How to Use the Pi Delta Phi Database–updated 2025

1. **Accessing the Database**
   From the Pi Delta Phi national website–www.pideltaphi.org–select the Moderators/Faculty menu, then select **Database**.
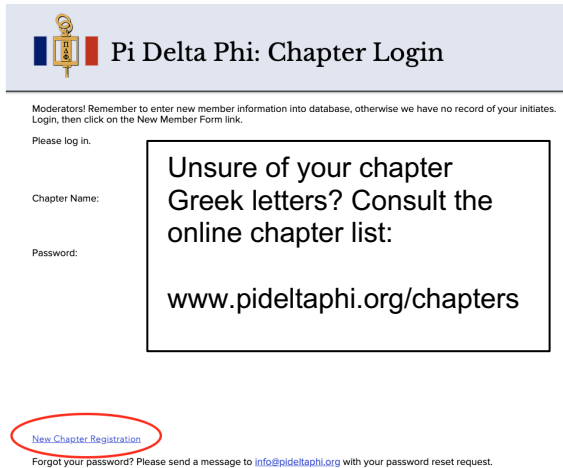

Faculty moderators who desire to have a staff member or graduate assistant handle database orders and the entering of student information are responsible to train their own assistants; Pi Delta Phi is not able to provide this service.

2. **Chapter Login–New Chapter**
   With the launch of the new database in 2021, all faculty moderators must first create a chapter account within the new database.

   o To create a chapter account, click the **New Chapter Registration** link at the bottom of the Chapter Login page.
   o If you've already completed a chapter account in the **new** database, skip to number 5.

Unsure of your chapter Greek letters? Consult the online chapter list:

www.pideltaphi.org/chapters

3. **New Chapter Registration**
On the New Chapter Registration Page, enter your chapter **Greek Letters** (e.g. Mu Alpha) with a space–no comma or hyphen–between each letter. Only your assigned Greek letters serve as your Chapter Account Name; **DO NOT** use the chapter name PI DELTA PHI. If you can't remember your chapter Greek letters, contact: info@pideltaphi.org

Select a password that adheres to the required criteria displayed on the webpage. Enter your name, contact information, and **school**–not personal–address. Once you've completed the form, click the **Submit** button at the bottom of the page.

PDP suggests that Moderators print their chapter login and password on an index card, then attach the card to the inside/back of their university office door to facilitate easy retrieval of a forgotten login or password.

4. **Confirmation and Approval**
Once you've submitted your request for a chapter account, you'll be presented with a confirmation notice:

Pi Delta Phi will review and approve your request for a chapter account. While we will make every effort to approve your request as soon as possible, please do allow 1-2 business days for your request to be reviewed.

When your request has been approved by Pi Delta Phi, you'll receive a notification at the email address you entered during the New Chapter Registration process. Click the **View Site** button on the email notification to be taken to the new database **Chapter Login** page.
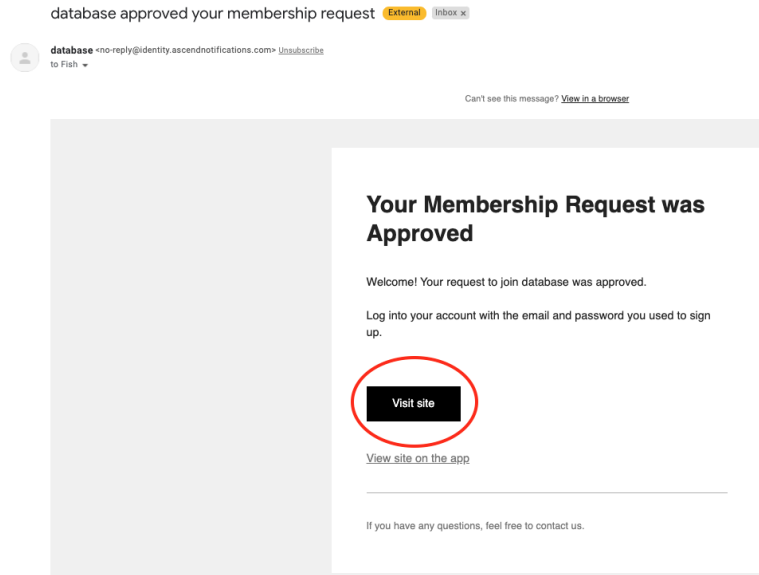

