



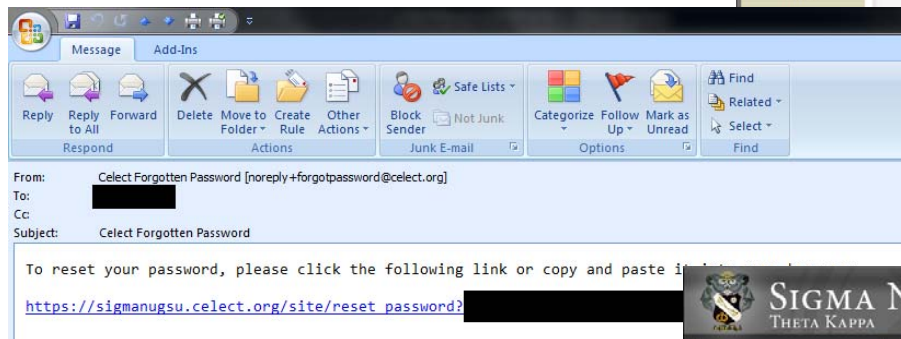
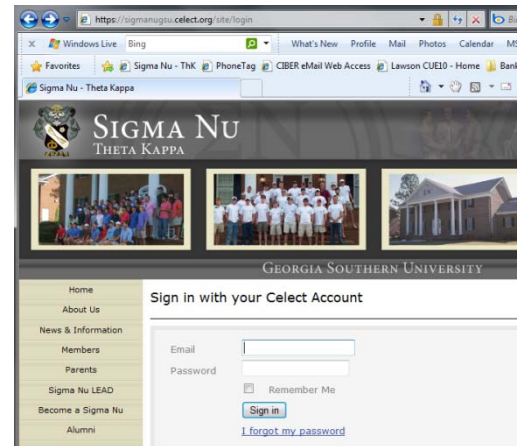
**Sigma Nu Fraternity • Theta Kappa Alumni Chapter and House Corporation  
Georgia Southern University • PO Box 1697 • Statesboro, GA 30459**

The Theta Kappa Chapter (Collegiate, Alumni, and House Corporation) have recently finalized the upgrade of our website ([www.sigmanugsu.com](http://www.sigmanugsu.com)) to facilitate improved communications and news as well as serve a central repository of information for our membership.

In order **to access the upgraded website** you will need to follow some very simple steps, which are outlined below:

If you have registered before or you have received automated messages from the website (it may mean we may have registered you), whether or not you have forgotten your password, please do this:

- Navigate to the website ([www.sigmanugsu.com](http://www.sigmanugsu.com)) and look for the “Login” link on the upper right side of the website (the website will look radically different since last spring).
- **OR** click on this link or type this web address into your browser:
  - <https://sigmanugsu.celect.org/site/login>
- Both of these take you to the same place, which looks something like this (to your right >>):
  - Click on: “I forgot my password”
  - (This resets your access to the site)
  - You will be prompted to enter your password
  - The password will be emailed to you or your previous password will work.
  - It will come from the following email address:  
[CelectForgotten Password \[noreply+forgotpassword@celect.org\]](mailto:CelectForgottenPassword[noreply+forgotpassword@celect.org])
- You may need to look in your “Junk Mail” or SPAM filters
- The email you receive will **look something like this (below)**:



- Click on the link it sends you and it will send you to the “Reset your Password” screen (to your right >>):
  - You can use the same password or use one of your favorites, so you remember it
  - Just please make it secure – then it will log you in:
- Setup your profile – there are enhanced fields
  - Please update you profile pic as the dimensions of the pictures have changed – you may just align it
  - Dig around on the site – make suggestions to us
- We **highly recommend** you put [@celect.org](mailto:@celect.org), [@sigmanugsu.com](http://@sigmanugsu.com), and [@sigmanugsu.celect.org](http://@sigmanugsu.celect.org) domain names and [alumni@sigmanugsu.com](mailto:alumni@sigmanugsu.com) in your “Safe Senders” list of your Email program.





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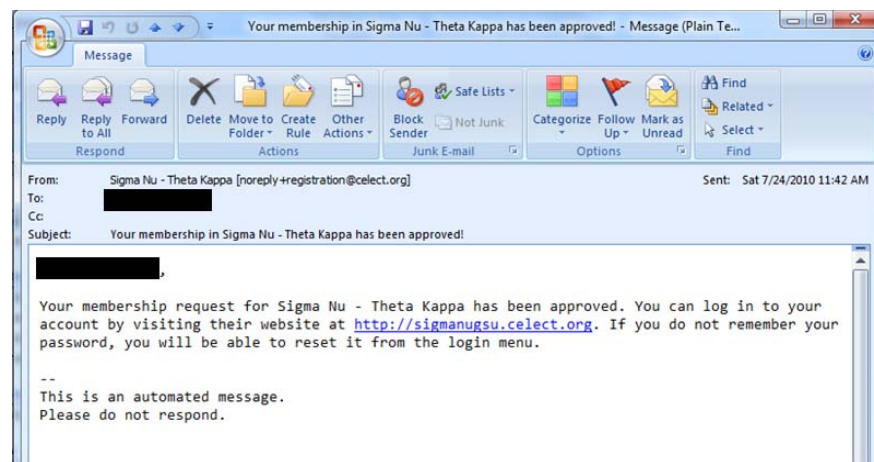
## Registering for the first time:

