

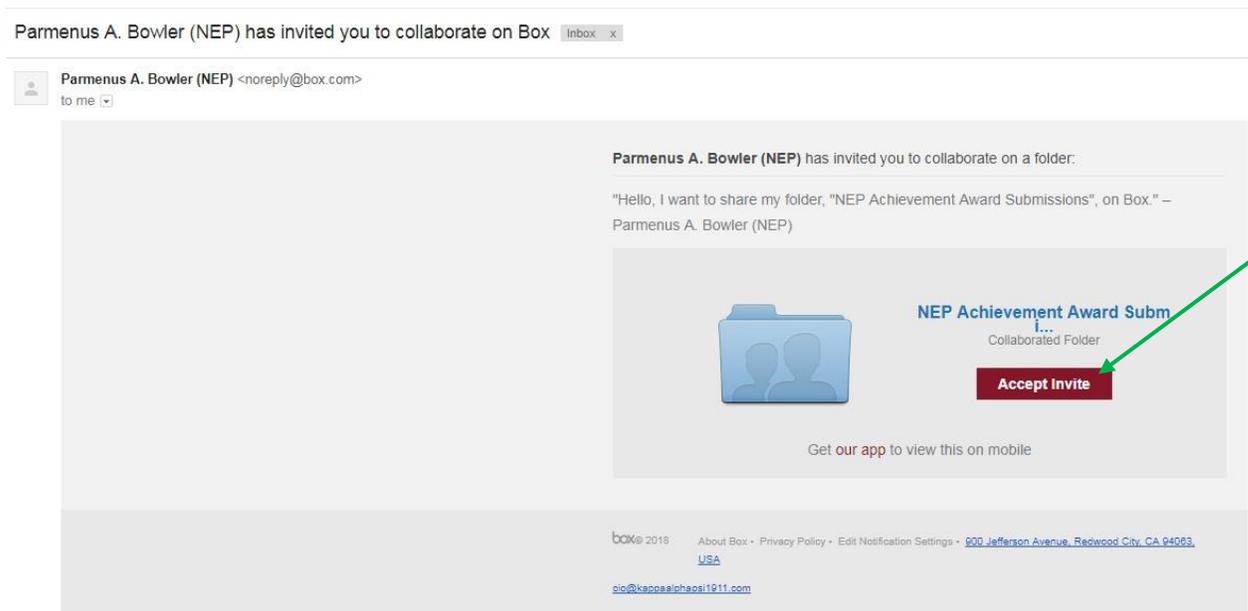


Northeastern Province Achievement Award Submission Procedures

Introduction: The Northeastern Province of Kappa Alpha Psi Fraternity, Inc. has adopted an electronic submission process using the BOX cloud technology. The following are the procedures for submitting **NEP Achievement Award Petitions** using BOX. No other method of submitting Achievement Award petitions will be accepted. *Merit Awards* will be submitted using a direct email to the Chairman of the NEP Achievement Awards Committee.

Section 1: This section assumes the Chapter Polemarch already has a BOX account that was setup during the annual Chapter Certification Process. If the Chapter Polemarch did not setup an account for the annual Certification Process, please proceed to **Section 2** on **Page 5**.

