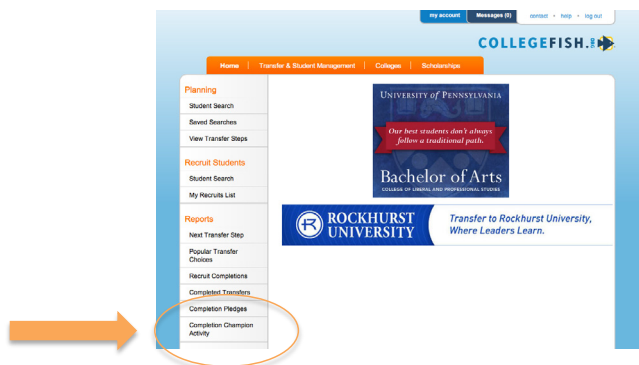




# HOW TO ACCESS C4 PLEDGE REPORT

1. Go to **COLLEGEFISH.ORG**.
2. Login using your Phi Theta Kappa username and password.
3. On the home screen, locate **COMPLETION PLEDGES** and **COMPLETION CHAMPION ACTIVITY** under the heading **REPORTS**.



4. To obtain the report of students and/or faculty staff members signing the pledge, select **COMPLETION PLEDGES** and then complete the form to obtain the desired information.

5. To obtain the report of faculty staff comments, select **COMPLETION CHAMPION ACTIVITY** and then complete the form to obtain the desired information.