

HOW TO EDIT CHAPTER ROSTERS [FOR SFL CHAPTER SIGNERS]

Note: Only chapter signers will have access to edit a roster and make changes for a SFL organization

1. Visit roster.sororityfraternity.uci.edu or visit sororityfraternity.uci.edu



2. Click on the **Current Members** tab and click on **Roster Updates**



3. Click on **Manage Chapter Roster** button.

Roster Edits

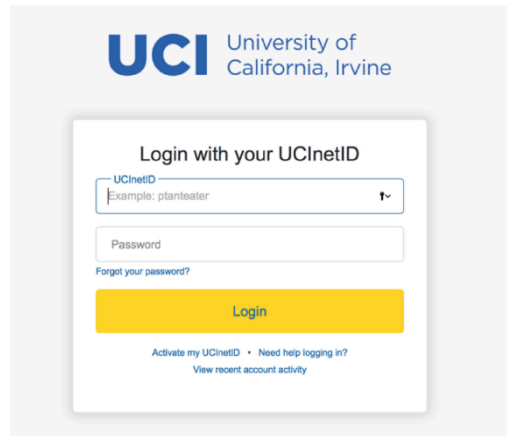
for Authorized SFL chapter signers

Manage Chapter Roster

1. Rosters are updated and managed using the button listed above if you are an Authorized Signer for your chapter
2. Completed Roster Edits are due Week 5 of every quarter
 - Friday November 3, 5PM (**Fall 2023**)
 - Friday February 9, 5PM (**Winter 2024**)
 - Friday May 3, 5PM (**Spring 2024**)

For questions related to the completion of the transcript authorization release form or completion with the quarterly roster edits, please reach out to SFL professional staff or contact the office at sororityfraternity@uci.edu.

4. Chapter Signers will need to log-in using their UCI NETID and Password.



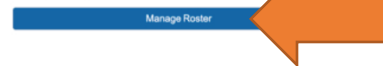
5. You will then be prompted with the chapter you are affiliated with and can edit (see example below). Click on the **Manage Roster** button.

Roster Updates

This site is for students to submit transcript release authorization to Greek Life and for chapter presidents to submit quarterly updates. You are currently logged in as hklam1. If this is not your UCInetID, please logout and log back in using your own UCInetID.

Manage Alpha Alpha Alpha

The president of Pi Kappa Phi is responsible for submitting an updated roster each quarter. As the Vice President, you are authorized to submit roster updates for this organization.



6. Please select and verify you are editing for the current **Year** and **Quarter** (see example below). Then click the **Next** button.

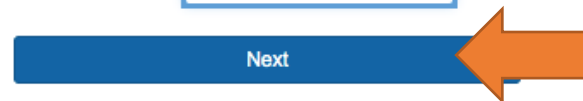
Chapter Roster

Instructions

1. Select Academic Term
2. Click Next

Chapter: Alpha Alpha Alpha

Academic Term:



How to Edit Status for Active Members

For each member listed on your roster, you can view / edit their Status.

Status	Transcript Release
<input type="checkbox"/> Pledge	submitted
<input checked="" type="checkbox"/> Active	submitted
<input type="checkbox"/> Graduated	submitted
<input type="checkbox"/> Expelled	submitted
<input type="checkbox"/> Resigned	submitted
Active	submitted
Active	submitted

Last Name	First Name	Status	Transcript Release
Michael	Jordan	<input type="checkbox"/> Pledge	submitted
Magie	Johnson	<input checked="" type="checkbox"/> Active	submitted
Larry	Bird	<input type="checkbox"/> Graduated	submitted
Charles	Barkley	<input type="checkbox"/> Expelled	submitted
		<input type="checkbox"/> Resigned	submitted
		Active	submitted
		Active	submitted

Pledge – these are individuals who have not been initiated into your chapters. Depending on the chapter, pledge can be referred to as a new member(s)/associate member(s)/candidate(s). **[FOR NEW MEMBERS]**

Active – those who are initiated members and enrolled undergraduate students

Graduated – those who have graduated from UCI or been granted alumnus/alumna status by the chapter.

Expelled – those whose membership is ended by the chapter and is no longer affiliated with the chapter in any way.

Resigned – those who have chosen to end their membership on their own accord and no longer wants to be affiliated.


HOW TO ADD NEW MEMBERS

All new members need to be added by a Chapter Signer using the UCI NETID of the new member and change to their respective status.

To add new members, scroll to the bottom and click the **Add Member button**.

Add Member:

UCInetID:



NOTE: New Members can only be added using their UCI NETID.

Once added, please remember to adjust the status of your new members to read as **Pledge**.

Status	Transcript Release
<input checked="" type="checkbox"/> Pledge	submitted
<input type="checkbox"/> Active	submitted
<input type="checkbox"/> Graduated	submitted
<input type="checkbox"/> Expelled	submitted
<input type="checkbox"/> Resigned	submitted

Chapter Signers can also look to view if their new members have submitted their Transcript Release Authorization form as well (see example below).

Michael	Jordan	Active	submitted
Magic	Johnson	Pledge	not submitted
Larry	Bird	Pledge	submitted
Charles	Barkley	Pledge	submitted
Kobe	Bryant	Pledge	submitted
Lebron	James	Pledge	submitted

Once all edits have been completed, please remember to scroll to the bottom and click the **Submit Roster button**.

Add Member:

UCInetID:

