

FLORIDA ATLANTIC UNIVERSITY

FRATERNITY & SORORITY LIFE

ICS Reference Guide

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 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