The Chapter Sponsor should complete the following steps to induct their students:

When you have received the email confirmations for all of the students for the current induction cycle:

- Log in to your NDEO Account to Induct Students
- Click on **Manage NHSDA Chapter(s)** in your Dashboard
- On the next page click on **Manage Chapters**
- Click on the chapter where you would like to process inductions
• Click on the Blue **INDUCT STUDENTS HERE** button at the top of the page. You will see a list of students who have applied for induction.

• Enter the **GPA and Points** in the boxes provided for the corresponding student you are inducting.

• Select the type of induction you would like to give the student: Induction with Self-Print Certificate ($8), Induction with Mailed Certificate ($12), or Induction + Graduation with Honors ($30.50)* and then click on the Pay Fee? checkbox next to the names of students you are inducting.
*Induction + Graduation with Honors is given to Seniors who haven't been inducted yet and the Chapter Sponsor would like to give them Graduation with Honors and Induct them at the same time

- Click on **ADD ALL CHECKED INDUCTIONS TO CART**. A pop-up will appear and you can either induct more students, add cords/pins to your cart, or check out

**OPTIONAL:** Below the list of names, you will be able to add pins and cords to your order. Add the quantity you would like to order and click **ADD TO CART**. Once you have added the correct number of pins and cords (optional step), click **GO TO CART**
AND CHECKOUT.

Your Shopping Cart will appear, please check to make sure nothing is missing and at this time you can select if you would like the items to be billed to chapter so the institution will be listed on the invoice. **Students will not be inducted until the fees are paid.**

After making sure everything looks good click the **Checkout button** at the bottom of the screen.
• If you ordered items that will be shipped please fill out the Shipping Information and then click **Continue** at the bottom of the page.

**Complete Order**

- In the Payment section you can pay with Credit Card or you can click on Bill Me if you need to get the invoice approved before paying. Students will not be inducted until the fees are paid. Follow the on screen directions for Bill Me to print the invoice. Outstanding invoices can be viewed in your NHSDA portal.