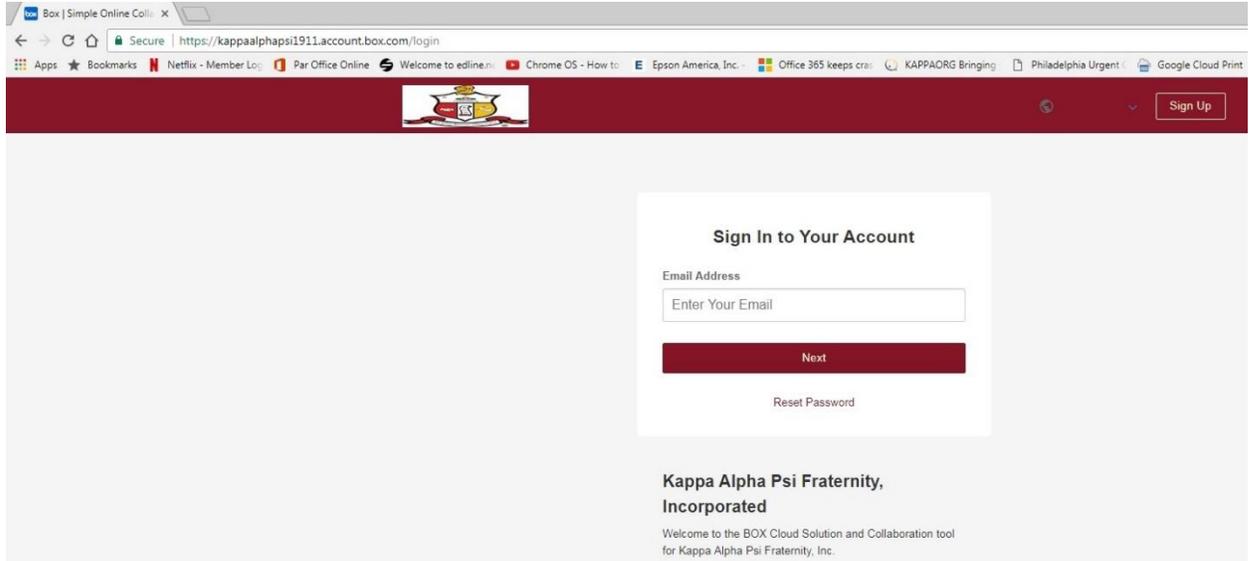
1. NEP Chapter Polemarchs will receive email invitations to collaborate on the “NEP Achievement Award Submissions” BOX folder. Please click on the “Accept Invite” button shown below.



2. You will be taken to the BOX login page: (<https://kapsinep.account.box.com/login>). Enter your email address (the same one used for the Certification Process) and your password.

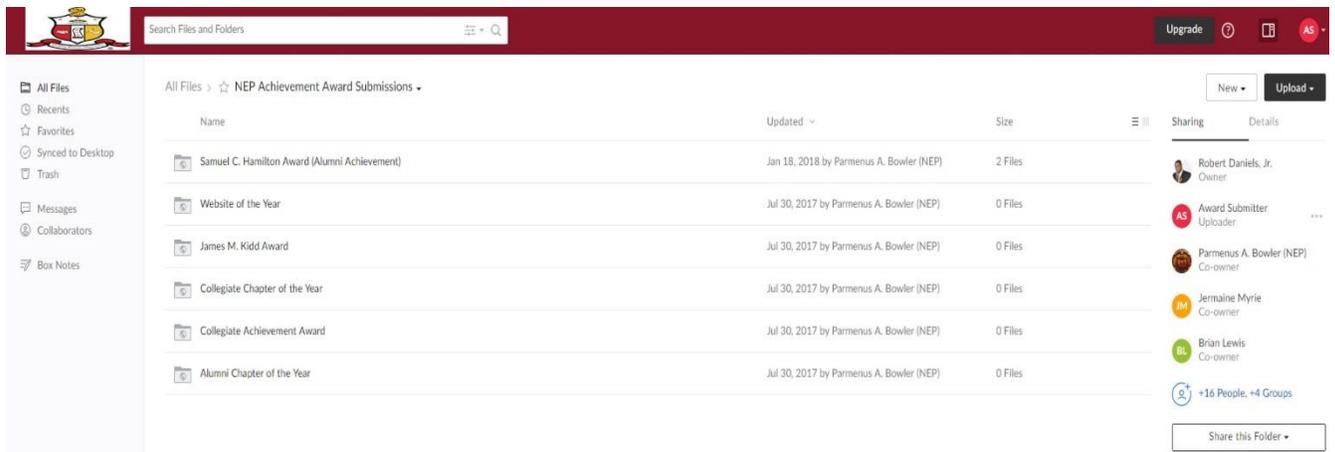


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Please Note: When you logon you will see two folders: your Chapter Certification folder as well as the “NEP Achievement Award Submissions” folder.

