

# Tech Update:

## Alpha Delta Kappa Website

### International Website

In order to improve your experience most of the website is **NOT password protected**, including documents and forms. The only areas that require a login are the directory, "my profile", the marketplace and some other areas but the remainder of the site is public.

In addition, be sure that your **email address is current** so you can visit the password protected portions of the website and we can more easily communicate with you.

You can **update your own contact information** and/or change your username/password (once logged in). This can be done by going to "my profile" and clicking on the little pencil icon at the top right corner of the area you wish to update, OR the **Chapter President, Chapter Treasurer and Chapter Membership Chair can update the chapter roster** through the online directory. Click [here](#) for instructions.

Once logged in, go to the **directory** and you will land on the "my chapter roster" tab and can view your own chapter roster. There is also a "chapter" and a "member" tab and the less information you enter on those specific tabs, the better your results will be. If you're searching for a member, for instance Sue Pelchat, you would just enter "pelchat" into the last name field and press/click on "Find", then choose from the results that populate below on the page.

The latest **announcements** are always listed on the homepage both within the image slider and under AΔK Announcements. Upcoming **due dates** are listed on the AΔK Calendars link and includes Officers', Pearls and General.

**NEW members** are able to log into the website once Headquarters has received notification of their initiation date, which then activates their membership. They would also follow the standard username/password information listed below.

**If a chapter needs to update their officers**, they can submit the [H-107, Report of Chapter Officers form](#). At Headquarters, we track the Chapter President, Chapter Treasurer and Chapter Membership Chairman and are only able to list one member per office/chair.

The **search feature** can be used to better locate items. It is an extremely useful tool.

Under the **CONTACT US** button there is a Help tab with the latest website information.

**If a member hasn't logged in since the website launch in May 2016 or are a new member, the standard username/password formula is as follows:**

**Username: Exact Last Name plus Member ID (not case sensitive; no spaces) MEMBER ID CAN BE FOUND ON THE ADDRESS TAB OF YOUR KAPPAN.**

**Password: ADK2016 (case sensitive; all caps; no spaces)**

**For instance, Violet Blossom's login would be as follows:**

**Username: blossom12345 (not case sensitive; no spaces)**

**Password: ADK2016 (case sensitive; all caps; no spaces)**

**If you make a mistake 5 times consecutively you will be locked out of the system and have to call headquarters.**

Go explore and enjoy the [Alpha Delta Kappa International website!](#)