



Annual Roster Update Deadlines

August 1, November 1, February 1*, April 1

*This date may vary depending on when grade reports come out.

Log into ICS

1. Go to <http://indstate.edu/greeklife/ics.html>
 - a. If you are a fraternity, click on “Fraternity Log In”
 - b. If you are a sorority, click on “Sorority Log In”
2. Log in using your designated ICS User Name and Password.
 - a. Email Tracy Machtan, Assistant Director for Fraternity and Sorority Life, at tracy.machtan@indstate.edu if you have forgotten your User Name or Password.

Change member statuses

1. Log into ICS using the instructions above.
2. Click on “Member Management” at the top of the page.
3. Click on “Member” on the left to see other options.
4. Click on “Member List.”
5. Click on “View” next to the member whose status you need to change.
6. Scroll to the bottom of the page until you see “Status.”
7. Click on the drop-down arrow and select the appropriate status.
8. Click “Save.”
9. Repeat steps 4-8 for every member you need to change/update.

Add members to chapter roster

1. First, make sure the member has a Grade Release Form (a.k.a. “White Sheet”) and bid card on file with the Office of Fraternity & Sorority Life. Please consult with Vicki Banks in HMSU 615 for confirmation and/or clarification. *(This is not necessary for new members gained through formal sorority recruitment in the fall.)*
2. Log into ICS using the instructions above.
3. Click on “Member Management” at the top of the page.
4. Click on “Member” on the left to see other options.
5. Click on “Member List.”
6. Click on “Add”
7. Add all required information
 - a. First Name
 - b. Last Name
 - c. Middle Name or Middle Initial
 - d. Student ID (991#). Input as follows: 991123456 (no spaces or dashes).
8. Select appropriate “Status” by clicking on the drop-down arrow next to “Status.”
 - a. New members should be listed as “Associate.”
 - b. Initiated members should be listed as “Member”
 - c. Graduated members should be listed as “Alumni”
 - d. Members who have chosen to leave your organization, have had their membership terminated, or have left the University should be listed as “Removed.”
[See instructions for “how to remove a member from your roster” below.]
9. Click “Save.”
10. Repeat steps 6-9 for every person you need to add to your roster.



Remove a member from chapter roster

Applicable only if the member has resigned, has been removed from the chapter, or has withdrawn from the University.

This is a two-step process involving both ICS and the ISU TreeHouse (Powered by OrgSync).

1. Log into ICS using the instructions above.
 - a. Click on “Member Management” at the top of the page.
 - b. Click on “Member” on the left to see other options.
 - c. Click on “Member List.”
 - d. Click on “View” next to the member whose status you need to change.
 - e. Scroll to the bottom of the page until you see “Status.”
 - f. Click on the drop-down arrow and select “Removed.”
2. Log into the ISU TreeHouse (powered by OrgSync) through your MyISU portal.
 - a. Hover over “Organizations” and click on your organization.
 - b. Click on “Forms” on the left.
 - c. Click on “Roster Change Request.”
 - d. Click on the green button “Fill Out This Form.”
 - e. Make sure to “Submit this on behalf of [Your Organization]”
 - f. Fill out the rest of the form and click “Finish.”

Frequently Asked Questions (FAQ)

Q: Are we using the ISU TreeHouse (powered by OrgSync) or ICS?

A: Both. OrgSync is for chapter management, but ICS is used for reports and sorority recruitment. Eventually, OrgSync will be used for grade reports as well, but at this time it’s important to get all chapter members added to your OrgSync page.

Q: Do we need to add new members we gained through formal sorority recruitment in the fall to our ICS roster?

A: No, those members are automatically entered onto your chapter’s ICS Roster as “Associates” once they are placed with your chapter through the formal sorority recruitment process. However, you will want to add all new associate members to your ISU TreeHouse (Powered by OrgSync) roster.

Q: If we recently initiated members, do we need to change them from “Associate” to “Member” or should they be left associates until the end of the semester for grade report purposes?

A: Leave them as “associates” until you receive email correspondence from the Fraternity & Sorority Life Office advising you to switch them to “member.” This is scheduled accordingly to ensure accurate grade reports for your chapter.

Q: Should I move our graduating seniors from “Member” to “Alumni”?

A: Leave them as “members” until you receive email correspondence from the Fraternity & Sorority Life Office advising you to switch them to “alumni.” This is scheduled accordingly to ensure accurate grade reports for your chapter.

Q: What if we have someone listed more than once on our ICS roster?

A: Change the status of one of the listings to “Removed.” Also Complete a “Roster Change Request form on the ISU TreeHouse (powered by OrgSync) and include a note which says this member is listed twice and should only be listed once. [See instructions for “how to remove a member from your roster” above.]

Other Questions? Contact Tracy Machtan, Assistant Director for Fraternity & Sorority Life (tracy.machtan@indstate.edu or 812-237-3835)