Online Roster Guidelines

Getting on to the system

• Login using your personal Clemson University User Id and Password

Roster Menu

• You can view your roster, officers and advisors

Maintenance Menu

- Add Member = Don't do this! Turn in a Roster Removal / Addition Form!
- Edit Member Status = Don't do this!
- Edit Officers = Change Officers include cell phone numbers
 - NOTE The President is the only person who can make changes, so don't change the president until you have transitioned.
- Edit Advisors = Change Advisors make sure to include cell phone numbers.

Deadlines for Updating Rosters

- Officer/Advisor information should be updated as soon as the change occurs
- The Fraternity and Sorority Life will set deadlines for the Roster Removal / Addition Forms necessary to update your organization's roster.