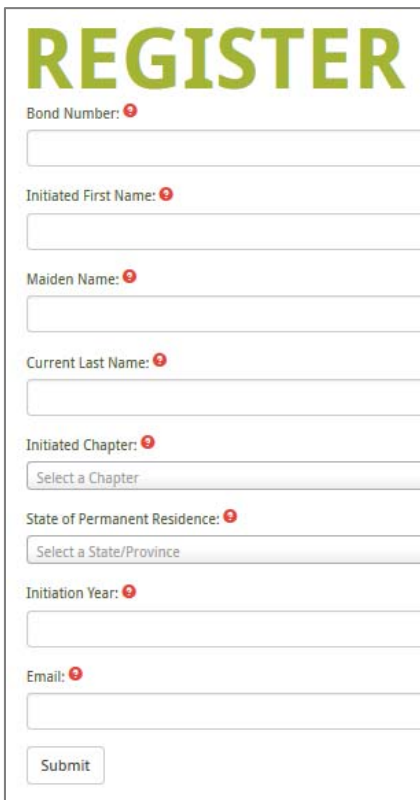


Tips for accessing the members-only area on AlphaChiOmega.org

Our website functions best when viewed in the Firefox, Google Chrome or Safari web browsers.
Please be aware some functions are not accessible in Internet Explorer.

CREATING A MEMBER PROFILE

If you have never registered on alphachiomega.org, creating a member profile is the first step.
This is only necessary one time.



The image shows a registration form titled "REGISTER" in large green letters. The form contains several input fields, each with a red error icon to its right, indicating that the fields are required. The fields are: Bond Number, Initiated First Name, Maiden Name, Current Last Name, Initiated Chapter (a dropdown menu with "Select a Chapter" as the placeholder), State of Permanent Residence (a dropdown menu with "Select a State/Province" as the placeholder), Initiation Year, and Email. A "Submit" button is located at the bottom left of the form.

Be prepared to provide the following required information:

- Initiated first name
- Current last name
- Initiated chapter
- State of permanent residence
- Initiation year
- Email

While requested, your bond number and maiden name are not required.

Please note:

- If you are unsure if you've previously created a profile, refer to the login tips on page 1 before creating a new account.
- If you attempt to create a new profile that matches one currently in our database, this error message will appear:

You already have an account according to our records. Please try resetting your password [here](#).

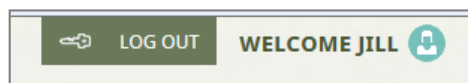
LOGGING INTO YOUR MEMBER PROFILE

1. Click the **KEY icon** to login to the site, reset your password and/or find your username.



2. Enter your user name and password, then click “Log On” to continue.

3. The profile will change to “Welcome” when the login is successful.



REMEMBERING YOUR USERNAME, PASSWORD AND/OR EMAIL

Are you having trouble recalling your username, password or email used to create your member profile?

1. Click Member Login at the top right of the screen, then “Forgot Password,” then select one of two options:

2. Select option 2, “Recover Your Account by User Name or Email Address.” Enter the email address you would like to use for alphachiomega.org. You will receive instructions at the email address provided.
 - If email *matches* our database, the email will contain instructions on resetting your account.
 - If email *does not match* our database, you will need to create a new member profile.

Thank you. If the information you entered is associated with an account, you will receive an email from us shortly with instructions for resetting your password.

3. *Recover Your Account Through Membership Information* is an alternative option.
 - Detailed information is required to avoid members with similar names or other identifying information from accessing the wrong account.
 - While requested, your *bond number and maiden name are not required* to submit information.

QUESTIONS & ERRORS

If you have followed the above tips and continue to experience problems with logging into the site, please call 317-579-5050 to update your contact information and create/reset your online member profile.