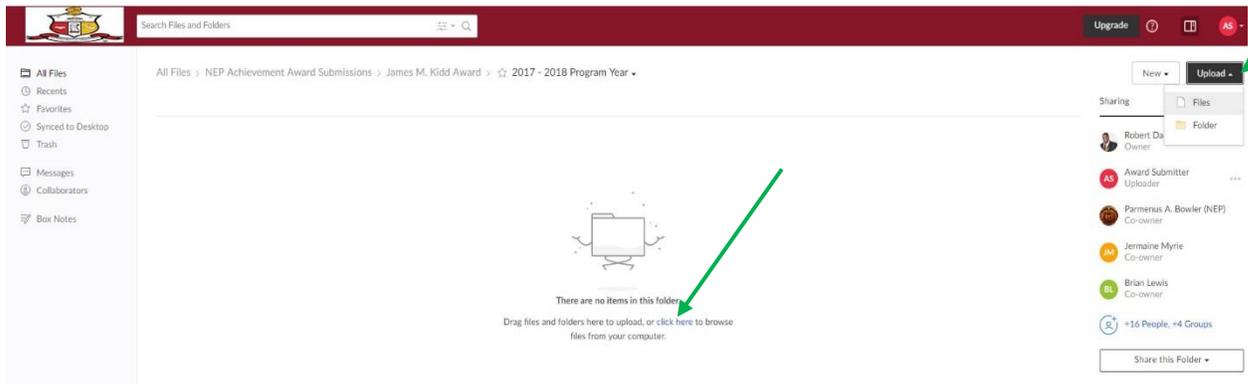
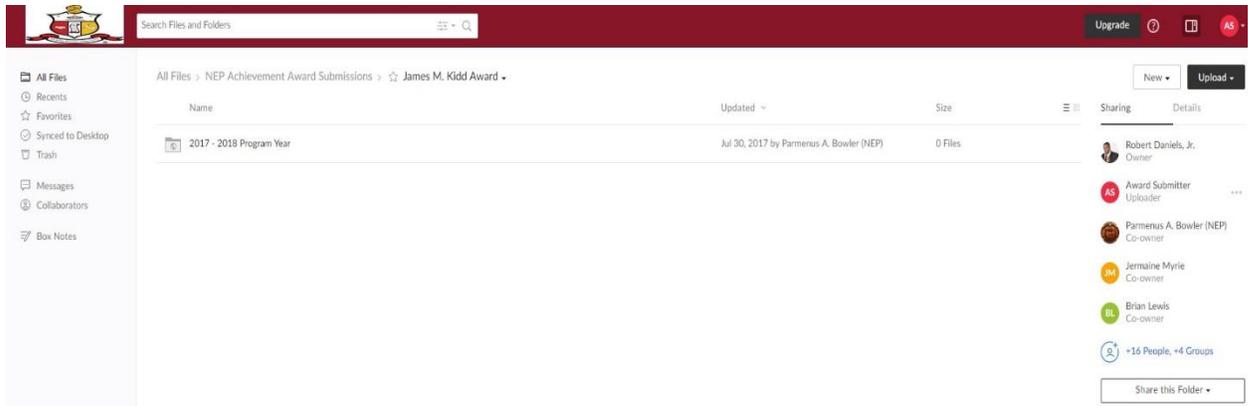
3. Please click on the “NEP Achievement Award Submissions” folder to see the available categories to submit a petition.





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- To upload a petition, click on the Award Category folder and then the appropriate Fraternal Program Year. In this example, we will submit a petition for the James M. Kidd Award for the 2017-2018 program year.



- There are two options for uploading a document:
 - Click on the link that reads “click here” in the middle of the window or
 - Click on the “Upload” menu item in the upper-right hand corner of the screen and choose “File” or “Folder.”
- In each case, you will be directed to browse to the file/folder on your computer that contains the petition you wish to submit. Click “ok” and the file/folder is submitted. Please include the Chapter in the filename/folder for easy reference.



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The screenshot shows a OneDrive interface with a search bar at the top. The main area displays a folder named "Kidd_Chisholm_Philadelphia.pdf" with a file size of 8.3 KB. The sharing list includes: Robert Daniels, Jr. (Owner), Award Submitter (Uploader), Parmenius A. Bowler (NEP) (Co-owner), Jermaine Myrie (Co-owner), and Brian Lewis (Co-owner). A "Share this Folder" button is visible at the bottom right.

7. Once the petition has been submitted, please log off by clicking on the icon in the top-right corner of the screen that represents your initials (in this example, “Awards Submitter” has the icon “AS”) and choose “Log Out.”

This screenshot is identical to the previous one, but the user profile menu is open, showing options like "View Profile", "Account Settings", "Updates", "Apps", "Help", "Terms", "Privacy Policy", "Acknowledgements", and "Log Out". The "Log Out" option is highlighted. A green arrow points to the "AS" icon in the top right corner of the interface.



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Section 2: New Account Sign Up

This section presumes the Chapter Polemarch did not previously setup a BOX account during the annual Chapter Certification Process.

