

## Fidelity For Alumnae Chapter Officers – Officer Guide

One of the perks for Gamma Phi Beta members is access to exclusive education through our Fidelity platform. Fidelity for Alumnae Chapter Officers, Gamma Phi Beta’s education program for officers of alumnae chapters, equips members with the knowledge necessary to uphold Gamma Phi Beta policies and procedures, understand relevant and in-time Sorority updates and develop skills to foster holistic development and become confident women of character.

### Fidelity Courses

**Available Course:** Alumnae Chapter Officer General Training

**Planned Courses:** President, treasurer, membership chairwoman, philanthropy chairwoman, collegiate relations chairwoman, technology chairwoman

### Officer Participation

All alumnae chapter officers are encouraged to take lessons available through the Fidelity platform. While these lessons are not required, they will provide an additional opportunity to enhance your leadership skills on your own time. Lessons can be stopped and started numerous times, so you can work at a pace that fits your schedule.

### Completion Reports

To receive credit for a course upon completion, make sure you successfully complete all interactive components of the online lesson (including checking all checkboxes, watching videos in their entirety, etc.), navigate to the end and exit out of the final page.

Completion reports are available to each alumnae chapter and will provide an overview of lessons that have been completed by alumnae chapter officers on the leadership roster.

To access the completion report:

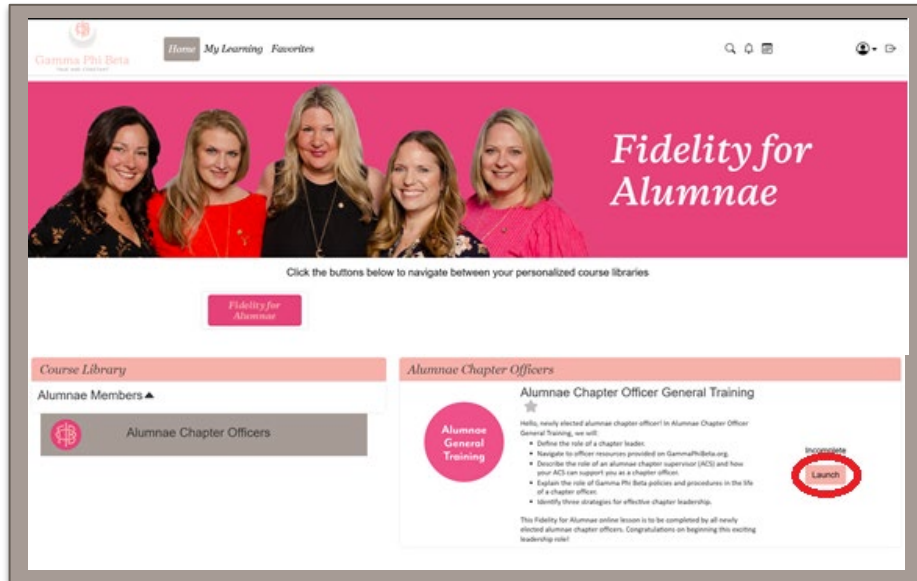
- 1) Log in to GammaPhiBeta.org.
- 2) Select “Beta Base” in the top right corner of the website.
- 3) Ensure you have accessed your alumnae chapters profile by using the search bar feature.
- 4) Using the tab at the top of the page select, Leadership > Reports > Fidelity for Alumnae Chapter Officers Completion Reports

