


## PI KAPPA ALPHA HEALTH & SAFETY RUNNING A PLAID COURSE REPORT



**NOTE: IN ORDER TO RECEIVE ADMINISTRATIVE ACCESS FOR RUNNING REPORTS, YOU MUST FIRST EMAIL [support@beingplaid.com](mailto:support@beingplaid.com). Provide the full name used to set up your Plaid account, the name of your host institution, your chapter designation, and your officer position.**

1. Log in to your Plaid Account at <https://plaidlms.com/> to access your courses.
2. Once logged in, click the  'Reporting' icon to the right of your name. Then, click the 'Select Report' drop-down menu and choose 'Course Status.'
  - If you do not see the reporting icon on the left-hand side of the dashboard, please contact [support@beingplaid.com](mailto:support@beingplaid.com) to gain admin rights.
3. Begin by selecting the program that you would like a status report on (e.g., "Pi Kappa Alpha: Highwire 2022-2023").
4. Once the course is selected, click 'Group' and scroll down to your chapter designation.
5. Next, select a date range. The 'Begin Date' is the date your members first accessed the course, and the 'End Date' is the date you are running the report.
  - If you cannot find your chapter on the drop-down list, please email [ghoye@pikes.org](mailto:ghoye@pikes.org).
6. Click the 'Submit' button and a spreadsheet will automatically download.
7. Rename this file with your chapter or provisional chapter designation and the course title (e.g., "Omega Omega Highwire Report"). If you receive a 'No data for the selected criteria' message at the top of the page, this means that no member or new member in your chapter has registered for the course yet.
8. You can use reports to track completions and identify any members/new members who have not completed the course. Once all individuals have finished the course, **email the final report to Director of Health & Safety George Hoyer at [ghoye@pikes.org](mailto:ghoye@pikes.org)** for verification of 100% completion.

**NOTICE:** The Fraternity uses the chapter's OmegaFi roster to cross-reference submitted reports. If membership statuses in Omega Vault are not up to date, completion cannot be verified. Please check to ensure that all new members, initiates, recent alumni, and former members are accurately reported on your Vault roster.



**If you are having trouble logging into your account or running a Course Report, please email [support@beingplaid.com](mailto:support@beingplaid.com).**



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