

Step-By Step Campus Director Instructions

How to Update Information in Campus Director:

1. Visit [here](#) and click on “Registration.”

Before You Register

Registration

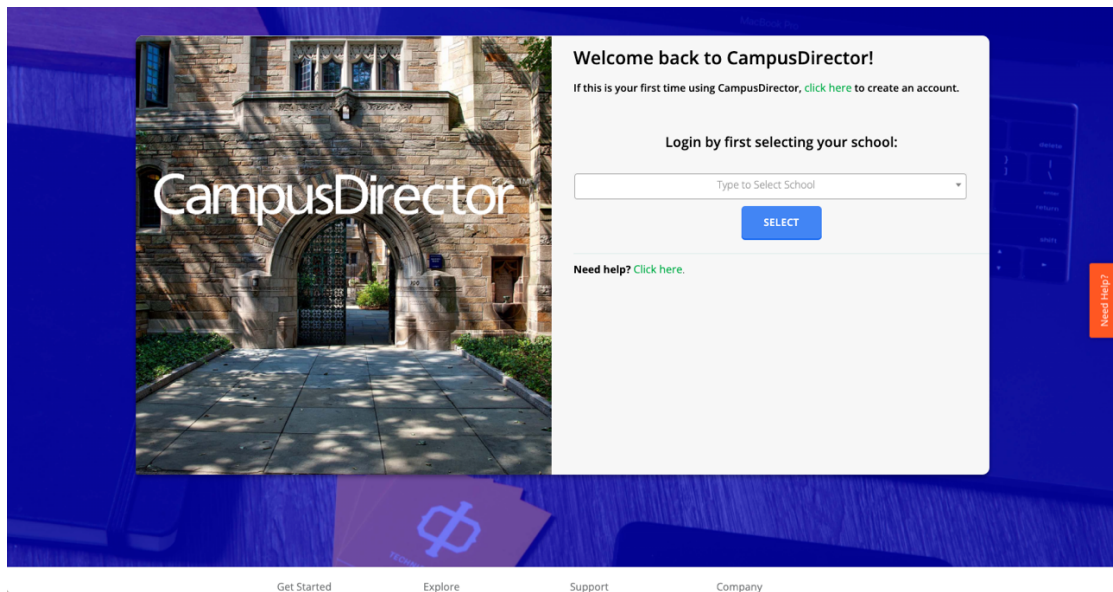
After You Have Registered

2. Scroll to the bottom of the page and click “Register here!”

Register here!

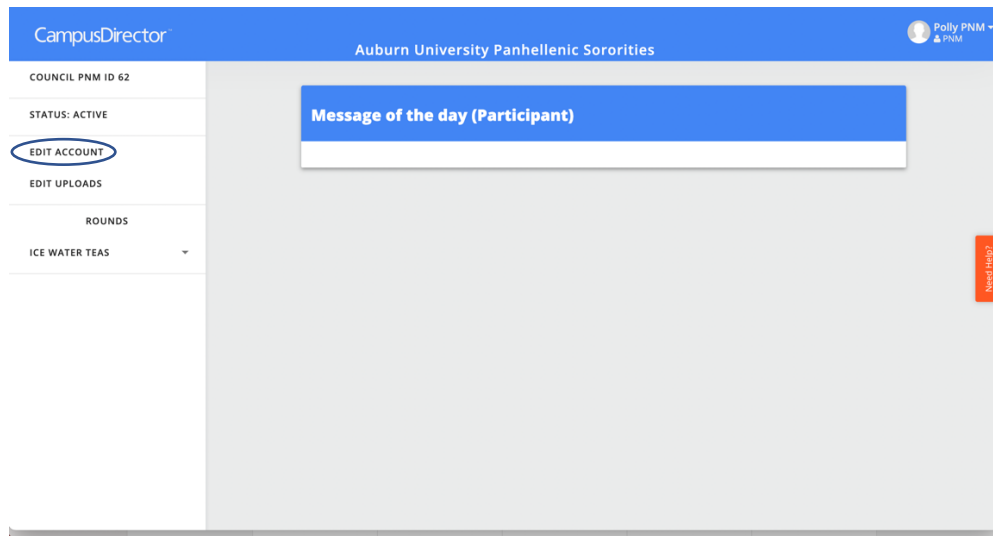
* After you have registered, you can return to your registration and edit it, as long as you save the username and password you create for this registration. [Click here](#) to learn how.