1. NEP Chapter Polemarchs will receive email invitations to collaborate on the “NEP Achievement Award Submissions” BOX folder. Please click on the “Accept Invite” button shown below.

Parmenus A. Bowler (NEP) has invited you to collaborate on Box Inbox x

 **Parmenus A. Bowler (NEP)** <noreply@box.com>
to me ▾

Parmenus A. Bowler (NEP) has invited you to collaborate on a folder:

"Hello, I want to share my folder, "NEP Achievement Award Submissions", on Box." – Parmenus A. Bowler (NEP)



NEP Achievement Award Subm
Collaborated Folder

Accept Invite

Get our [app](#) to view this on mobile

box® 2018 [About Box](#) • [Privacy Policy](#) • [Edit Notification Settings](#) • [500 Jefferson Avenue, Redwood City, CA 94063, USA](#)
pic@kappasalphaspi1211.com



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2. You will be directed to the “BOX Collaborator Sign Up” page to create an account on BOX using your full name [“Award Submitter” was used in this example] and a password (which must be at least 8 characters in length and contain 2 numbers)

Box Collaborator Sign Up

'Kappa Alpha Psi Fraternity, Inc.' Has Invited You to Collaborate on
'NEP Achievement Award Submissions'

Your Information

Full Name

Email Address

Password

Phone Number

Submit

By registering you agree to Box's [Terms of Service](#) and [Privacy Policy](#).

Already have an account? [Log in here](#).

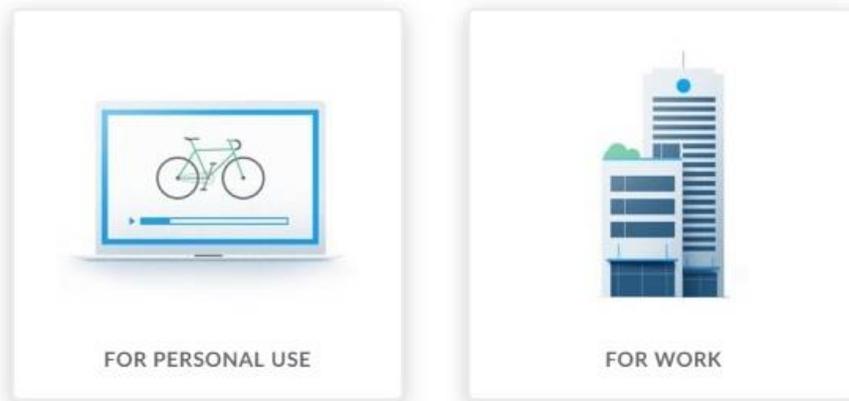


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3. Once complete, the BOX Welcome screen will want to personalize your experience. Please click on “Skip this and go straight to BOX” link at the bottom.

Welcome to Box, Award Submitter!

Let's personalize your experience.
What do you mostly plan to use Box for?



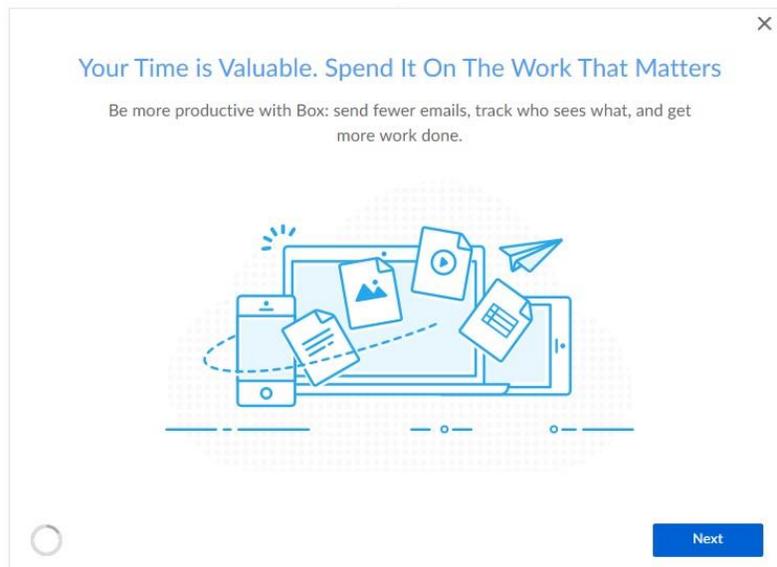
Next

Skip this and go straight to Box



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4. At the top of the next screen will read “You have pending invitations to collaborate.” Click on the “See Invitations” link.





