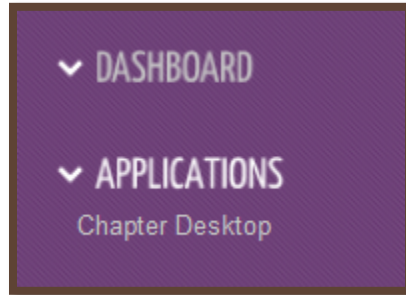
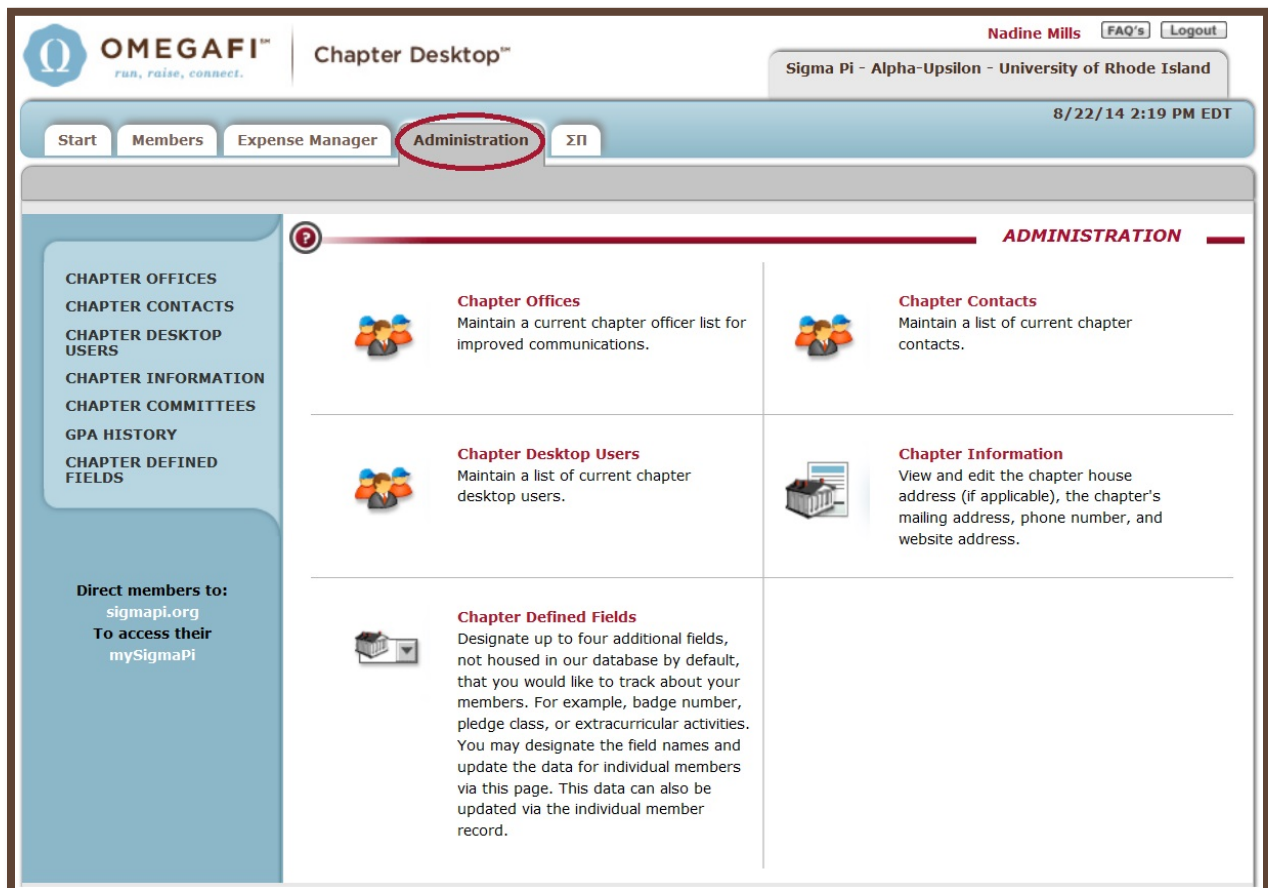


How to Update Chapter Officers and Contacts and Grant Chapter Desktop Access via Chapter Desktop

1. **Log into Chapter Desktop (via mySigmaPi) by clicking the Chapter Desktop link under Applications.**