5. **Login**
Log into your chapter account; remember your account name is your chapter's assigned **Greek letters** with one space–no comma or hyphen–between each Greek letter (e.g. Mu Alpha).

6. **Moderators Menu**
   Moderators have several database options:

   - o Supplies Order Form
   - o New Moderator Form
   - o New Member Form
   - o Member List
   - o Chapter Address List
   - o Change Your Password
     coming soon
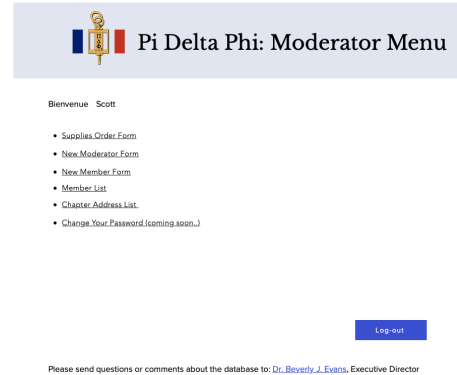
7. **New Member Form**
   Before placing an order for memberships, complete the New Member Form for each candidate for membership. Moderators must enter new member information into the database, otherwise the national office has no record of your chapter inductees and must deny requests from your alumni for replacement pins or confirmation of Society membership.

   Select the Ne**w Member Form** from the Moderators Menu.

If you enter student information but it does not appear on your chaper roster, the problem is likely **Javascript** which is required by the PDP database but may be blocked by your campus computer system. Try entering student info. using a personal computer that is not attached to your campus network.

The New Member form allows entry of information for 3 inductees at the same time, but all 3 must have the same type of membership: **honorary** or **regular**.

- o Enter your school name; do not change the name of your school. If your school name has changed, contact: info@pideltaphi.org
- o Enter the current chapter Moderator's name
- o Select the date that candidates will be inducted into your chapter.
- o Select the type of membership—**honorary** or **regular**—for the 1-3 student names to be entered; if 2 or 3 names are entered, all must have the same type of membership.
- o Enter information for the inductee(s).
- o Submit the information by clicking the **Submit** button at the bottom of the page.
- o Repeat for additional names or to enter student names for a different type of membership; **honorary** or **regular**.

8.
| Back | Reset | Submit | Log-out |

Ordering Memberships & Supplies

Once you've added the information for your new candidates, you're ready to place an order for memberships and any supplies. Select the **Supplies Order Form** from the Moderator Menu.

For induction ceremonies, please adhere to the following semester deadlines to submit and to pay for your order in full: **Nov. 20** (fall); **April 20** (spring). To allow for sufficient turn around time, please also place and pay for your order in full **at least 3 weeks prior** to the chapter installation or new member induction ceremony.

ITEM	COST EACH	QUANTITY	TOTAL
LIFETIME MEMBERSHIPS & MEMBERSHIP ITEMS: prices effective Sept. 1, 2013			
New Chapter Installation (includes charter and banner)	$ 150	quantity	
MEMBERSHIPS: *Eligibility requirements for Regular and Honorary members are listed on the national website*			
• **Premium Regular** Membership (certificate, pin & cords)	$ 45	quantity	
• Regular Membership (certificate and pin only; **no cords**)	$ 35	quantity	
• **Premium Honorary** Membership (certificate, pin & cords)	$ 30	quantity	
• Honorary Membership (certificate and pin only; **no cords**)	$ 20	quantity	
Replacement Membership Pin	$ 10.50	quantity	
Honor Cords-blue, white & red; ordered separately from Premium Membership	$ 20	quantity	
Stationery (per sheet, no envelopes)	$ 0.10	1	0.10
Pi Delta Phi Replacement Banner	$ 120	quantity	
Pi Delta Phi Replacement Charter	$ 30	quantity	

Select the items and number of memberships that you require. The Society strongly suggest ordering **Premium Memberships** that include cords and thus save each candidate $5 when compared to ordering honor cords later and separately. Premium Memberships also save Moderators time by avoiding last minute end-of-the-semester requests for honor cords from students.

