

Delta Omega Chapter User Guide



Delta Omega
Honorary Society in Public Health

Delta Omega Induction Request Process

- Log-in to the new Chapter Induction system to request induction certificates. If you do not have log-in credentials, contact the national office at: info@deltaomega.org
- This portal will allow you to submit your induction requests via either a webform or a file upload.
- Requests will be fulfilled within two weeks. The requestor will receive a USPS tracking link as soon as the request is fulfilled.
- An invoice will be sent via email when the request is fulfilled. Payments may be made by check, credit card or electronic payment. (Induction dues are \$50 per inductee.)
- The National Office will induct your members once payment for induction dues has been received.

URL: <https://deltaomega.connect.prolydian.com>



MY ACTIONS

- > Member list
- > Log in



Delta Omega Induction Certificates and Merchandise

Induction dues

Once your chapter has selected your inductees, chapters should order induction certificates from the National Office.

- Log-in here to request induction certificates. If you do not have log-in credentials, contact the national office at info@deltaomega.org
- This portal will allow you to submit your induction requests via either a webform or a file upload.
- Requests will be fulfilled within two weeks. The requestor will receive a USPS tracking link as soon as the request is fulfilled. *If your request requires expediated shipping, the national office will contact you to confirm your chapter will pay rush shipping charges.*
- An invoice will be sent via email when the request is fulfilled. Payments may be made by check, credit card or electronic payment. (Induction dues are \$50 per inductee)
- If some or all of your inductees will be paying their own induction dues, be sure to indicate that when submitting your request.
- The National Office will induct your members once payment for induction dues has been received.



MY ACTIONS

- > My account
- > Member list
- > Log out

[View](#) [Edit](#)

MEMBER FOR 2 days 3 hours

- > Induction request
- > Induction request history



Enter Shipping Information

Welcome to the induction request form. You can choose to upload the inductees using a template or add the inductee information into this form.

SHIPPING INFORMATION

By what date do you need to receive certificates? *

NAME *

Please enter the name of the person to whom certificates should be shipped.

Full name *

Email *

Please enter the email address of the person to whom certificates should be shipped.

CERTIFICATE MAILING ADDRESS

Address *

Address 2

City/Town *

State/Province *

ZIP/Postal Code *

Country *

Enter Inductee Information

INDUCTEES

CHOOSE HOW YOU'D LIKE TO ADD YOUR INDUCTEES *

- Upload
- Enter their information

STOLES AND PINS

WOULD YOU LIKE TO ORDER ANY STOLES OR PINS? *

- Yes
- No

WILL YOUR INDUCTEES PAY THEIR OWN INDUCTION DUES? (IF SOME WILL PAY, ANSWER YES. IF YOUR CHAPTER WILL PAY, ANSWER NO.) *

- Yes
- No

SUBMIT

Option 1: Enter Inductees Manually

INDUCTEE ENTRY

INDUCTEE 1

First Name

Last Name

Email

INDUCTION TYPE

- Student - Graduate
- Student - Undergraduate
- Alumni
- Faculty
- Honorary



Option 2: Upload Inductees

INDUCTEES

CHOOSE HOW YOU'D LIKE TO ADD YOUR INDUCTEES *

- Upload
- Enter their information

INDUCTEE UPLOAD

Please **download this template** file for inducting members. **Save the file as a .csv before uploading your inductees.**

Induction Upload *

No file chosen

One file only.
80 MB limit.
Allowed types: csv.



Confirmation

- After your request has been submitted, you will receive an email confirmation.
- You can also see your recent request history.

MY ACTIONS

- > My account
- > Member list
- > Log out

- > Induction request
- > Induction request history

