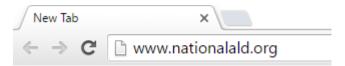
## Logging in to MyHonorSociety (MHS)

An Alpha Lambda Delta Tutorial

## STEP 1: GO TO THE ALD WEBSITE: WWW.NATIONALALD.ORG



#### STEP 2: CLICK ON THE 'MHS' TAB ON THE TOP NAVIGATION BAR



ABOUT / AWARDS & SCHOLARSHIPS / MEMBERS / CHAPTER RESOURCES / NEW



## Alpha Lambda Delta

The purpose of Alpha Lambda Delta is to encourage superior academic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist students in recognizing and developing meaningful goals for their roles in society.

Why Join ALD?

ALD in the News

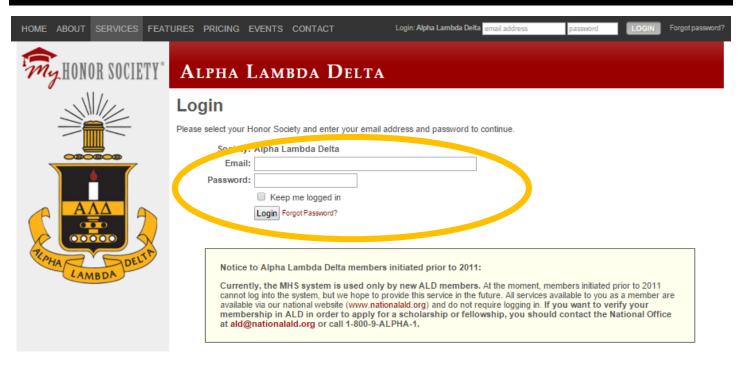
Upcoming Events & Deadlines







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



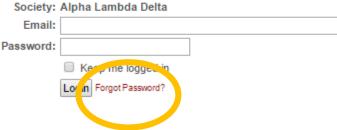
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If you are unsure of your password, please click the 'Forgot Password' link.

# Login

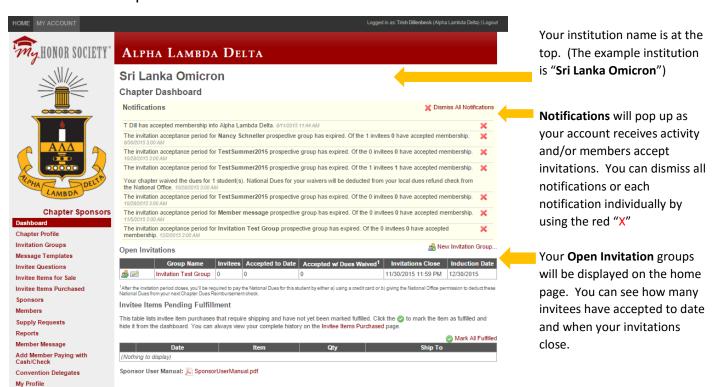
Please select your Honor Society and enter your email address and password to continue.



If you do not have an account, please contact the National Office at 1.800.9.ALPHA.1 or <a href="mailto:ald@nationalald.org">ald@nationalald.org</a> to have an account created.

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

Here is a brief explanation of the Dashboard.



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# NOTE B: ON THE LEFT NAVIGATION

Here is a brief explanation of the navigation bar and what each link does.

## **Chapter Sponsors**

#### Dashboard

Chapter Profile

Invitation Groups

Message Templates

Invitee Questions

Invitee Items for Sale

Invitee Items Purchased

Sponsors

Members

Supply Requests

Reports

Member Message

Add Member Paying with Cash/Check

Convention Delegates

My Profile

**DASHBOARD:** This is the page you are on.

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

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

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

**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.)

**INVITEE ITEMS PURCHASED:** Use this page to see who has purchased items. **SPONSORS:** These are your advisors. Be sure you have at least one 'Primary Sponsor'.

**MEMBERS**: This is your list of members. It is searchable through the 'Quick Filter.' **SUPPLY REQUESTS**: If you need a **certificate reprint**, you can request it here.

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

**ADD MEMBER PAYING WITH CASH/CHECK:** Here is where you can indicate the students who paid by cash/check. Please send checks to the National Office for processing.

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