


Updating Member Status Fall 2017 Rosters

*****only use this how-to for updating rosters and for graduating members. Do NOT use this for processing members from pledges to actives, watch the how-to guide recorded webinar posted in the Resource Center for new member reporting.**

1. Log into myAcacia
2. Select 'Vault' in the left hand menu.
 - a. If Vault isn't showing, email mweber@acacia.org





Michael Weber
Alumnus
11/11/2006
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Vault

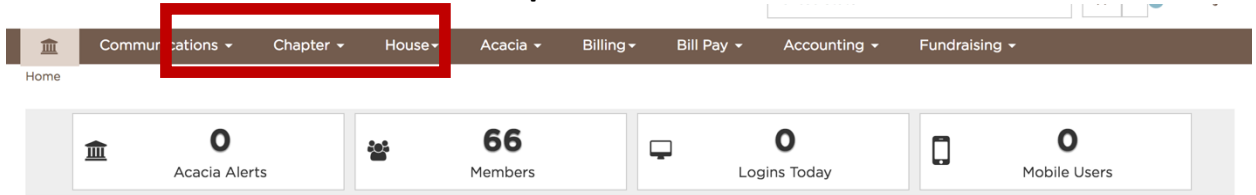
[Website Admin](#)

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3. Once Vault has loaded select 'Chapter'

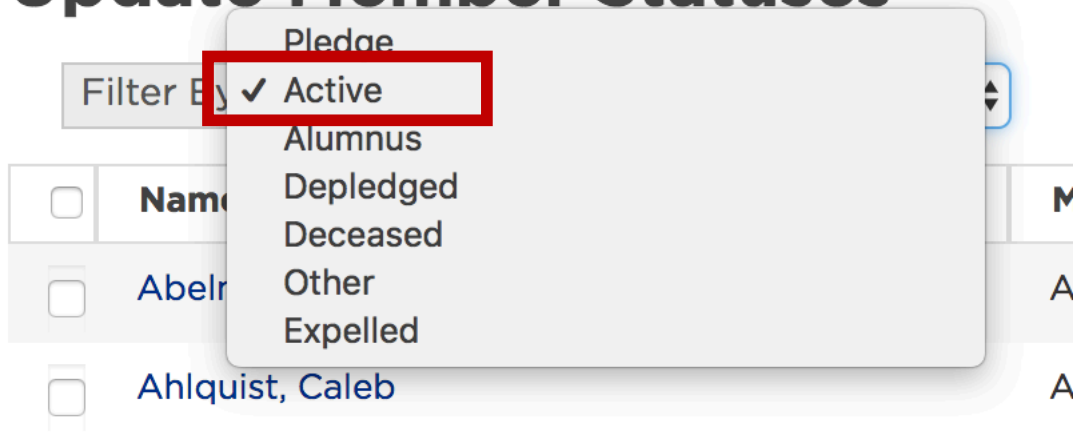


4. Then select 'Update Member Statuses'

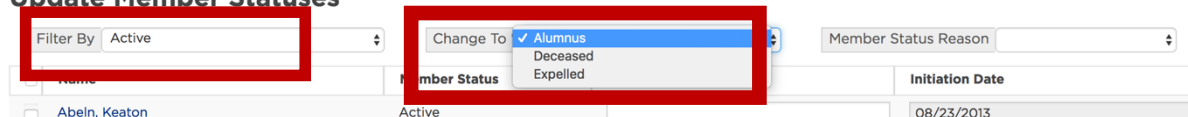


5. To update those that have graduated or transferred select 'Active' in the first field to filter on and then 'Alumnus' in the second. Then update the status reason accordingly. Once these fields have been updated jump to item 10

Update Member Statuses



Update Member Statuses



Update Member Statuses

<input type="checkbox"/>	Name	Member Status	Date of Graduation
<input type="checkbox"/>	Abel, Keaton	Active	
<input type="checkbox"/>	Ahlquist, Caleb	Active	

6. If any expulsions need to be reported, select 'Active' in first field to filter on and then 'Expelled' in the second. Then update the status reason accordingly. Once these fields have been updated jump to item 9

Update Member Statuses

<input type="checkbox"/>	Name	Member Status	Date of Graduation
<input type="checkbox"/>	Abel, Keaton	Active	

7. If there are any alumni members that are returning as an active member, select 'Alumnus' in the first field and 'Active' in the second. Then update the status reason accordingly, similar to the directions in step 6. Once these fields have been updated jump to item 9
8. If a member is still an active member and will be studying abroad or on a full year co-op, update the status reason accordingly. Then update the status reason accordingly. Once these fields have been updated jump to item 9
9. Once all updates have been made, click on 'Update member statuses' at the bottom of the listing.

Update Member Statuses

If you have any questions please email mweber@acacia.org or talk with your account manager.