



## GreekLifeEdu Course Monitoring for Chapters

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- If you have an account from a previous school year, this account should still work. There is an option to reset the password if you have forgotten your credentials. If you are unsure if you have previously had an account, contact us at [memberdevelopment@phikappapsi.com](mailto:memberdevelopment@phikappapsi.com).
- **To create a new administrator account:**
  - Go to: <https://platform.everfi.net/greekadmin/login>
  - Click on **Register** and enter the registration code for your group listed [here](#).
  - Click **Next** to create your EverFi Account
  - If you are unable to finish completing your account because you have an existing account under the same email, you can use a different email to create the account.
- Once set-up, you can log in to check course progress at [www.everfi.com/login](http://www.everfi.com/login)
- Multiple officers/advisors can set up tracking accounts for a chapter/colony. If an account needs to be deleted, you can contact us at [memberdevelopment@phikappapsi.com](mailto:memberdevelopment@phikappapsi.com).

## GreekLifeEdu Course Expectations for Chapters Frequently Asked Questions

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- **Who needs to complete GreekLifeEdu?**

All new members that have been added to a chapter's roster with a pledging date between May 1 and April 30.

- **What parts of the course must a new member complete?**

New members must complete both Part One and Part Two of the course.

- **What is the deadline to complete Part One?**

For chapters/colonies with a six-week or 21-day new member program, a new member must complete Part One prior to initiation.

For chapters/colonies with a 10-day new member program, a new member must complete Part One within 30 days of completing the formal pledging ceremony.



- **What is the deadline to complete Part Two?**

New members must have completed Part Two by June 30. There is a mandatory 14-day intersession between Parts One and Two. While the deadline is not until June, it would be recommended that Part Two be completed as soon as possible after the intersession is complete.

- **How long is the intersession period?**

14 Days

- **Is there a fine for people not completing the program?**

Yes, there will be a fine assessed to chapters based on the number of new members that complete the program. 100% completion of Greek Life EDU is required for the minimum chapter operational performance level of accreditation. And if this is not met, the chapter will have a higher insurance premium for the next academic year.

- **What do the different statuses in GreekLifeEdu mean?**

Once registered, a new member will have one of these listed.

- **Registered, Not Started** – The student has made no progress in the course.
- **Part 1 Started** – The student has started the educational content.
- **In Intersession** – This student has completed Part One of the course and is the mandatory 14-day intersession. He will remain in this part of the course for 14 days.
- **Part 2 Ready** – The student's intersession period is complete. He has not returned to the course to complete Part 2.
- **Part 2 Started** – The student has begun his work on Part Two of the course.
- **Part 2 Complete** – The student has completed the course and satisfied the completion expectation.

If a new member is not listed in the EverFi system, this student has taken no steps to access the course.



- **What if a chapter dropped a new member, but he started the course? And he shows up on the EverFi dashboard?**

On June 30, we will pull rosters from the Phi Psi Portal. These are the only new members we consider for completion percentages. If this roster is updated, it does not matter that this new member is in the EverFi system.

- **How long does it take to complete the course? Do you have to complete it in one sitting?**

New members may complete Part One of the course in one sitting, or they may do this in multiple sittings with their progress being saved. Part One should take no more than an hour to complete. After the intersession, Part Two is course content review and a final survey. It is likely going to be easier for a new member to block time to do Part One of the course at one time, than logging back in on multiple occasions to complete the course.

- **What score does a new member need to get on the exam in the course?**

At the end of Part One, there is an exam in the course. A new member must get a score of 70% or better to “pass” this part of the course.

- **Can the intersession between Part One and Part Two be waived or shortened?**

No, there is no ability to reduce or waive the intersession.

- **What if someone started the course before June 15, and wants to pick up where they left off?**

Due to the shift in systems, this is not a possibility. Anyone still needing to do part(s) of the course would need to begin the course again.

- **What if a new member is having access issues?**

Email [info@phikappapsi.com](mailto:info@phikappapsi.com). Please note this is an email address that is only answered during regular business hours. It is not an email that provides after hours and/or weekend support. If there is an issue, it is helpful to include a screen capture and/or specific error messages that have been received.

EverFi does offer 24/7 support. They can be reached via phone at 1-866-384-9062. You can also find answers in the help center, submit a ticket and/or use live chat [here](#). If the issue is more of an issue with the Phi Psi side of the program, they may not be able to assist.