Go to: www.fau.edu/fslife

Scroll down to “F/S Life Resource Center” and scroll down to either: “ICS – Fraternity” or “ICS – Sorority”

Once on the ICS site, click on “Chapter” to log-in

**Member Management**
Click on **Member Management** on the top right hand side.

Click on **Member List** to view current roster

Under the **Member List** section, click on **Add** to add a member

Please fill out **ALL** information under the **General** tab

Make sure you update the status of current members, as well.

**Explanation of “Status”**

- **Associate**: New Members, as of the current semester.
- **Member**: Active Member
- **Alumni**: Member who has graduated
- **Inactive Member**: Member who had voluntarily left the organization
- **Inactive Associate**: New member who has depledged/been depledged or been removed from the process
- **Removed**: Members who have been expelled from your Inter/National organization (no longer an initiated member with your HQ), duplicate member listings, etc.
- **Transferred**: Members who’ve transferred to another campus
- **Unknown**: DO NOT USE
- **Abroad**: Members who are away for only a semester

**A few additional notes:**

- FAU longer uses SSN, so you are REQUIRED to put all of your members Z#s into this system.
  - Please check for accuracy and please use a capital Z.
- Information must be reflective of the most recent/current semester
  - New members from Spring 2012, should be listed as ASSOCIATE
  - Members who graduate in Spring 2012, should STILL be listed as MEMBER.
- Do a final review, under REPORTS - MEMBER ROSTER to ensure that your information is accurate.
  - Look for and address any duplicate names.

*Last Revised: Spring 2012*