

WEST VIRGINIA UNIVERSITY
OFFICE OF GREEK LIFE



ROSTER MANAGEMENT INSTRUCTIONS

ROSTER UPDATE GUIDELINES:

- 1) Chapter presidents are responsible for updating the chapter roster and keeping it up-to-date at all times.
- 2) Chapter rosters must include all active members of the fraternity/ sorority, including those studying abroad, new members, and those under any other membership status in which they are enrolled at WVU and considered to be members of the organization.
- 3) Roster changes during the semester should be made on a continual basis. Any changes that take effect in a given semester must be made in ICS by the last day of classes.
- 4) Members who are graduating should not be moved to alumni status until two weeks after the conclusion of final exams.
- 5) New members must be added to the chapter roster within two business days of bid acceptance.

MEMBERSHIP STATUSES:

- 1) **Associate** – new or associate (pledges) members of the chapter who have accepted a bid to join.
- 2) **Member** – initiated member enrolled at West Virginia University who does not fit into any of the other membership statuses
- 3) **Abroad** – member who is currently studying abroad
- 4) **Alumni** – initiated member who has graduated or completed four years in the organization and no longer participates in chapter life
- 5) **Removed** – initiated member who has had his/her membership revoked and no longer has any privileges of membership OR initiated member who has voluntarily elected to resign his/her membership and no longer has any privileges of membership OR associate member who has depledged
- 6) **Transferred** – associate or initiated member who has transferred to another institution
- 7) **Unknown** – use this status only for duplicates

HOW TO UPDATE ICS:

- 1) The website for all social, service, and social-professional **fraternities** with the Interfraternity Council (IFC) and the National Pan-Hellenic Council (NPHC) is:

http://www.icsrecruiter.com/webservices/appMain_ifc.aspx?UID=WVUEDU

- 2) The website for all social, service, and social-professional **sororities** with the Panhellenic Association (PHA) and the National Pan-Hellenic Council (NPHC) is:

<https://wvuedu.icsrecruiter.com/pan/gmapp/1/login.aspx?uid=WVUEDU>

- 3) Chapter presidents and advisers have received the **User Name** and **Password** for your fraternity or sorority. Enter this information on the first page. If you forgot your password and/or password, please contact the Office of Greek Life at West Virginia University at 304-293-8201.
- 4) Click the **Member Mgt** folder at the top of the page.
- 5) Click **Member** from the left side of the page.
- 6) Click **Member List** from the left side of the page.
- 7) Click **Add** in order to add the information for each of your members. When adding members, you must provide **only** the following information:
 - a. Last Name
 - b. First Name
 - c. WVU Student ID Number (no spaces)
 - d. WVU Email Address
- 8) At the bottom, you will see that the entry is classified as a **Member**. If the entry is a Pledge, Associate, New Member, etc., you should change the classification to **Associate**. You can change the classification later once the student has been initiated. Once the student graduates from WVU, his/her status will be changed to **Alumni**. If an Associate member leaves the fraternity/ sorority, you will change his/her status to **Removed**.
- 9) After you enter the information, you must click **SAVE** before moving to the next entry!!!
- 10) Once you have entered and saved all member's information, you can review your Chapter's entire roster by doing the following:
 - a) Click the **Reports** option from the left side of the page.
 - b) Click the **Member Roster** from the left side of the page. At the top, you will see a number of options for you to check. If you want a current Chapter Roster, you should check **Associate** and **Member**. Click **Search**.
 - c) The system will then provide you with a Chapter Roster.
 - d) You can then download the roster as an Excel file by clicking the **Export** button at the bottom left corner.