Using your Chapter Administrative Interface
Access to the Chapter Administrative Interface is conveniently located on the Chapters Page, in two spots.

http://www.acm.org/chapters
Logging in to your Chapter Administrative Interface

Every chapter has a unique Chapter Web account and Password. Please be aware, this is NOT associated to your personal ACM web account; one cannot be used to log in to the other. If you are unsure of your chapter web account, please contact local_activities@acm.org. http://www.acm.org/chapters/chapters/chapters/interface
Chapter Administrative Interface: Main Page

Chapter Vitals
The following chapter information is provided for easy reference.

Group ID: 77324
Client Number: 9404779
Chapter Type: Student
Chapter Status: Active as of September 24, 2012
Chapter History:
- Inactive on January 3, 2012
- Active on October 24, 2011
- De-chartered on October 19, 2010
- Inactive on May 19, 2010
- Active on March 9, 2010
- De-chartered on March 9, 2010
- De-chartered on March 9, 2010
- Active on February 12, 2010
- Prospective on February 12, 2010
- In Process on February 12, 2010
Charter Date: February 14, 2010
EIN: NONE
EIN Date: Not Available
Last Modified Date: September 27, 2012
Mailing Lists:
- TESTLIST-MEMBERS@listserv.acm.org
- TESTLIST-OFFICERS@listserv.acm.org
- List Documentation

Chapter Functions
Please select what you would like to do from the following options:

- Chapter Profile
  - View/Edit

- Chapter Officers
  - View/Edit
  - Add

- Chapter Members
  - View/Edit Your Membership List

- Add Chapter Members
  - Add
  - Load Bulk

- Annual Reports
  - 2011 Finalized [Printable Report]
  - Submitted by: Samantha Goldberg (Chair)
  - 2012 Annual Report

- Chapter and Local Activities Calendar
  - View/Edit
Chapter Administrative Interface: Chapter Vitals

Please be sure to note all that is available to you in the Chapter Vitals Section, including:
• Group Id, Charter Date, Unique chapter EIN Number (if chapter resides in US)
• Officer and Member Mailing Lists (including documentation on list serv)
Explore the **Chapter Functions** section where you make all necessary edits and updates to your chapter (contact information, officers, member listing, adding members, as well as to complete the Annual Reports.

Chapters may also submit activities to the Local Activities Calendar. Activities submitted through this interface will be automatically included in the Annual Report.
Chapters are responsible for maintaining their officer list. Each officer is assigned a term date. One month before this term is over, officers will receive an email from ACM, notifying you that the term is up. This is a reminder to either extend the term of the current officer, or to enter the new officer. Positions shown in red are required positions that your chapter is lacking, and must enter as soon as possible.

Individuals without the proper ACM/SIG Membership(s) are not eligible to be an officer!
Chapter Administrative Interface: Membership List

Each chapter must edit and maintain its membership list. The expiration date can be found to the right of the member name. A red date, or no date at all is not an active member. These members are not considered part of your chapter, and will not receive chapter member benefits. To extend membership, select the EDIT feature, and choose to “Extend Membership”. Members who are no longer part of your chapter may be canceled, with the Cancel Member feature.