3. You will then be taken to Campus Director where you will need to select your school.

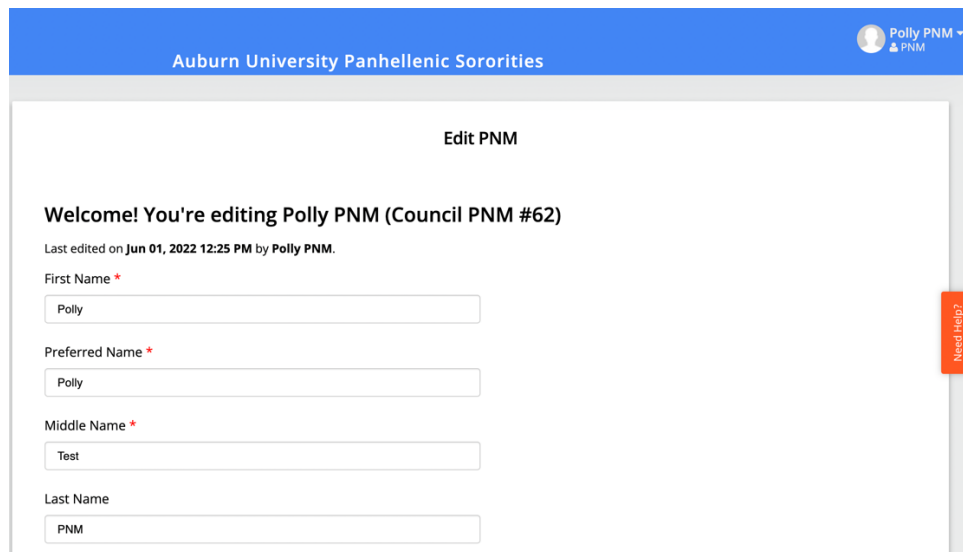


4. Select “Auburn University Panhellenic Sororities.”
5. Use the credentials you chose when you created your registration. We do not have access to your passwords.

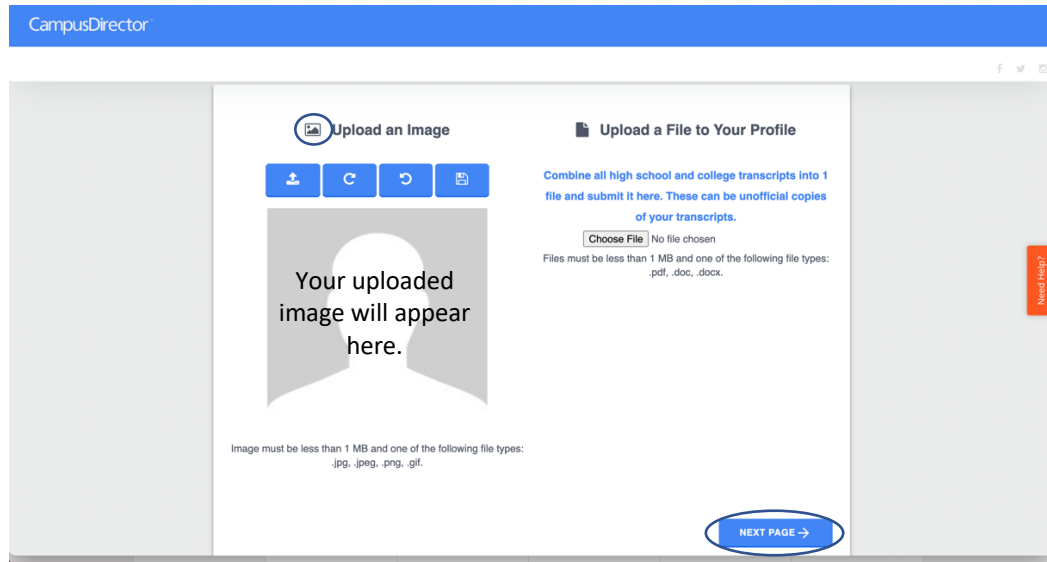
6. Once you enter your credentials and click “I accept,” on the terms page you will see this page.



