Website Cheat Sheet

Follow these steps to access your NPC website member account:

1. Visit npcwomen.org and select "Resources" in the top right corner.
2. Select "Click here to login as your Panhellenic" button at the bottom of the page.
3. Log on using your College Panhellenic username and password. In the top, left corner make sure that your campus name is showing once signed on. If it says an individual's name, the account will not provide you with your College Panhellenic information.
4. In the top, right corner there is a drop-down menu. The drop-down menu is your main navigation tool for your NPC website member account.

The drop-down menu

In the drop-down menu you are able to select from the following options:

- Update My Profile – Change your College Panhellenic mailing address, primary contact number or primary email address.
- Setup My Login – Change your password.
- My Membership – Update your officer listing.
- Donate to the Foundation – Give money to the NPC Foundation to support Panhellenic education, like College Panhellenic Academy.
- Share Documents – Upload your College Panhellenic meeting minutes and governing documents.
- Manual of Information – Download the most up-to-date version of the Manual of Information.
- College Panhellenic Reports – Submit the College Panhellenic annual report or academic achievement report.
- Alumnae Panhellenic Reports – Utilized by Alumnae Panhellenics to submit reports to NPC.
- Logout

More on the "My Membership" menu option

Update officers

1. Scroll down to the bottom section titled "Additional Sub Members & Memberships." If this section is not showing under "My Membership," then you may not have paid your dues. Pay them online or contact the NPC office for assistance.
2. To update a returning officer, check the box next to the member, click "Renew," update information and select "CPH Member." To remove a listed officer who is now a former officer, click "Set as Non-Current Employee" next to the officer's name. To add a new officer, click "Add" and enter the appropriate information for the officer, and select "CPH Member." *NOTE: Remember to include a position title (such as "President"), email and affiliation when adding or editing officers.*

More on the "Share Documents" menu option

1. Use the "Share Documents" feature to upload Panhellenic bylaws, standing rules, codes of ethics, recruitment rules and meeting minutes.
2. Click "Upload a New Document." Name the document appropriately for ease of organization and navigating. *NOTE: You will not see the document right away because NPC must approve it. Documents are typically approved within 48 hours of being uploaded.*

If you have questions, or need additional information about your member account, contact the NPC office at npccentral@npcwomen.org.

national panhellenic conference