

Delta Tau Delta Roster Updates

HOW IT WORKS

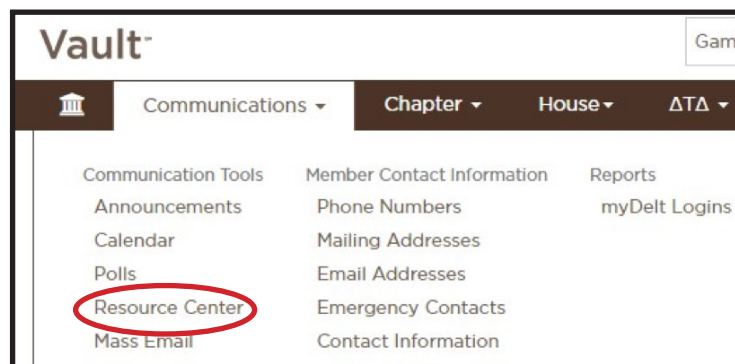
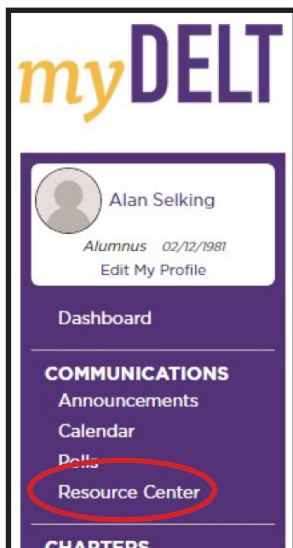
To report alumni and depledged members:

1. Log into [Vault](#) > Chapter > Update Member Statuses.
2. Select New Member or Initiate in 'Filter By', Depledged or Alumnus in 'Change To', and the applicable reason in 'Member Status Reason'.
3. Select the appropriate members and choose 'Update Member Statuses'.
4. Repeat steps for each member status reason.

The screenshot shows the Vault interface for Gamma Theta - Baker University. The 'Update Member Statuses' page has a red box highlighting the filter options: 'Filter By' is set to 'New Member', 'Change To' is set to 'Depledged', and 'Member Status Reason' is set to 'Disinterest'. Below the filters is a table with columns for Name, Member Status, Date of Graduation, and Initiation Date. One member, Samuel 'Sam' Arnold, is listed with a status of 'New Member'.

The screenshot shows the Vault interface for Epsilon Alpha - Auburn University. The 'Update Member Statuses' page has a red box highlighting the filter options: 'Filter By' is set to 'Initiate', 'Change To' is set to 'Alumnus', and 'Member Status Reason' is empty. Below the filters is a table with columns for Name, Member Status, Date of Graduation, and Initiation Date. One member, Will Abernethy, is listed with a status of 'Initiate', a date of graduation of 05/10/2019, and an initiation date of 10/25/2018.

Remember: Date of Graduation is required if moving an Initiate to Alumnus- Graduated.



To report withdrawals, expulsions, suspensions, etc:

1. Complete the necessary paperwork (located in the Resource Center in myDelt & Vault)
2. Email completed paperwork to kathy.sargent@delts.org

For more information or with questions, contact: Your OmegaFi Chapter Services Representative at 800.276.6342 or Kathy Sargent, Delta Tau Delta Member Services Administrative Assistant, at 317.284.0203.