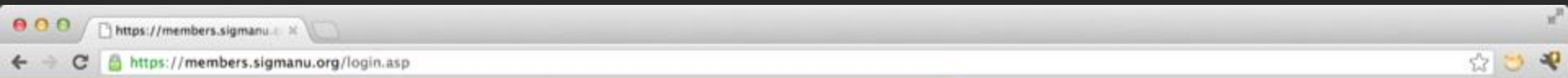
**Founders General Scholarship Fund**

Step 1. Go to [www.sigmanu.org](http://www.sigmanu.org)



**Founders General Scholarship Fund**

Step 2. Click on the 'Member Login/Registration' link in top right corner of the page.



Please log in:

Username:

Password:

If you have not created a username, you must first [Register!](#)

Forgot your password? [Click here](#) to retrieve it.

Step 3. Enter username and password to login.

## Welcome to the Members Area

You are logged in as **Upsilon Upsilon Commander** from the **Upsilon Upsilon** Chapter of Sigma Nu Fraternity.

The Members Area is a resource for all members of Sigma Nu Fraternity. You can find information on any active chapter and colony, find a brother listed in the Sigma Nu Directory, maintain your personal Sigma Nu account, and post resumes and view job opportunities.

### LEAD Program:

Click here to access the online portion of Phases I-IV of the LEAD Program.

### Chapter & Colony Area:

Click here to find information on a chapter. View their contact information, officers, and members.

### GreekLifeEdu:

Click here to access GreekLifeEdu.

### Career Connection:

Click here to take advantage of Sigma Nu Fraternity's Career Connection and resource center. From this site, you can post your own personal resume, list an open job opportunity, or search our database of resumes and job opportunities listed by other Sigma Nu members across the globe.

### Sigma Nu Directory:

Click here to find a candidate or a brother listed in the Sigma Nu Directory.

### Maintain Your Account:

Click here to review and update your personal Sigma Nu Account settings, including contact and address information, and mailing preferences.

### Registration and Fees:

Click here to register and pay any fees that you owe the General Fraternity.

Step 4. At the "Welcome to the Members Area" screen, click the "Chapter & Colony Area" link.

## Chapter & Colony Area

Welcome to the Chapter & Colony Area.

The Chapter & Colony Area is a resource for all members to review information on any active Sigma Nu Chapter. You can review General Chapter, Officer, and Member Information.

### [General Information:](#)

Click here to review information on a chapter's mailing and physical address, important dates of elections and ceremonies.

### [Officer Information:](#)

Click here to review information on the current officers of a chapter.

### [Member Information:](#)

Click here to review information on the active collegiate members of a chapter.

### [Verify New Members:](#)

Click here to verify new candidates and initiates.

### [Financial Area:](#)

Click here to pay your chapter fees to Sigma Nu General Headquarters.

Step 5. On the next page, click the "Verify New Members" link.

## Verify Members Area

Welcome to the Verify Members Area.

The Verify Members Area is a resource for Commanders and Recorder to approve new members to their Colony/Chapter.

[Verify New Candidates](#)

Click here to approve new Candidates from your Colony / Chapter that have registered online.

[Verify New Initiates](#)

Click here to approve new Initiates from your Chapter that have registered online.

Step 6. Click the "Verify New Candidates" link.

## Verify New Candidates

The Verify New Candidates section allows you to approve or disapprove new candidates to your colony / chapter.

You can approve or disapprove a new candidate by performing the following actions:

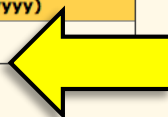
- To approve a candidate, click the Action drop down list and select "Approve". For each candidate you approve, you are required to enter a candidate ceremony date.
- To disapprove a candidate, click the Action drop down list and select "Disapprove". You are not required to enter a candidate ceremony date for each candidate you disapprove.
- "No Action" will keep the new candidate on the list until you approve or disapprove him.

Make the required changes and click on "Review Changes"

[Click here](#) to review which Candidates have paid online.

**It is VERY IMPORTANT that you put the CORRECT Candidate Ceremony Date.**

First Name	Middle	Last Name	Suffix	Action	Candidate Ceremony Date (mm/dd/yyyy)
John	S.	Doe		<div>✓ No Action Approve Disapprove</div>	



Step 7. Follow directions at the top of the screen. Using the drop-down menu, select "Approve."



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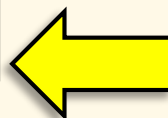
- To approve a candidate, click the Action drop down list and select "Approve". For each candidate you approve, you are required to enter a candidate ceremony date.
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**It is VERY IMPORTANT that you put the CORRECT Candidate Ceremony Date.**

First Name	Middle	Last Name	Suffix	Action	Candidate Ceremony Date (mm/dd/yyyy)
John	S.	Doe		Approve	08/10/201



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.

Verify New Candidates

https://members.sigmanu.org/officers/verify/candidates.asp

CHAPTER/COLONY CAREER CONNECTION DIRECTORY MAINTAIN REGISTRATION LOG OUT HOME

## Verify New Candidates

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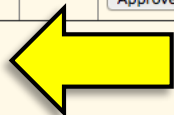
Make the required changes and click on "Review Changes"

[Click here](#) to review which Candidates have paid online.

**It is VERY IMPORTANT that you put the CORRECT Candidate Ceremony Date.**

First Name	Middle	Last Name	Suffix	Action	Candidate Ceremony Date (mm/dd/yyyy)
John	S.	Doe		Approve	08/10/201

Cancel Review Changes



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.

Verify New Candidates

https://members.sigmanu.org/officers/verify/candidates\_review.asp

CHAPTER/COLONY CAREER CONNECTION DIRECTORY MAINTAIN REGISTRATION LOG OUT HOME

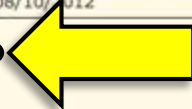
### Verify New Candidates

Review the changes and click "Submit Changes" when done.

**It is VERY IMPORTANT that you put the CORRECT Candidate Ceremony Date.**

Candidate Name	Action	Candidate Ceremony Date
Doe, John S.	Approve	08/10/2012

Cancel Modify Information Submit Changes



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.

This is to confirm that the following Candidates(s) were reported online.  
Thank you for updating your records.

Go back to the [Chapter/Colony](#) > [Verify New Candidates](#) page.

Step 11. This page will confirm that changes to your roster will now reflect the recent verification of new candidates.