



# HOW TO VERIFY INITIATES IN THE MEMBERS AREA

- :For Commanders and Recorders

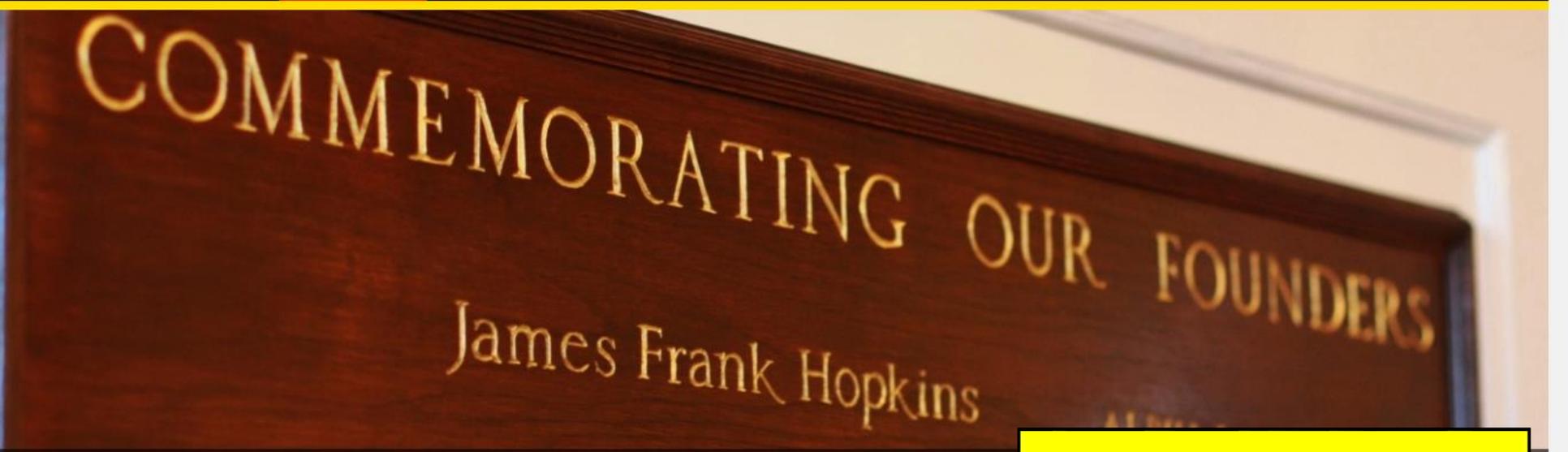


**SIGMA NU FRATERNITY**  
Excelling with Honor

DONATE | MEMBER LOGIN/REGISTER | 🔍

I WANT TO [dropdown arrow]

- About Us
- Collegiate Members
- Alumni & Volunteers
- Prospective Members
- Events
- Educational Foundation
- THE DELTA**



**Founders General Scholarship Fund**

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



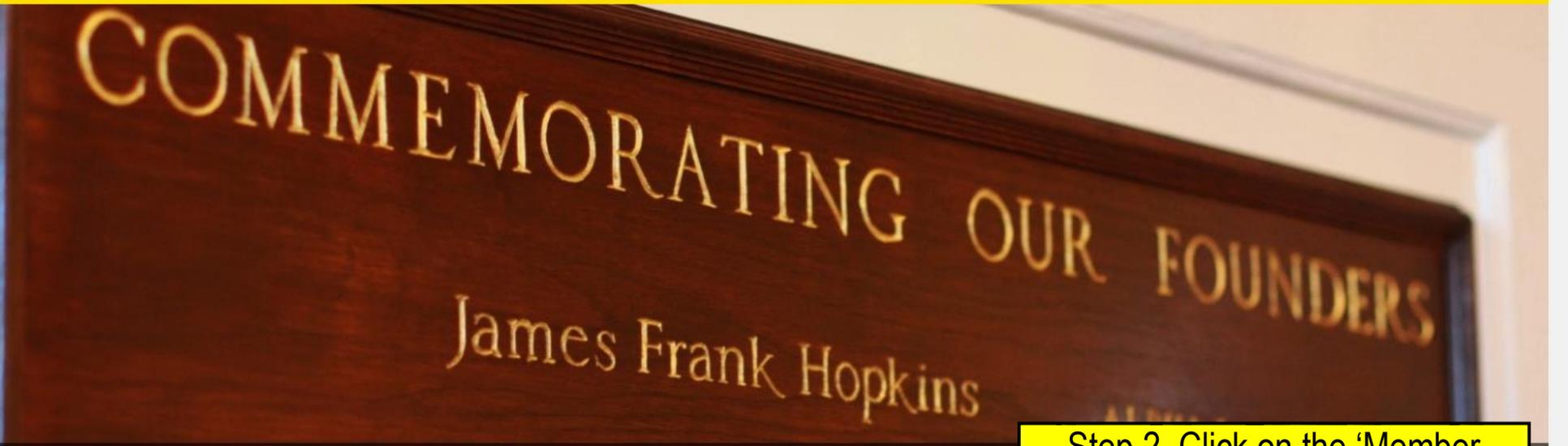
**SIGMA NU FRATERNITY**  
Excelling with Honor

**MEMBER LOGIN/REGISTER**

I WANT TO



- About Us
  - Collegiate Members
  - Alumni & Volunteers
  - Prospective Members
  - Events
  - Educational Foundation
- THE DELTA**



**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

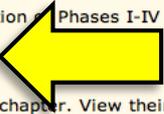
You are logged in as **Upsilon Upsilon Commander** from the **Upsilon Upsilon** Chapter of Sigma Nu Fraternity.