If you need to register for the first time follow the process below, but I recommend you try the “I forgot my password” process first (above) as we may have uploaded you or registered you already. If you think you are registered under an email that you no longer have or no longer can access then send an email to [alumni@sigmanugsu.com](mailto:alumni@sigmanugsu.com) or start over; we will reset your password after we validate who you are. (We get false registration requests, so we screen them). Try your emails – if one works you will be sent the password to that email system, but you may need to look in your “Junk Mail” or SPAM filters.

- We **highly recommend** you put [@celect.org](mailto:@celect.org), [@sigmanugsu.com](mailto:@sigmanugsu.com), and [@sigmanugsu.celect.org](mailto:@sigmanugsu.celect.org) domain names and [alumni@sigmanugsu.com](mailto:alumni@sigmanugsu.com) in your “Safe Senders” list of your Email program.
- Navigate to the website ([www.sigmanugsu.com](http://www.sigmanugsu.com)) and look for the “Register” link on the upper right side (next to “Login”) of the website (the website will look different since last spring).
- **OR** click on this link or type this web address into your browser:
  - <https://sigmanugsu.celect.org/site/register>
- Both of these take you to the same place, which looks something like this (to your right >>):
  - Fill out the fields
  - Red Stars are mandatory
  - In “Middle Name” put your initiate number and/or affiliation (parent, friend, alumnus, donor)
    - After your registration is accepted then you can change this
  - It will take you to another screen for basic profile info you should enter including a password
  - You make up your password – make it easy to remember or a favorite password, but please make it secure
- Once your request is approved you will receive an email from the following address **similar to the one below:**  
[Sigma Nu – Theta Kappa \[noreply+registration@celect.org\]](mailto:noreply+registration@celect.org)

The registration form contains the following fields:

- Email address \*
- Prefix (Example: Dr., Lt.)
- First name \*
- Middle name
- Last name \*
- Suffix (Example: Jr., Sr., III)





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## **Once you have Registered or Re-Registered and Logged in:**

Once you have completed the re-registration or registration process, we recommend you continue building out your profile. When you “Login” you will be taken to your profile page and your personal “dashboard” (My Page). The more you fill out your profile and the more groups you join, the more ...

### **Some other things you should do in order to improve your experience:**

- We **highly recommend** you put [@celect.org](https://celect.org), [@sigmanugsu.com](https://sigmanugsu.com), and [@sigmanugsu.celect.org](https://sigmanugsu.celect.org) domain names and [alumni@sigmanugsu.com](mailto:alumni@sigmanugsu.com) in your “Safe Senders” list of your Email program.
- Fill out and update your profile fully – put a good Profile Photo and “edit the thumbnail”, so the picture is properly centered. You may consider having a “before” college photo there as well.
- All profiles information should be initially setup and private with some minor exceptions, but check the settings for your preference. If you are an alumni officer, alumni advisor, a member of the house corporation, or a publicly facing group it would be helpful if your profile picture, name, email address, and mobile phone number are set to public, so you can be contacted.
- **Groups:** Join a Group for period you were in – we have broken them into 5 year groups to ensure we have enough people in each group. We also have groups for the “Atlanta Area” and “Local Alumni” for those close to Statesboro. <https://sigmanugsu.celect.org/site/groups>
- **RSVP for Homecoming:** Look up the information we have on Homecoming and do two things: Register/RSVP for Homecoming and “Announce you are coming”, so other see you will be there.
  - **RSVP:** <https://sigmanugsu.celect.org/homecoming-rsvp>
- **Reconnect with your brothers:** Try to reconnect with your brothers and friends – see what they are up to or if they are registered.
- **Post pictures or information you have:** Scan and post or just post pictures you have of your fraternity experience. If you have photo albums
- **Composites:** If you have composites visit <http://sigmanugsu.celect.org/chapter-composites> as we are looking to build a complete digital collection.
- **Reconnect with on here:** Based on our experiences and what others have told us these are the favorite people to reconnect with or you your best opportunity to encourage others to join:
  - **Pledge Brothers**
  - **Big Brother and Little Brothers**
  - **Officers who served together**
  - **Officers who served just before or after you**
  - Tell us what works for you
- **Encourage others:** Please encourage others to register and get involved – see if you can get your entire pledge class online or all the officers in your year of officer
- Consider running the Facebook integration application for Celect (our website company), so your information, announcement, and other items are exchanged with Facebook and back.

### **Some other things you should consider doing – they are optional:**

- Consider paying alumni dues or making a contribution to the scholarship fund.
- Dig around on the website and see where we can improve.
- **News** – Post some new about yourself or your brothers [www.sigmanugsu.com/news](http://www.sigmanugsu.com/news).

If you have any problems or suggestions send an email to [alumni@sigmanugsu.com](mailto:alumni@sigmanugsu.com).