Note: The New Chapter Installation fee is only required for brand new chapters to Pi Delta Phi, not for existing chapters.

Orders for memberships must be received prior to the semester deadlines indicated under the Moderator's section of the website: **November 20** for fall inductions **April 20** for spring inductions	Because of slower US mailing times, we strongly encourage Moderators to place orders 3-4 weeks prior to any induction ceremony date, or to place orders at the beginning of a semester for any end-of-semester ceremony.	Please place orders well ahead of time or at the beginning of the semester. **Express Shipping** is available, but we do ask that you select this option only if absolutely necessary as it results in additional work for the Executive Director.

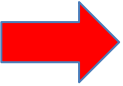Click **Press to Calculate Total Amount Due** to view the total dollar amount due.

SPECIAL SHIPPING

All orders include shipping via U.S. Mail. Select Express Shipping for fastest receipt of materials.

Express Shipping $ 50   quantity

Please note that requests for supplies will not be filled until the __FULL__ payment is received.

Press to Calculate Total Amount Due $0.10

STOP! Do you (or does your institution) need an itemized receipt?

If you need or desire an itemized receipt, print the **Supplies Order Form** before making payment. The Paypal receipt will only show the total amount paid.

Once the total amount is calculated, enter at the bottom of the form the **Shipping Information;** enter your name and **Full University Name** (so that we can easily identify your chapter when filling orders)**,** then your preferred mailing address.

SHIPPING INFO

Moderator's Name: Scott Fish

PREFERRED MAILING ADDRESS FOR THIS SHIPMENT OF SUPPLES (**USE FULL UNIVERSITY NAME**):

Full School Name: Augustana U

Department: Modern Foreign Languages

Street 1:   2001 S Summit Ave

Street 2:   Street Address Continued

City: Sioux Falls

State: South Dakota

Zip: 57197

Country: USA

Back   Submit and Pay   Log-out

Review the memberships ordered, verify the total amount due and that the shipping information is correct, and if needed print a copy of the completed **Supplies Order Form**.

9. **Payment Option 1–Paypal**
   The Society prefers payments via Paypal, and Papypal payments may be made using a Paypal account or using a credit or debit card.

   At the bottom of the Supplies Order Form, click the center **Submit and Pay** button. You'll be presented with a **Total Payment** review page; copy down the Total Amount Due; you'll need to enter the exact amount on the subsequent Paypal payment page.

   Once you've copied down the total, select the **Buy Now** button at the bottom of the page.

