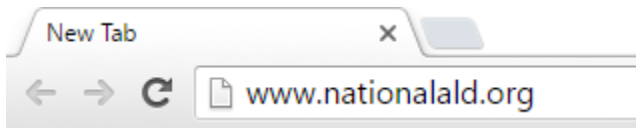


# Logging in to MyHonorSociety (MHS)

*An Alpha Lambda Delta Tutorial*

**STEP 1: GO TO THE ALD WEBSITE: [WWW.NATIONALALD.ORG](http://WWW.NATIONALALD.ORG) or [ald.myhonorsociety.com](http://ald.myhonorsociety.com).**



**STEP 2: CLICK ON THE 'MHS' TAB ON THE TOP NAVIGATION BAR then MHS Login.**



Alpha Lambda Delta  
The Honor Society for  
First-Year Academic Success

ABOUT / SCHOLARSHIPS / INVITED / MEMBERS / CHAPTERS / PROGRAMS / MHS / STORE

## Taking You From First Year To Career

We know what it's like to be new on campus. Setting yourself apart can be challenging among other high achieving students. Alpha Lambda Delta provides a community of scholars, a platform to develop your leadership skills, and financial support through scholarships and educational partners. We have been guiding students to academic and career success for over 95 years – accept membership and jumpstart your journey.

[CLICK HERE TO  
ACCEPT MEMBERSHIP](#)

**STEP 3: THE PAGE WILL REDIRECT TO THE MY HONOR SOCIETY – ALPHA LAMBDA DELTA LOGIN PAGE. ENTER YOUR EMAIL ADDRESS AND PASSWORD. CLICK "LOGIN."**



*My* HONOR SOCIETY™

→ Login

Society: Alpha Lambda Delta

Email:

Password:

Keep me logged in

Notice to Alpha Lambda Delta members:

Currently, the MHS system is used only by new ALD members. At the moment, members initiated prior to 2011 cannot log into the system, but we hope to provide this service in the future. All services available to you as a member are available via our national website ([www.nationalald.org](http://www.nationalald.org)) and do not require logging in. If you want to verify your membership in ALD in order to apply for a scholarship or fellowship, you should contact the National Office at [ald@nationalald.org](mailto:ald@nationalald.org) or call 1.800.925.7421.

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If you are unsure of your password, please click the 'Forgot Password' link.

## Login

The login form is titled 'Society: Alpha Lambda Delta'. It contains fields for 'Email:' and 'Password:'. Below these fields is a checkbox labeled 'Keep me logged in'. At the bottom of the form are two buttons: a blue 'Login' button and a 'Forgot Password' link with a question mark icon. The 'Forgot Password' link is circled in yellow.

If you do not have an account, please contact ALD Headquarters at 1.585.364.0840 or [ald@nationalald.org](mailto:ald@nationalald.org) to have an account created.

## NOTE A: THIS IS YOUR CHAPTER DASHBOARD AND MHS HOME PAGE.

Here is a brief explanation of the Dashboard:

The screenshot shows the 'Chapter Dashboard' for 'Sri Lanka Omicron'. At the top, a green notification bar states 'You are now impersonating Trish Dillenbeck.' Below this, the page title is 'Chapter Dashboard - Sri Lanka Omicron'. A yellow arrow points to this title with the text: 'Your institution name is at the top. (The example institution is "Sri Lanka Omicron")'. The main content area is titled 'Active / Upcoming Invitations - 1'. It features a search bar, a '10 records' indicator, and buttons for 'New Invitation Group', 'Columns', and 'Export'. A table displays the following data:

Group Name	Invitees	Send Status	Total Accepted	Amount Due <sup>1</sup>	Closes	Induction	Expires
Spring 2021 Invitation Tutorial Group	1	Queued	0	\$0.00	04/30/2022 11:59 PM	05/13/2022	07/29/2022 11:59 PM

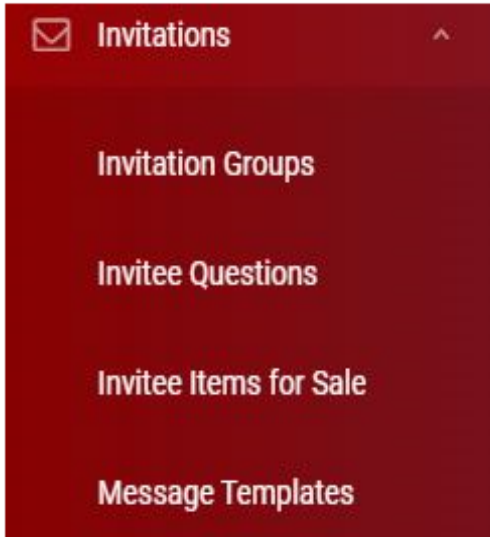
A yellow arrow points to the table with the text: 'Your Upcoming and Open Invitation groups will be displayed on the home page. You can see how many invitees have accepted to date and when your invitations close.' Below the table, it says 'Showing 1 to 1 of 1 entries'. A footnote explains that chapter settings indicate that the chapter or institution pays national dues on behalf of all students. The bottom section is titled 'Invitee Items Pending Fulfillment - 0' and contains a message: 'This table lists invitee item purchases that require shipping and have not yet been marked fulfilled. Click the [icon] to mark the item as fulfilled and hide it from the dashboard. You can always view your complete history on the [icon] Invitee Items Purchased page.' Below this, it states 'No Items Pending Fulfillment'. At the bottom, there is a link to the 'Sponsor User Manual' at <http://www.nationalald.org/mhsguides>.