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5. The “Terms of Service” screen will appear next. Scroll to the bottom and click “Agree and Accept.”

The screenshot shows the Box Terms of Service page. The page contains the following text:

These Terms apply to the maximum extent permitted by relevant law. If a court holds that any part of these Terms is unenforceable, you and we will replace those terms with similar terms to the extent enforceable under the relevant law, but the rest of these Terms will remain in effect. This is the entire contract between you and us regarding the Service. It supersedes any prior contract or oral or written statements regarding your use of the Service.

21.2. Assignment and transfer
We may assign, transfer, or otherwise dispose our rights and obligations under this contract, in whole or in part, at any time without notice. You may not assign this contract or transfer any rights to use the Service.

21.3. Independent Contractors; No third-party beneficiaries
Box and you are not legal partners or agents; instead, our relationship is that of independent contractors. This contract is solely for your and our benefit. It is not for the benefit of any other person, except for permitted successors.

21.4. Claims
Claims must be filed within one year. You must bring any claim related to these Terms or the Service within one year of the date you could first bring the claim, unless your local law requires a longer time to file claims. If it isn't filed in time, the claim is permanently barred.

21.5. Waiver
The failure of either party to insist upon or enforce strict performance of any of the provisions of these Terms or to exercise any rights or remedies under these Terms will not be construed as a waiver or relinquishment to any extent of such party's right to assert or rely upon any such provision, right or remedy in that or any other instance; rather, the same will remain in full force and effect.

21.6. Government Use
If you are a U.S. government entity, you acknowledge that any Software and User Guides that are provided are "Commercial Items" as defined at 48 C.F.R. 2.101, and are being provided as commercial computer software subject to the restricted rights described in 48 C.F.R. 2.101 and 12.212.

22. COPYRIGHT COMPLAINTS AND REMOVAL POLICY
Box does not tolerate content that appears to infringe any copyright or other intellectual property rights or otherwise violates these Terms and will respond to notices of alleged copyright infringement that comply with the law and are properly provided to us. Such notices can be reported by visiting our help page at <http://help.box.com/help/dmca/> and filling out a form. We reserve the right to delete or disable Content alleged to violate these Terms and to terminate repeat infringers. Our designated agent for notice of alleged copyright infringement is:
Attn: DMCA Copyright Agent
Box, Inc.
900 Jefferson Avenue
Redwood City, CA 94063 USA
Phone: 1-877-729-4269
email: legal@box.com

Federal law requires your DMCA Notice to include the following information:
1. Identification of the copyrighted work that you claim has been infringed;
2. Identification of the material, including URL, that you claim is infringing, with enough detail so that we may locate it;
3. Your address, telephone number, and e-mail address;
4. A statement declaring under penalty of perjury that (a) you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; (b) the above information in your notice is accurate, and (c) you are the owner of the copyright interest involved or you are authorized to act on behalf of that owner; and
5. Your physical or electronic signature.

INTELLECTUAL PROPERTY NOTICES
All contents of the Site and Services including, but not limited to design, text, software, technical drawings, configurations, graphics, other files, and their selection and arrangement are: Copyright © Box, and/or the proprietary property of its suppliers, affiliates, or licensors. All Rights Reserved.
Box and the Box logo are including, without limitation, either trademarks, service marks or registered trademarks of Box, Inc., and may not be copied, limited, or used, in whole or in part, without Box's prior written permission or that of our suppliers or licensors. Other product and company names may be trade or service marks of their respective owners.
Box may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter that is part of the Service. Unless we have granted you licenses to our intellectual property in these Terms, our providing you with the Service does not give you any license to our intellectual property. Any rights not expressly granted herein are reserved.

At the bottom of the page, there are two buttons: "Agree and Accept" (highlighted with a green arrow) and "Reject".

6. Click “Yes” to go to the NEP Achievement Award Submissions folder.

The screenshot shows the Box interface with a "Collaboration Accepted" dialog box open. The dialog box contains the following text:

Collaboration Accepted

You are now collaborating on "NEP Achievement Award Submissions". Would you like to go there now?

At the bottom of the dialog box, there are two buttons: "No" and "Yes" (highlighted with a green arrow).



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7. The “NEP Achievement Award Submissions” folder shows the available categories to submit a petition.

