ALPHA DELTA PI

FAQ

How do I obtain a GINsystem Account?

In order to obtain a GINsystem account, you will first have to be added to your GINsystem by an administrator in your chapter. Once you have been added, you will receive an email with a temporary password that you can use to log in. At first login, you will be prompted to accept the terms of use, choose a new password, and update your profile information.

How do I log in to My GINsystem?

To log in to the GINsystem, you will visit GINsystem.com or the GINsystem mobile app. Here, you will enter your GINsystem username and password. Your GINsystem username will be the primary email address associated with your GINsystem.

What if I forgot my GINsystem username or password?

If you have forgotten your GINsystem username or password, you may reset your password at GINsystem.com. Click the "login" button at the top right of GINsystem.com, then click the "Can't login" link and provide the email address associated with your GINsystem. A temporary password will be emailed to you and you can use this password to login to your GINsystem and choose a new password. You will use this password to log in to your GINsystem to update your password.

Who can I contact for further information about my GINsystem username and password?

If you need additional assistance with your GINsystem account, you can contact our customer service team at (888)GIN-SYSTEM (446-7978) or email us at ADPi@GINsystem.com.

What is a GINsystem?

A GINsystem is a members-only internal communication tool for chapter communication. In your chapter's GINsystem you can post files, announcements, events and surveys or signups for members. Members can communicate with each other by posting on the chapter wall, and the officers or administrators can send mass emails and text messages to chapter members. The GINsystem is your one place for all chapter information and communication.

How can I become an administrator of my GINsystem?

In order to become an administrator in your GINsystem, you must be an officer in your chapter. Please email ADPi@GINsystem.com with your first and last name along with your University or Chapter name. After one user

(President, Vice President, etc.) has administrator access, that user will have the ability to update other users' access levels within your chapter.

What is the difference between administrator and officer access?
Administrators can to change other members' access levels, add users, manage the points system, and manage GINsystem settings. The GINsystem's Officer access level does not allow you to do the four tasks listed above.

How do I add users to my GINsystem?
To add users, you must first have GINsystem Administrator access. From your GINsystem, select "Manage Users" from the Administrator Menu. From here, you can add users by entering their first names, last names and email addresses. If you are adding more than a few users at one time, we recommend uploading those using a .csv file. Full instructions to do this are found on the "Manage Users" page when you select the "Import Users" button. Need more help? Want us to add users? Call us at 888-GIN-SYSTEM.

Who should I contact for GINsystem help or training?
We would love to help you with your GINsystem! Call us at 888-GIN-SYSTEM (446-7978), email ADPi@GINsystem.com, or chat with us live at GINsystem.com. You can sign up for an online training call and find training materials and launch resources by visiting GINsystem.com/AlphaDeltaPi.