2. **Go to the Administration Tab.**

A screenshot of the OMEGAFI Chapter Desktop web application. The header includes the OMEGAFI logo with the tagline 'run, raise, connect.', the text 'Chapter Desktop™', and user information 'Nadine Mills' with links for 'FAQ's' and 'Logout'. Below the header is a navigation bar with tabs for 'Start', 'Members', 'Expense Manager', 'Administration' (which is circled in red), and 'ΣΠ'. The main content area is titled 'ADMINISTRATION' and features a sidebar on the left with a list of menu items: 'CHAPTER OFFICES', 'CHAPTER CONTACTS', 'CHAPTER DESKTOP USERS', 'CHAPTER INFORMATION', 'CHAPTER COMMITTEES', 'GPA HISTORY', and 'CHAPTER DEFINED FIELDS'. Below this list is a note: 'Direct members to: sigmapl.org To access their mySigmaPi'. The main content area is divided into four sections, each with an icon and a title: 'Chapter Offices' (maintain a current chapter officer list), 'Chapter Contacts' (maintain a list of current chapter contacts), 'Chapter Desktop Users' (maintain a list of current chapter desktop users), and 'Chapter Information' (view and edit chapter house address, mailing address, phone number, and website address). A fourth section, 'Chapter Defined Fields', is also present, describing how to designate up to four additional fields for tracking member data.

To Update/Add Chapter Officers and Offices:

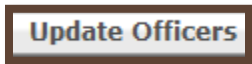
1. Go to the 'Chapter Offices' Page.



Chapter Offices
 Maintain a current chapter officer list for improved communications.

To update officers:

1. Click the 'Update Officers' link (at the top of the Chapter Offices page).



1. Using the New Officer drop-down menu, indicate the new undergraduate officer by selecting a name from the pick list (Individual must appear on chapter's roster). Enter a 'from' date to indicate when the individual took office and a 'to' date (if applicable) to indicate the length of the term. If the current officer should be removed from office, indicate the appropriate 'from' date in the final column.

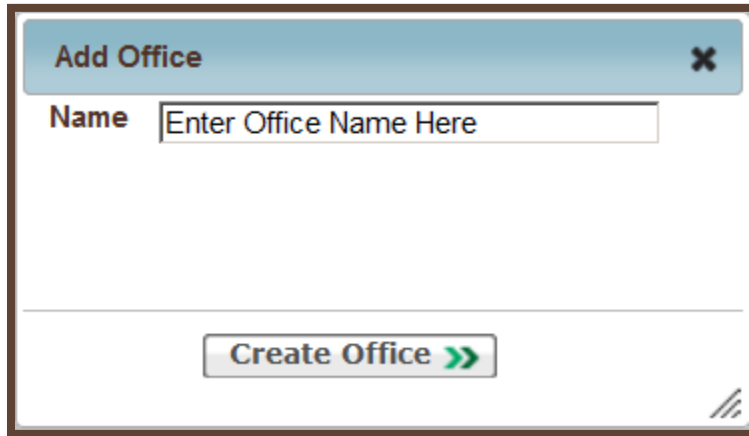
OFFICE	NEW OFFICER	FROM	TO	CURRENT OFFICER	FROM	TO
Sage				Blais, Austin	04/15/2014	
Second Counselor	Adams, Stephen			McCarthy, Charles	04/15/2014	
Third Counselor	Al-Saleh, Saeed			Lichtman, David	04/15/2014	
Fourth Counselor	Anders, Rob			Classey, Michael	04/15/2014	
First Counselor	Astolfi, Michael			Howland, Tyler	04/15/2014	
Herald	Barbuto, Joey			McConnell, Benjamin	04/15/2014	
ACE Project Chairman	Blais, Austin			Congdon, Benjamin	01/01/2014	
Alumni Relations Chairman	Bolvin, Raymond			Martin, Rick	04/29/2014	
Athletics Chairman	Bonadio, Michael			Gottschalk, Thomas	04/29/2014	
Brotherhood Chairman	Browndorf, Evan			Donnelly, Gerard	04/29/2014	

To add an office (specific to your chapter):

1. Click the 'Add Chapter Office' link (at the top of the Chapter Offices page).

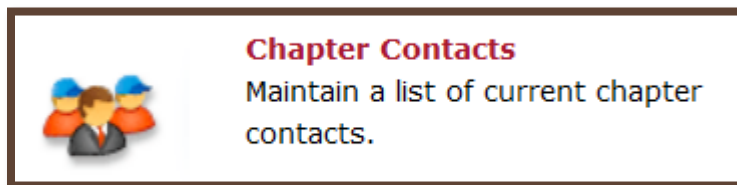
[Add Chapter Office](#)

2. Enter the desired office in the name field (shown below). Once added, the new office will appear on the previous Undergraduate Offices page and can be used to indicate chapter officers.



To Add/Update/Delete Chapter Contacts:

1. Go to the 'Chapter Contacts' Page.



To add Chapter Contacts:

1. Click the 'Add Chapter Contact' link (at the top of the Chapter Contacts page).

[Add Chapter Contact](#)

2. Enter the information for the non-undergraduate Chapter Contact (required fields include: first name, last name, title and mailing address) and click 'Add Chapter Contact'.

Contact	<input type="text"/> First Name *	<input type="text"/> Last Name *	<input type="text"/> Suffix
Goes By	<input type="text"/>		
Title	<input type="text"/> *		
Company Name	<input type="text"/>		
Mailing Address 1	<input type="text"/> *		
Mailing Address 2	<input type="text"/>		
Mailing City,State	<input type="text"/> *,	<input type="text"/> *	<input type="text"/>
Mailing Zip, Country	<input type="text"/> *	<input type="text"/> United States <input type="text"/>	
Work Phone	<input type="text"/> <input type="button" value="▶"/>	<input type="text"/> <input type="button" value="🌐"/>	ext. <input type="text"/> <input type="button" value="🌐"/>
Home Phone	<input type="text"/> <input type="button" value="▶"/>	<input type="text"/> <input type="button" value="🌐"/>	
Cell Phone	<input type="text"/> <input type="button" value="▶"/>	<input type="text"/> <input type="button" value="🌐"/>	
Fax	<input type="text"/>		
Email Address	<input type="text"/>		
Alternate Email Address	<input type="text"/>		

To Update an Existing Chapter Contact:

1. Click the pencil icon located next to the individual's name.



To Delete an Existing Chapter Contact:

1. Click the red 'x' located next to the individual's name.



To Add/Edit Chapter Desktop Users:

1. Go to the 'Chapter Desktop Users' Page.



Chapter Desktop Users

Maintain a list of current chapter desktop users.

To Grant Chapter Desktop Access:

1. Click the 'Add User' link (at the top of the Chapter Desktop Users page).

[Add User](#)

2. Select the name of the individual from the 'Name' dropdown menu, complete the form and click 'Add User'.

NOTE: If the desired name does not appear within the list, undergraduate members must be added to the chapter's roster and non-undergraduates as Chapter Contacts.

Name	<input type="text"/>	*
User Name	<input type="text"/>	*
Password	<input type="text"/>	*(4-20 characters)
Confirm Password	<input type="text"/>	*
User Access Level	<input type="text"/>	*
Text Address	<input type="text"/>	
User Reason	<input type="text"/>	*
Other Reason	<input type="text"/>	*

[Add User](#)

NOTE: Access Levels and Rights for Chapter Desktop Users should be carefully determined using the chart at the bottom of the 'Add User' page.

Access Levels and Rights				
Privileges	administrator	poweruser	user	guest
Add a new member	Yes	Yes	Yes	No
Edit an existing member	Yes	No	No	No
Change member active and archive status	Yes	No	No	No
Manage users and update passwords	Yes	No	No	No
Manage Open Issues	Yes	No	No	No
Manage alumni contacts	Yes	Yes	Yes	Yes
Manage ΣΠ Reports	Yes	Yes	No	No
Manage chapter information and demographics	Yes	Yes	No	No
Manage election information	Yes	Yes	No	No
Manage chapter officers	Yes	Yes	No	No
Manage expenses	Yes	No	No	No
View expenses	Yes	Yes	Yes	Yes
Send quick mass email	Yes	Yes	Yes	Yes
Change member class on the Update Records screen	Yes	Yes	No	No
Change member status on the Update Records screen	Yes	No	No	No
Change active status on the Update Records screen	Yes	No	No	No
Change member addresses on the Update Records screen	Yes	Yes	Yes	No
Change email addresses on the Update Records screen	Yes	Yes	Yes	No
Change other information on the Update Records screen	Yes	No	No	No
Change user defined fields on the Update Records screen	Yes	No	No	No

To Edit an Existing Chapter Desktop User:

1. Click the pencil icon located next to the individual's name.




To Delete an Existing Chapter Desktop User:

1. Click the red 'x' located next to the individual's name.



To Update Chapter Information:

1. Go to the 'Chapter Information' Page.



Chapter Information
View and edit the chapter house address (if applicable), the chapter's mailing address, phone number, and website address.

2. Click 'Edit Chapter Information'.



NOTE: If you need to update your chapter's address, please be sure to contact the National Office in addition to completing this form.