The screenshot shows the OneDrive interface for the 'NEP Achievement Award Submissions' folder. The left sidebar contains navigation options like 'All Files', 'Recents', 'Favorites', 'Synced to Desktop', 'Trash', 'Messages', 'Collaborators', and 'Box Notes'. The main area displays a table of award categories:

Name	Updated	Size
Samuel C. Hamilton Award (Alumni Achievement)	Jan 18, 2018 by Parmenus A. Bowler (NEP)	2 Files
Website of the Year	Jul 30, 2017 by Parmenus A. Bowler (NEP)	0 Files
James M. Kidd Award	Jul 30, 2017 by Parmenus A. Bowler (NEP)	0 Files
Collegiate Chapter of the Year	Jul 30, 2017 by Parmenus A. Bowler (NEP)	0 Files
Collegiate Achievement Award	Jul 30, 2017 by Parmenus A. Bowler (NEP)	0 Files
Alumni Chapter of the Year	Jul 30, 2017 by Parmenus A. Bowler (NEP)	0 Files

On the right, there is a sharing section with the owner 'Robert Daniels, Jr.' and a list of co-owners: 'Award Submitter Uploader', 'Parmenus A. Bowler (NEP) Co-owner', 'Jermaine Myrie Co-owner', and 'Brian Lewis Co-owner'. There are also options for '+16 People, +4 Groups' and a 'Share this Folder' button.

8. To upload a petition, click on the Award Category folder and then the appropriate Fraternal Program Year. In this example, we will submit a petition for the James M. Kidd Award for the 2017-2018 program year.

The screenshot shows the OneDrive interface for the 'James M. Kidd Award' folder. The main area displays a table with one folder:

Name	Updated	Size
2017 - 2018 Program Year	Jul 30, 2017 by Parmenus A. Bowler (NEP)	0 Files

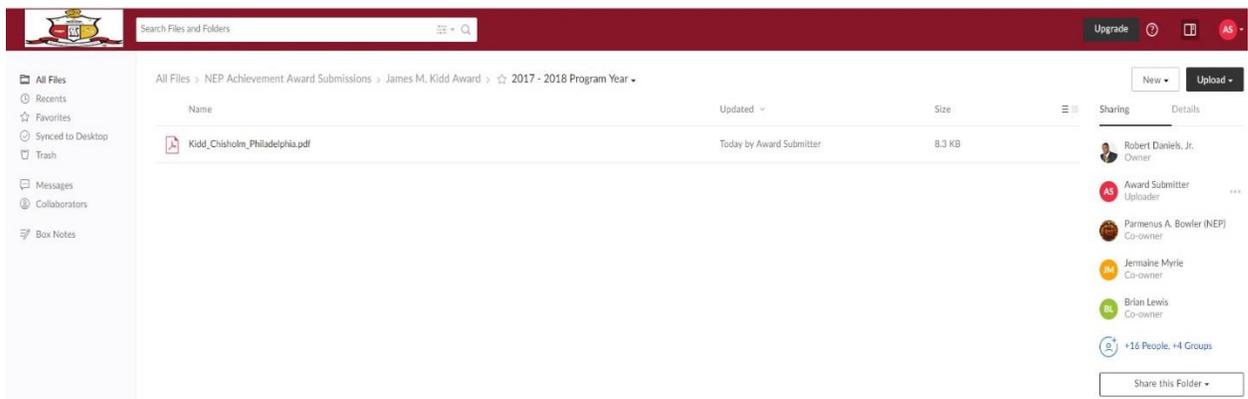
The right sidebar shows the same sharing information as the previous screenshot.

The screenshot shows the OneDrive interface for the '2017 - 2018 Program Year' folder. The main area is empty with a message: 'There are no items in this folder. Drag files and folders here to upload, or click here to browse files from your computer.' A green arrow points to the 'Upload' button in the top right corner, which has a dropdown menu showing 'Files' and 'Folder' options. Another green arrow points to the 'There are no items in this folder' message.



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9. There are two options for uploading a document:
 - a. Click on the link that reads “click here” in the middle of the window or
 - b. Click on the “Upload” menu item in the upper-right hand corner of the screen and choose “File” or “Folder.”
10. In each case, you will be directed to browse to the file/folder that contains the petition you wish to submit. Click “ok” and the file/folder is submitted. Please include the Chapter in the filename/folder for easy reference.



11. Once the petition has been submitted, please log off by clicking on the icon in the top-right corner of the screen that represents your initials (in this example, “Awards Submitter” has the icon “AS”) and choose “Log Out.”

