

# Instructions for Officer Transition on Officer Portal

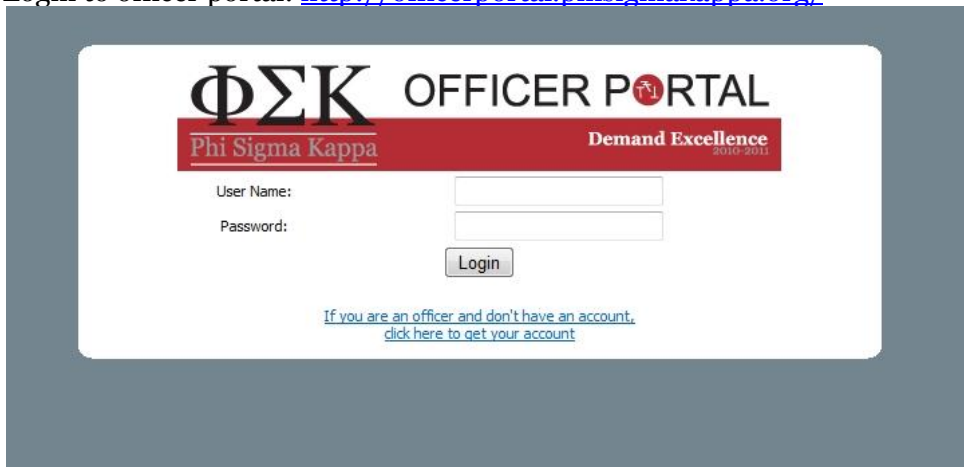
**\*\*Each Officer Should Transition Their Own Respected Office\*\***

## President:

Note: If you, as president, are updating all the officers be sure to replace yourself last. Otherwise, you will cut off your access to the system by deactivating your login.

Steps to replace your office:

1. Login to officer portal: <http://officerportal.phisigmakappa.org/>



2. Click on: 'Officers' on the left hand side of the screen



enneth Rogers  
resident  
Phi Sigma Kappa

[Switch User](#) [Change Office Role](#) [Administration](#) [Form Admin](#) [I Need Help](#) [Logout](#)

Recent Portal Messages (0 messages)

My Officer Calendar July 2012 Add an Entry to My Calendar











	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24		25	26	27	28	29	30
1		2	3	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28
29		30	31	1	2	3	4

Community Service/Philanthropy

Chapter Community Service/Philanthropy Report

- 3.

4. Your officer roster will appear. Select the officer to be changed by clicking 'edit' for each person. In this example President has been selected.

Officer Roster for Phi Sigma Kappa. 8 chapter officers found.					
Officer Roster					
Regional Officers for this chapter					
Chapter Officers					
Office Title	Member Name	Telephone	Email Address	Select	Edit
President	Clinton, Bill		demo@demosoftware.net		
Vice President	Cash, Johnny	999-999-9999	demo@demosoftware.net		
Secretary	Presley, Elvis	999-999-9999	elvis@iamnotdead.com		
Treasurer	Williams, John		demo@demosoftware.net		
Sentinel	Chwayze, Patrick		demo@demosoftware.net		
Inductor	Gush, Beorge		demo@demosoftware.net		
Rush Chairman	Bear, Yogi		demo@demosoftware.net		
Scholarship Chairman	Ainstein, Elbert		demo@demosoftware.net		

5. Your officer record will appear. Select 'Replace this office holder with a new office holder.'

**Officer Maintenance and Replacement**

You have selected to work with the office of **President**.  
 This office is currently being held by **Bill Clinton** and this person has been holding this office since **12/7/2009**.

You may choose from any of the actions below:

- [Replace this office holder with a new office holder.](#)
- [Remove this person from office. But, I don't yet know who the replacement officer will be.](#)
- [Cancel this activity. I don't want to make any changes to this officer.](#)

6. You will be directed to: 1, enter the beginning date for the new officer, 2, select the member replacing you from the list, and 3, click 'Complete Officer Replacement.'

**Officer Replacement**

You have selected to replace the office of **President**.  
This office is currently being held by **Bill Clinton**. This person has been holding this office since **12/8/2009**.

To complete the officer replacement, you complete 3 steps:

- 1) The beginning date for the new person holding this office.
- 2) Select the new person that will be holding this office.
- 3) Click the "Complete Officer Replacement" button at the bottom of this form.

1) Please provide the beginning date for the new officer:  
**1**

2) Select the new person that will be holding this office.

Member Name	Select
Barrick, Chris	<input type="radio"/>
Cash, Johnny	<input type="radio"/>
Clinton, Bill	<input type="radio"/>
Dean, James <b>2</b>	<input checked="" type="radio"/>
Deaton, David	<input type="radio"/>
James, Jesse	<input type="radio"/>
Presley, Elvis	<input type="radio"/>
rogers, krogers	<input type="radio"/>
savage, randy	<input type="radio"/>
Wayne, John	<input type="radio"/>
Williams, John	<input type="radio"/>

**3**

Note: Only members who have signed the **Agreement Regarding Responsibility** will appear in this list. If you have members who have been elected but do not appear in this list please call 317-573-5420 to speak with Kenny Rogers, Director of Fraternity Operations.

7. After clicking on 'Complete Officer Replacement,' review the information for the new President to make sure it is correct. This information includes: Telephone, Email Address, and Officer Service Begin Date. \*\* The officer must have a valid email address otherwise the transition will not save.\*\*

**James Dean, President**

**Officer Preferred Contact Information**

Type:

Line 1:

Line 2:

City:

State:

Zip:

Country:

**Telephone and Email Information for Officer-Related Activity**

Telephone:  ←

Email Address: →

**Important Officer Date Information**

Officer Service Begin Date:  ←

8. When complete click on 'Save Officer Information.'
9. Then a green box stating, "Your officer updates have been saved" will appear under the 'Save Officer Information' button. Finally, click the 'Logout' link in the top right hand corner.



## OFFICER PORTAL

Demand Excellence  
2010-2011

Phi Sigma Kappa

[I Need Help](#) [Logout](#)

**James Dean, President**

**Your officer updates have been saved.**

**Officer Preferred Contact Information**

Type:

Line 1:

Line 2:

City:

State:

Zip:

Country:

**Telephone and Email Information for Officer-Related Activity**

10. Congratulations, you have successfully transitioned your office to the next President.