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.

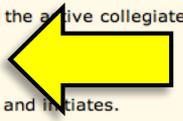
### [Officer Information:](#)

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

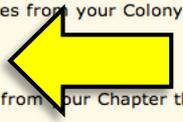
Welcome to the Verify Members Area.  
The Verify Members Area is a resource for Commanders and Recorder to approve new members to their Colony/Chapter.

### [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 Initiates” link.

## Verify New Initiates

The Verify New Initiates section allows you to approve or disapprove new initiates to your chapter.

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

- To approve an initiate, click the Action drop down list and select "Approve".  
For each initiate you approve, you are required to enter an initiate ceremony date and a badge number.
- "No Action" will keep the new initiate on the list until you approve or disapprove him.
- Please collect the Initiation Fee from each Initiate who has not paid via Credit Card.

Make the required changes and click on "Review Changes"

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

**It is VERY IMPORTANT that you put the CORRECT Badge Number and Initiate Ceremony Date. This information is printed on the Initiate's Membership Certificate and Card.**

First Name	Middle	Last Name	Suffix	Action	Badge #	Initiate Ceremony Date (mm/dd/yyyy)
John	S.	Doe		✓ No Action Approve No Action		
Katharine		Durso		No Action		
Keith		Ellis		No Action		
Chad		Ellsworth		No Action		
Michael		Hayes		No Action		
Mel		Hudson-Nowak		No Action		
Amie		Jackson		No Action		
John	S	Johnson		No Action		
HRH		Kirklin		No Action		
John		Lanyon		No Action		
George		Micalone		No Action		
Katie		Mott		No Action		
Merritt		Olsen		No Action		



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

## Verify New Initiates

The Verify New Initiates section allows you to approve or disapprove new initiates to your chapter.

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

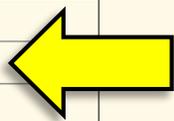
- To approve an initiate, click the Action drop down list and select "Approve". For each initiate you approve, you are required to enter an initiate ceremony date and a badge number.
- "No Action" will keep the new initiate on the list until you approve or disapprove him.
- Please collect the Initiation Fee from each Initiate who has not paid via Credit Card.

Make the required changes and click on "Review Changes"

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

**It is VERY IMPORTANT that you put the CORRECT Badge Number and Initiate Ceremony Date. This information is printed on the Initiate's Membership Certificate and Card.**

First Name	Middle	Last Name	Suffix	Action	Badge #	Initiate Ceremony Date (mm/dd/yyyy)
John	S.	Doe		No Action		
Michael		Hayes		Approve	1456	08/10/20
Mel		Hudson-Nowak		No Action		
Amie		Jackson		No Action		
John	S	Johnson		No Action		
HRH		Kirklin		No Action		
John		Lanyon		No Action		
George		Micalone		No Action		
Katie		Mott		No Action		
Merritt		Olsen		No Action		
Brian	R	Patt		No Action		
Clarybel		Peguero		No Action		
Jeff		Perlman		No Action		



Step 8. For each initiate you approve you are required to enter a badge number and Initiate Ceremony Date.

**\*IMPORTANT\*** - The date reported for the Initiate Ceremony may not be a future date. Only the current date or a date in the past is permissible. Initiates should be registered and verified within 3 DAYS of their Initiate Ceremony date.

This information is printed on the Initiate's Membership Certificate and Card.

First Name	Middle	Last Name	Suffix	Action	Badge #	Initiate Ceremony Date (mm/dd/yyyy)
John	S.	Doe		No Action		
Michael		Hayes		Approve	1456	08/10/20
Mel		Hudson-Nowak		No Action		
Amie		Jackson		No Action		
John	S	Johnson		No Action		
HRH		Kirklin		No Action		
John		Lanyon		No Action		
George		Micalone		No Action		
Katie		Mott		No Action		
Merritt		Olsen		No Action		
Brian	R	Patt		No Action		
Clarybel		Peguero		No Action		
Jeff		Perlman		No Action		
Ronnie	Keith	Sharp		No Action		
Lane		Shetzer		No Action		
Travis		Smith		No Action		
Jonah		Smith		No Action		
Steven		Spann		No Action		
Bruce		Tria		No Action		
Mark	A	Vining		No Action		
Pete		Zimek		No Action		

[Review Changes](#)



Step 9. Once information for each initiate 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 Initiates

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

**It is VERY IMPORTANT that you put the CORRECT Badge Number and Initiate Ceremony Date. This information is printed on the Initiate's Membership Certificate and Card.**

Initiate Name	Action	Badge #	Initiate Ceremony Date (mm/dd/yyyy)
Michael Hayes	Approve	1456	08/10/2012



Step 10. On this page, please review the verification of new initiates. 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 Initiate(s) were reported online.  
Thank you for updating your records.

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

The following candidates were approved as Initiates.

Name	Badge	Initiation Ceremony Date
Michael Hayes	1456	8/10/2012

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