

The Rho Chi Society
New Member Database Entry Instructions – 2020

1. Go to the Society website www.rhochi.org
2. Select **Login**
3. To Login – enter your advisor email address and password.
(If you forgot your password, click Forgot Password? to generate temp password)
Under Member Tools / Accounts: Select **Add Member**
4. Complete the following information for each member.
 - Enter member's email address.
 - **Leave the password blank.** Members can request password later to update their profile information.
 - The initiation date is the date of your planned induction ceremony.
 - Choose **Chapter** name from dropdown list.
 - Enter member's **personal information**. If you do not have a local/home address, please leave blank.
 - Choose **School** name from drop down list
 - By default, **PharmD** is in the Degree Box. If other than PharmD, please manually enter the degree.
 - Enter **Date of Graduation** from drop down.
 - Choose **Status** of new member (i.e. Professional, Graduate, Faculty)
 - NOTE: Jewelry is now automatically a key pin and no personal initials will be engraved. Only chapter and year will be engraved on all pins.
 - At bottom of page, Click "Submit and Add Another". If a message appears "name already exists in the database", just click submit.
 - When you have entered the last member, please select "**Submit All for Verification.**" This sends an email to the National Office that the records are complete and ready to order key pins and certificates.
 - The National Office will send you a spreadsheet of the information for spelling **verification** of all names before certificates are printed.
 - NOTE: You can review or edit your records once they are verified by the National Office, but you cannot delete records. Select the year and click "View", then click "edit" next to the member profile you want to change. Update information, then click **Submit** at bottom of page to save.
 - The **Verify Selected** and **Remove Selected/Select All/Deselect All tabs are for National Office use only.**
5. To review your member list once you have completed your entries, select the year and click View button. Export, as needed.
6. Please send an email to rhochisociety@umich.edu when you have completed entering your members.
7. An **online payment invoice** is available via Paypal (by request), or mail New Member fees with payment form to the National Office. Forms are on rhochi.org under "Resources/Chapter Resources/ Chapter Membership Election Report".
8. Complete the **Chapter Membership Election Report** with proper signatures from the Advisor and the Dean or Dean's designee. Please email your signed Chapter Membership Election Report to the National Office.
9. You may not exceed 20% of class size per year without a letter of exemption request approved by the National Office.