

How to Access Online Resources - Volunteers

Access to the Online Educational Programs

1. We highly recommend using the Google Chrome browser.
 - A. Be sure that your browser allows cookies.
2. In order to complete courses, you must turn off your pop-up blocker or allow pop-ups from *beingplaid.com* and *cloud.scorm.com*.
3. Login to *mysigmapi.com*.
4. Click the E-Learning link. You will automatically be logged into Plaid's Learning Management System.
5. Accept Plaid's Terms of Service, click the box next to the phrase "I'm not a robot," and then click "Create Account."
6. Upon entering the system, you will be viewing your learning dashboard. At the bottom of the page, the "Course Catalog" section lists the programs in which you're eligible to enroll and the "Your Enrollments" section lists any programs in which you're already enrolled.
7. If you want to register for a program, under "Course Catalog", click "Enroll" next to the desired program, which will then move the program to "Your Enrollments."
8. To complete a program, click the Green play button next to the name of the program in the "Your Enrollments" section. The "Course Information" page will appear. Click the "Launch Course" button to start the course.
9. Email *support@beingplaid.com* if you have trouble creating an account, enrolling in programs, or completing a course.

Access to the Accompanying Resources Using *mysigmapi.org*

1. Log into *mysigmapi.org*
2. Click "Resources" under Communications in the left side menu
3. Click on the arrow for "All Items" if the dropdown menu is not already open
4. Click the plus Next to "Sigma Pi" if the dropdown menu is not already open
5. Access the accompanying resources

Access to the Accompanying Resources Using Google Drive

1. Log into your *sigmapi.org* email
2. Click the Google Apps icon (gray dots in 3 by 3 pattern) to open a menu
3. Click on the Google Drive app
4. Click on "Shared with me" in the left side menu
5. Click on "Volunteer Training Drive"

Reporting on *sigmapi.org*

1. Visit *sigmapi.org*
2. Move cursor to the "Fraternity" dropdown menu
3. Click "Reporting"
4. Click on "Submit a Report"
5. Scroll down the page until "Volunteer Reporting"