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### NOTE B: ON THE LEFT NAVIGATION

Click on each dropdown box of the navigation bar and see the explanation for what each link does below:



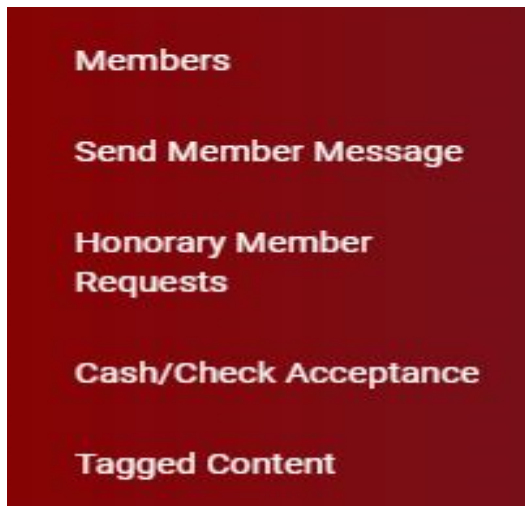
#### INVITATIONS

**INVITATION GROUPS:** This is where you create a new invitation group and see past groups.

**INVITEE QUESTIONS:** Where you can create additional questions for those accepting membership (examples: Will you attend initiation, t-shirt size, etc.).

**INVITEE ITEMS FOR SALE:** Use this page to offer items for sale to students accepting membership (t-shirt, banquet fee, etc.)

**MESSAGE TEMPLATES:** Pre-set messages for invitations, welcome, reminders. You can use our ALD Headquarters templates and/or create your own.



#### MEMBERS

**MEMBERS:** This is your list of members. It is searchable through the 'Quick Filter.'

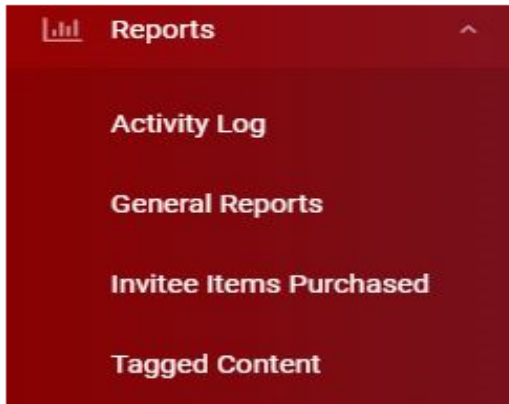
**SEND MEMBER MESSAGE:** A quick way to send a message to your accepted members and/or alumni members. Note: this is *not* a message to those you have invited that have not accepted. That should be done through the "Invitation Group."

**HONORARY MEMBER REQUESTS:** Here you can add honorary members.

**CASH/CHECK ACCEPTANCE:** Here is where you can indicate the students who paid by cash/check. Please send checks to ALD Headquarters for processing.

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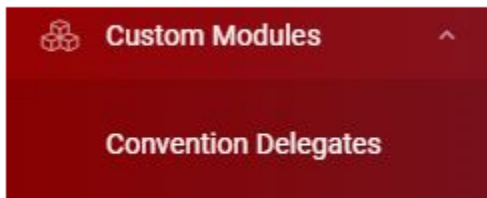
## REPORTING

**ACTIVITY LOG:** Allows you to filter MHS history, such as when invitations and messages were sent out.

**GENERAL REPORTS:** Run pre-set reports like Chapter Induction List and Current Membership.

**INVITEE ITEMS PURCHASED:** Use this page to see who has purchased items.

**TAGGED CONTENT:** Allows you to group and categorize members.



## CUSTOM MODULES

**CONVENTION DELIGATES:** Not used at this time.



## SPONSORS

**SUPPLY REQUESTS:** If you need a **certificate reprint**, you can request it here.

**CHAPTER PROFILE:** Contains chapter info, charter date, local dues, contact/shipping information, sponsors, officers, and policy for late acceptances.

You can see all the current and past sponsors here. If adding a new sponsor, please contact ALD Headquarters first.



**MY PROFILE:** This is where you can edit *your* information, change your password, etc.