

## **FAQ's for the Online Submission of AAP**

Will I be able to view the entire AAP Year Program?

*A link to each month's report will be available on the Fraternity's website beginning in August of each program cycle year.*

How do I login to complete each month's report?

*We ask that you use the same Chapter Login ID and Password that you use to Login to [www.phideltachi.org](http://www.phideltachi.org) that was provided to your Chapter Advisor. If you are unable to obtain this information or are a colony and need a login please contact [office@phideltachi.org](mailto:office@phideltachi.org). Please do not use personal logins to complete AAP reports.*

How can I share the reports with my Regional Correspondent, Chapter Advisor, et. al. and save a copy for Chapter Records?

*In the My Applications portion of the Online Submission Portal you have "In Progress" and "Completed" applications. You can go into any of these and click print. This will produce a pdf copy of your report, which you can download, save, and email. Each month's report will remind the Chapter to email a copy to their Regional Correspondent, Chapter Advisor, plus anyone else they wish to provide a copy to.*

Is it necessary to also email a copy of the report to the AAP Administrator?

*No, this is no longer necessary. The AAP Administrator views all reports through the online platform.*

We have many Brothers involved in writing different sections of the reports, how can we collaborate in the online portal?

*With the Chapter Login any Brother with the information can login and complete only the information they wish to complete and save the section(s) they are working on. The report will not be considered complete until the "Save and Finalize" button is hit.*

How do I know my report has been received?

*Once Save and Finalize has been selected a confirmation page will come up. Additionally, a confirmation email will be sent to the submitters email address that is entered into the report.*

What do I do if I have already submitted the report and have hit save and finalize and realize I need to change something?

*Contact the AAP Administrator ([aap@phideltachi.org](mailto:aap@phideltachi.org)), who will unlock your report for editing.*