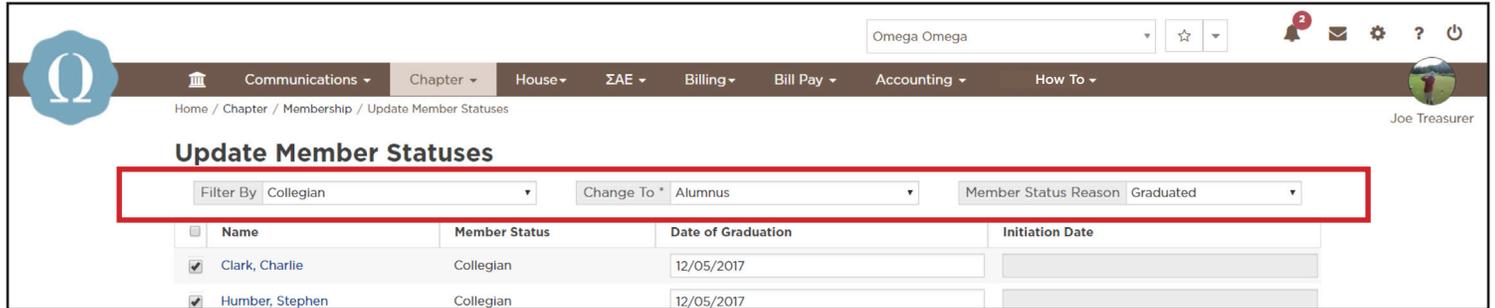


## HOW IT WORKS

### To report status changes in mass:

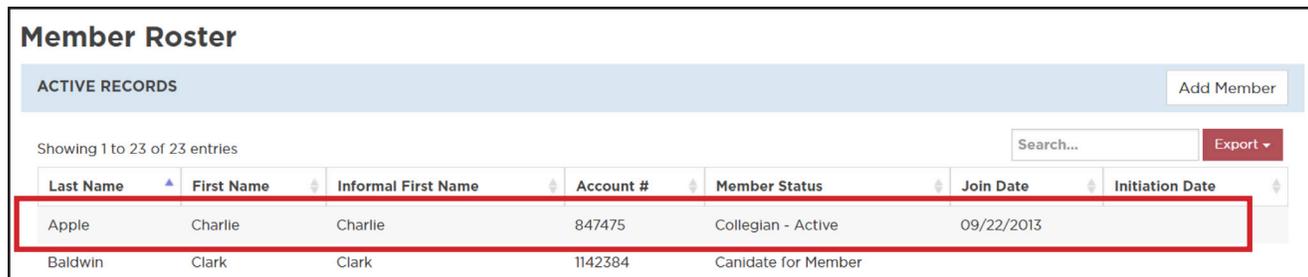
1. Log into Vault > Chapter > Update Member Statuses
2. Choose the members you wish to see by selecting their current member status in 'Filter By', select their updated status in 'Change To', and the applicable status reason in 'Member Status Reason'
3. Select the appropriate members and choose 'Update Member Statuses'



Name	Member Status	Date of Graduation	Initiation Date
<input checked="" type="checkbox"/> Clark, Charlie	Collegian	12/05/2017	
<input checked="" type="checkbox"/> Humber, Stephen	Collegian	12/05/2017	

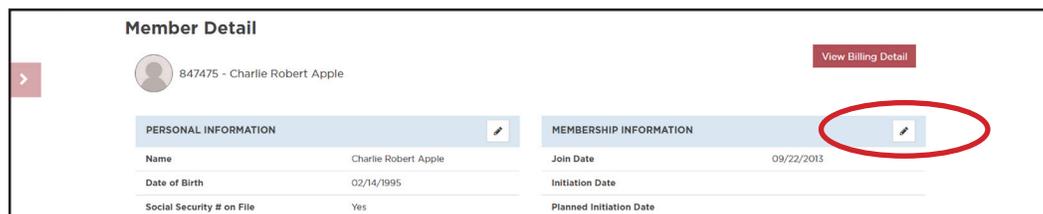
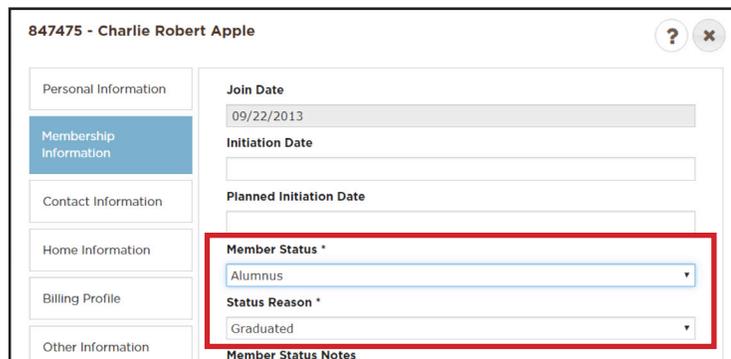
### <OR> Use this method when changing 1-3 member statuses:

1. Log into Vault > Chapter > Member Roster and select the appropriate individual



Last Name	First Name	Informal First Name	Account #	Member Status	Join Date	Initiation Date
Apple	Charlie	Charlie	847475	Collegian - Active	09/22/2013	
Baldwin	Clark	Clark	1142384	Candidate for Member		

2. Select the edit icon in the Membership Information section

3. Update the individual's member status and select 'Save and Close'