### Accessing Fidelity

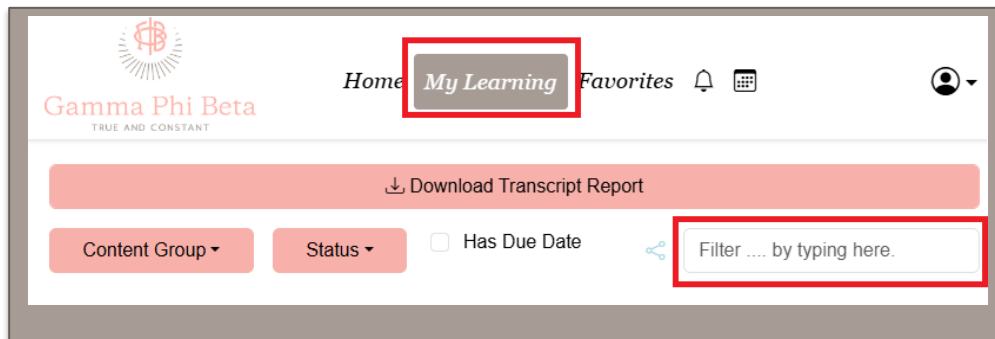
**Please Note:** Not all alumnae members will have the same view in Fidelity. Fidelity may look different for those holding a volunteer role in Gamma Phi Beta but outside of the alumnae chapter. The three examples below may not all reflect your personal view, but at least one will reflect your view.

1. Log in to your profile on GammaPhiBeta.org.
2. In the top right-hand corner, select “Member.” A drop-down menu will appear.
3. Select “Fidelity” from the drop-down list.

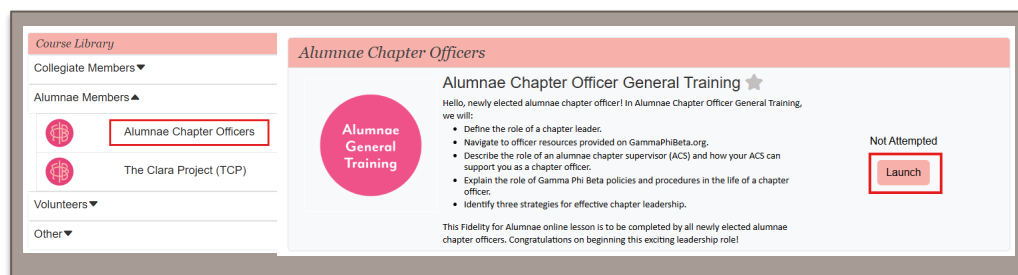
4. Wait for Fidelity to upload and open.
5. Depending on other roles in the organization, your view may differ from that of another alumna member. Three common locations for these lessons are:
  - a. Main dashboard



- b. My Learning > Using the search bar, insert the lesson title and use the “enter” key > Select “Launch” on the lesson you’d like to take.



- c. Course Library > Alumnae Members > Alumnae Chapter Officers > Alumnae Chapter Officer General Training > Select “Launch”



## Troubleshooting Support

### If you're experiencing issues logging into your Gamma Phi Beta profile:

- 1) Check if you're using the correct website (GammaPhiBeta.org).
- 2) Double-check spelling of your username and password (ensure case sensitivity).
- 3) Reset your password, if needed.
- 4) Verify your membership status with your chapter.
- 5) Check if your chapter rosters are updated on the Beta Base system for specific access issues related to chapter leadership.
- 6) If you cannot successfully log in to GammaPhiBeta.org using the single sign-on, email [gpbsupport@gammaphibeta.org](mailto:gpbsupport@gammaphibeta.org), and a staff member will help you troubleshoot.

### If you're experiencing issues accessing Fidelity after successfully logging into your Gamma Phi Beta profile:

- 1) Confirm that you have successfully logged into the Gamma Phi Beta website. You have successfully logged in if you see the word "Logout" in the top right corner.



- 2) If you receive an error message when attempting to log into Fidelity:
  - a. Log out of GammaPhiBeta.org.
  - b. Log into GammaPhiBeta.org.
  - c. In the top right corner of the website, select Member > Fidelity.
- 3) If you cannot successfully log in to GammaPhiBeta.org using the single sign-on, email [gpbsupport@gammaphibeta.org](mailto:gpbsupport@gammaphibeta.org), and a staff member will help you troubleshoot.