



GREEKLIFEEDU ADMINISTRATIVE ACCOUNT INSTRUCTIONS

An appropriate officer or alumnus can track the progress of your members' completion of GreekLifeEdu by creating a chapter-level administrator account using the following instructions:

1. Go to <https://platform.everfi.net/greekadmin/login>
2. Select "Register" (image right)
3. On the following page, input your chapter's registration code, and click "Register."

The registration code is provided in an email communication to chapter officers and alumni advisors at the beginning of each semester. If you do not know your chapter's registration code, please contact Ann Davis, adavis@pikes.org.



4. Enter your personal information to create your administrative account.

If you are unable to finish completing your account because you have an existing account under the same email, please use a different email to create an administrative account.

From that point forward, you will be able to access the administrator portal at any time by logging in at <https://platform.everfi.net/greekadmin/login> and using your email address and the password you created. If you should ever forget your password, select the "Forgot password?" link.

Local administrators can track chapter progress by clicking on the "Total Students" progress bar.

The resulting screen shows a summary of all members that have created a GreekLifeEdu account this academic year. Members create an account by logging into *myPIKE*, clicking the GreekLifeEdu link, and verifying their personal information. **Administrators can review each member's progress in the course from this screen.**

