IEEE-SA Meeting Attendance Tool

Attendee Enrollment Process

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What is the IEEE-SA Meeting Attendance Tool?

- Attendees log their attendance at each meeting
- Retains historic attendance data
- Provides an electronic roster of who was at each meeting – used for meeting minutes
- Provides mechanism to record attendee affiliation
- It is NOT the same as the meeting registration system!



BEFORE YOU CAN USE THE IEEE-SA MEETING ATTENDANCE TOOL:

! You must have an IEEE Web Account!



IEEE Web Account (IEEE Database)

- YOU ONLY NEED ONE WEB ACCOUNT!
- Used to track your IEEE and SA Membership
- Provides the access for:
 - IEEE-SA myProject access Sponsor level balloting
 - IEEE-SA Attendance Tool access
 - IEEE & SA Online membership renewal
 - IEEE Online Store access
 - Most IEEE Online subscription access
- Any one can get a Web Account (including non-members)
- Your email address is the key to your information so keep it current in the Web Account database.
- All contact information is retrieved from the Web Account database – KEEP IT CURRENT!ccount



STEP 1. Do you have an IEEE Web Account?

NO :

- GO CREATE A WEB ACCOUNT → www.ieee.org
- FOLLOW THE INSTRUCTIONS TO CREATE NEW WEB ACCOUNT

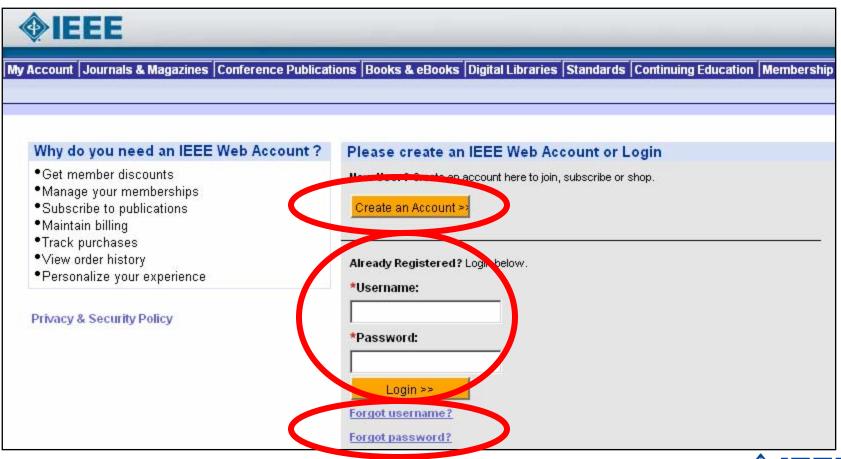
YES:

- I have an IEEE Web Account and remember your username and password.
- GO TO STEP 2

MAYBE:

- I have an IEEE Web Account but don't remember the password (username, contact Christina Sahr at c.sahr@ieee.org).
- RESET YOUR WEB ACCOUNT PASSWORD → www.ieee.org and follw the Web Account link

STEP 1: Do not have a Web Account? Go to www.ieee.org → on right nav bar click on Web Accounts → follow the instructions to create one.





STEP 2. Register your attendance AT THE MEETING

Using the Attendance Tool log your attendance at each meeting.

While here in DENVER

Log onto the local server at: http://murphy.events.ieee.org/imat/

- Disconnect your VPN
- Allow cookies



STEP 2: Login to the Attendance Tool



IEEE Attendance Tool

HOME

Wed 7-May-2008 09:03:19 EST

Orlando IEEE 802 Plenary Session

Guest

Login Page

Welcome to the IEEE Attendance Tracking system. This system provides onsite attendance tracking integrated with the IEEE myProject™ system.

If this is the first time you have accessed this system at this session:

- 1. Enter the email address from your IEEE Web Account
 - 2. Create a new password for use at this session

Log In

Web Account Email Address:

c.sahr@ieee.org

*Password:

|----

*Note: If your password has been reset by a system administrator leave this field blank.

You will be prompted to enter a new password on the next page.

Log In





Attendance System

HOME >> ATTENDANCE

Manage Logout

Thu Mar 20 09:20:00 2008 EST

Orlando IEEE 802 Plenary Session

Christina Sahr

Select Working Group

Instructions (Please Read!)

Change Affiliation

IEEE 802/SEC Attendance

WG802.11 Attendance

WG802.15 Attendance

WG802.18 Attendance

WG802.19 Attendance

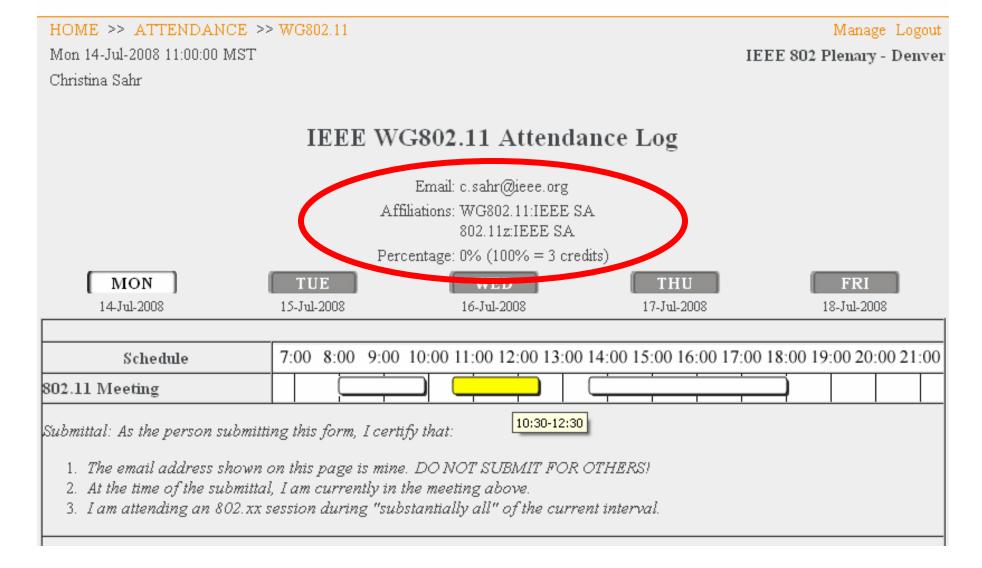
WG802.20 Attendance

WG802.21 Attendance













Additional Information

HOME >> ATTENDANCE >> WG802.15

Manage Logout

Thu Mar 20 09:20:00 2008 EST

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Work	ing	Group	Affilia:	tion

You do not cu	irrently have a	n affiliation	declared:	for this	working	group.	Please	enter your	affiliation	for
"WG802.15"	' and click on	"Submit" at	the botton	n of the	page.					

Affiliation:	Select Organization	▼	
Other:			

Note: Any text entered in "Other" will override any selection from the drop-down list.

Project Affiliation

You do not currently have an affiliation declared for this project. Please enter your affiliation for "802.15.3c" and click on "Submit" at the bottom of the page.

Affiliation:	Select Organization	~	
Other:			

Note: Any text entered in "Other" will override any selection from the drop-down list.

SUBMIT



If you have any questions contact:

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OR

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