   The payment box on the Order Summary page will be blank; **enter the dollar total** for your order in the payment box, then click the **Paypal** payment button.
   Login to Paypal; select either your Paypal account or make a payment using a Debit or Credit card.
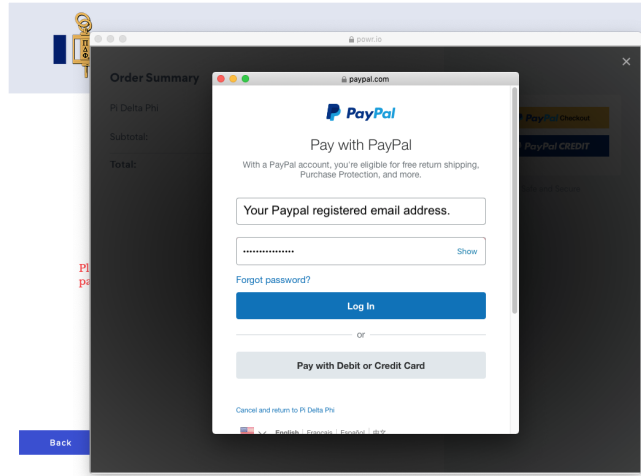
Verify your information and preferred payment method, then complete the payment.
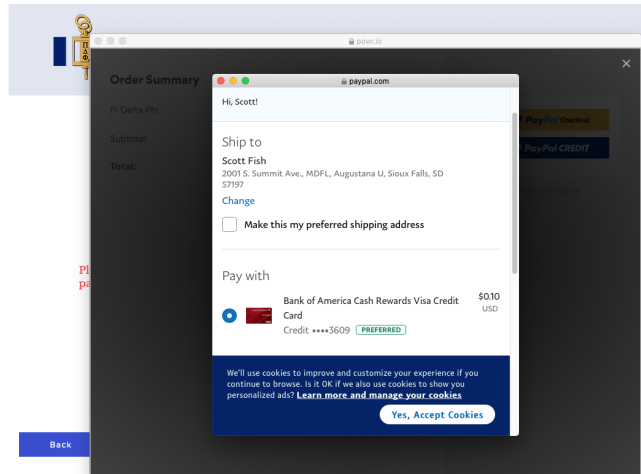
Once you've made the payment, you'll receive a confirmation from Paypal; you will not, however, receive a second confirmation from PDP. You can then **Log Out** of the Pi Delta Phi database. While orders are usually sent out fairly quickly, you should plan on the stated and required 3-week turn around time.

10. **Payment Option 2–Check:**

Although Pi Delta Phi prefers payment via Paypal, the Society still accepts payment by a **single** check–not multiple checks–made payable to Pi Delta Phi.

If you need to have your institution cut a check, please keep in mind that most schools are unable to do so instantaneously. Inquire how long your institution usually takes to issue checks and then build sufficient time into the ordering process on your end. Please plan ahead!	Pi Delta Phi requires **full payment** before membership supplies are shipped; **no exceptions**.

To pay by check, you'll need to print the Supplies Order Form and include it with your check. To choose this option, select the **Pay by Check** option at the bottom of the Supplies Order Form (see #8 above), then click the Sub**mit and Pay by check** button.

Before you print a copy of the **Supplies Order Form**, verify that your order and mailing address are correct. Click the **Print** button to print a copy of the form, and send the printed copy along with your **single check**–made payable to Pi Delta Phi–to the address of the Executive Director indicated on the form.

11. **Change of Moderator**

To change the Moderator and contact information for your chapter, select the **New Moderator Form** from database Moderator Menu. Enter the new Moderator's name and contact information, then click the **Submit** button. Your submission will automatically update your chapter record and allow the Society to update our Excel chapter list.

Pi Delta Phi: New Chapter Moderator Form

School Name:	Augustana University
Chapter Name:	Mu Alpha
Former Chapter Moderator's Name:	Scott Fish
New Chapter Moderator's Name and Title:	Sarah Smith
Chapter of Which the New Moderator is a Member:	Epsilon Mu (e.g. Mu Alpha)

If the new chapter moderator is not a member of Pi Delta Phi, please contact the National President.

New Moderator's School Address Street 1:	Add your Street Address
School Address Street 2:	Street Adress Continued
City:	Add your City
State:	State
Zip Code:	Add your Zip Code
New Moderator's School Phone:	Add New Moderator's School Phone
New Moderator's Preferred Phone:	Add New Moderator's School Phone
New Moderator's Preferred Phone:	Add New Moderator's Preferred Phone
New Moderator's Email:	Add New Moderator's Email
Signature of new Chapter Moderator:	Add New Moderator's Signature

Back **Reset** **Submit** **Log-out**

Questions?

For questions on orders, certificates, pins, cords, etc., please contact: the PDP Executive Director *email address located on the PDP website.*	For all other questions, contact the Society at: info@pideltaphi.org