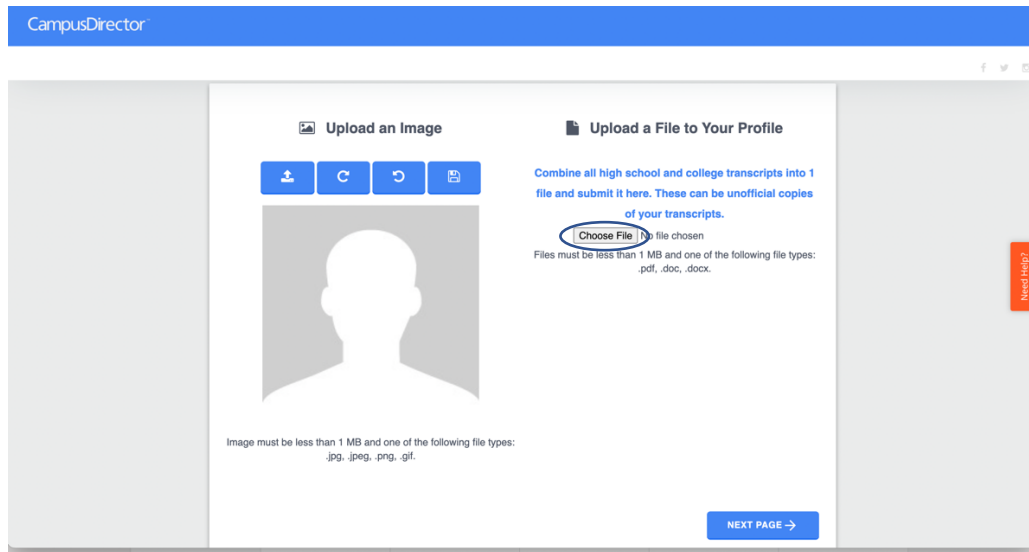
7. Select “Edit Account.”
8. You will then be taken to an edit screen that displays the information you typed in before, seen below. Make any changes needed and click “submit” at the end of the page to save your changes. After visiting this page, you will be taken to the photo and transcript upload section.



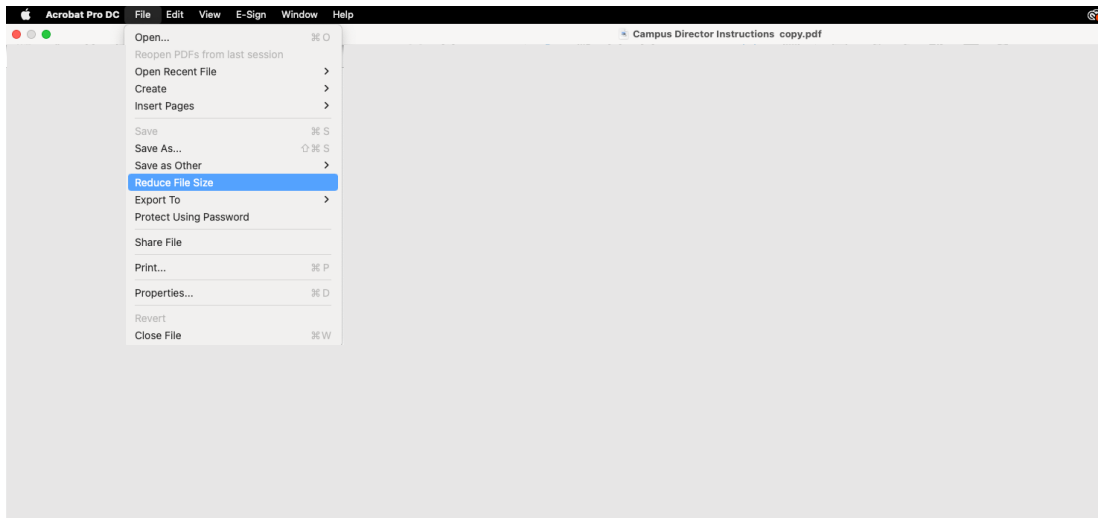
9. To upload your photo, click the upload button, locate the file you want to upload, and select it. Once the file is uploaded you should see it in the box below. If you are unhappy with the photo chosen, click the upload button again. Uploading a new photo replaces the one that is already there.



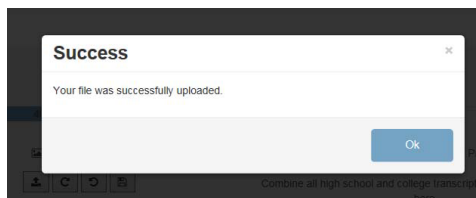
10. To upload your transcript, click on the “choose file” button (as seen in the image below), find the file you want to upload, and select it. If you need to submit a new file, click on the “choose file” button again. Again, uploading a new file will just replace what is there. Keep in mind that only your most recent upload remains, be sure that all high school and college materials are included each time you upload.



11. If your PDF file is “too large,” there is an ability to reduce the file size. Open your PDF in Adobe Acrobat, select “Reduce File Size” and save your document.



12. Once the file has been uploaded, you will see the image below.



13. Click the “next page” button, as referenced in the image in step 9, and you will be finished and see the image below. Your information has been updated and you can log out.

