

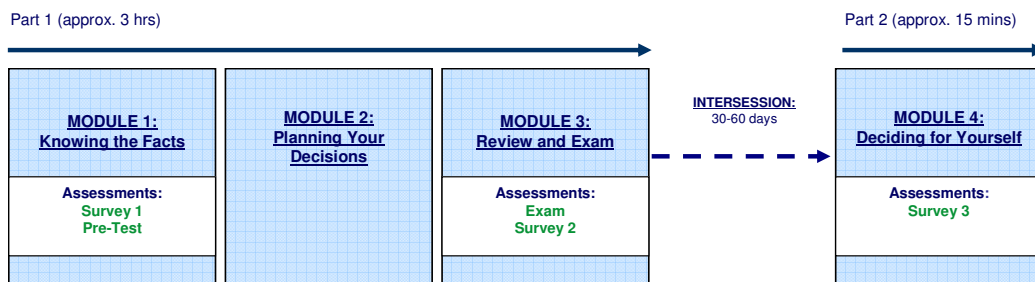
## AlcoholEdu for College Member Directions

Dear Candidate,

Our goal is to ensure our members have a positive experience as part of **Sigma Alpha Mu** as well as within their larger college environment. One way we do this is by educating all **candidates** about alcohol – how it affects the mind and body, and how it can impact your college career.

**To that end, we ask every Sigma Alpha Mu candidates to take AlcoholEdu for College®, an online alcohol prevention program.** Used on more than 500 college campuses nationwide with Greek Organizations providing leadership on many of those campuses, AlcoholEdu for College uses science-based research to educate students about alcohol and its effects. It is a non-opinionated course and aims not to tell you what to think but to help you make decisions for yourself and deal with the drinking behavior of your peers.

The course has two parts:



- Part 1 of the course takes approximately 3 hours to complete, and we recommend that you take it in multiple sittings. You must earn a grade of **70** or higher to pass and receive credit for Part 1 of the course. **The deadline for finishing Part 1 of the course is at least two weeks prior to initiation; April 15<sup>th</sup> at the latest for spring classes.**
- About one month after you complete Part 1, you will receive an email asking you to complete Part 2. **The deadline to complete Part 2 is before the end of the term you are initiated; May 15<sup>th</sup> at the absolute latest for the insurance discount.**

***Initiation materials will not be sent to your chapter for candidates that have not completed Part 1 at least two weeks prior to the scheduled initiation.***

Please note that the course includes three surveys that offer you feedback on your alcohol-related attitudes and behaviors. All survey responses are strictly confidential; **Sigma Alpha Mu** will only receive information about our organization as a whole and will never see individual members' responses.

To take AlcoholEdu for College, you will need a computer with Internet access and audio capabilities.

**You may begin AlcoholEdu for College today!**

#### INSTRUCTIONS FOR CANDIDATES

1. Go to: <http://college.alcholedu.com/login.aspx>
2. Under New User, enter the following Login ID: **<Provided by Chapter Council>**
3. Click "Sign Up"
4. On the registration page, you will have the opportunity to create your AlcoholEdu for College account using your email address and a password of your choice.
5. You may log in and out of the course at the end of each section. Section ends are marked with a "Next" button. ***DO NOT log out until you click the "Next" button or you will have to repeat the section you have just gone through.***
6. When you return, log in as a Returning User and enter the same email address and password you created when you first logged into the course.
7. If you have already completed AlcoholEdu for College for your institution in this academic year, please log back into your original account and click on the "Transfer Credit?" link in My AlcoholEdu.

Should you experience any difficulties or require support, the AlcoholEdu Online Technical Support Center is available 24 hours a day, 7 days a week. Simply click on the "Technical Help" button located in the upper right-hand corner of every AlcoholEdu for College screen. You do not need to be logged into the course to access the Technical Support Center.


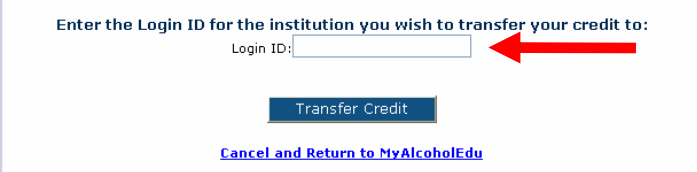

Thank you, and enjoy the course!

Sincerely,  
**Andrew Huston**  
**Director of Educational Programs**  
**317-846-0600**  
**andrewh@sam.org**

## Student Directions to Transfer AlcoholEdu Credit

Students who have successfully completed AlcoholEdu for College may transfer that credit to another account if they are asked to take the course more than once in the **same academic year**.

We encourage you to **PRINT** these directions before attempting to follow the steps below.

<b>Step 1.</b> Log into your AlcoholEdu for College account to access My AlcoholEdu.										
<b>Step 2.</b> Click on <a href="#">Transfer Credit?</a>										
<b>Step 3.</b> Enter the <b>Login ID</b> for the account to which you need to transfer your credit to. Click <b>"Transfer Credit"</b> .										
<b>Step 4.</b> Follow the onscreen instructions. Depending on your progress, and your Exam score, we will let you know whether you are allowed to transfer your credit at this time. You may need to retake the Exam or complete Part 2 before becoming eligible to transfer your credit.  <b>Print</b> this page and <b>click "Next"</b> to finalize the transfer.	<p><b>Transferring your AlcoholEdu credit to another account</b></p> <p><b>Please read the following instructions very carefully:</b></p> <p>You are trying to transfer your AlcoholEdu credit to an additional account. According to our records, the minimum passing grade for the account to which you are trying to transfer your credit is 75%.</p> <p>Below is your current Exam grade(s).</p> <p>Student Name: Cliff Huxtable</p> <table border="1" data-bbox="813 1297 1247 1354"><thead><tr><th></th><th>Grade (%)</th><th>Date of Exam</th></tr></thead><tbody><tr><td>Original Exam</td><td>15</td><td>06/05/2007</td></tr><tr><td>Retake Exam</td><td>80</td><td>06/05/2007</td></tr></tbody></table> <p>You can transfer your credit now.</p> <p><b>Please print this page for your records.</b></p> <p>After you print your account information, click <b>Next</b> to transfer your credit.</p> <p><input type="button" value="Next"/> </p>		Grade (%)	Date of Exam	Original Exam	15	06/05/2007	Retake Exam	80	06/05/2007
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Original Exam	15	06/05/2007								
Retake Exam	80	06/05/2007								
<b>Step 5.</b> Once you have received this message, you have successfully transferred your credit.	<p>Congratulations! You have successfully transferred your AlcoholEdu credit to your additional account. If you need to take Part 2 to complete the course, retake the Exam for a passing grade, or would like to visit the AlcoholEdu Notebook, click the button below to log in to the course.</p> <p><input type="button" value="Return to login page"/></p>									

If you have any questions, please contact our Online Technical Support Center at **1-866-384-9062**.