IFC Form Submission Tutorial

In order to manage our recurring forms that we collect from each chapter, IFC uses a tool built into our website. To access the form manager follow the steps below.

1. Navigate to [www.auburn.edu/ifc](http://www.auburn.edu/ifc)
2. Click the “Login” button located at the top right-hand corner of the screen.

3. Once you type in your username and password and login, you should be redirected back to the home page. Scroll down to the bottom of the screen and click the “Admin” button, which should be now visible.
4. Once you are on the admin control panel, there will be links to each of the appropriate forms in the middle of the screen. Click the appropriate one to fill it out.