

NOMINATION HELP GUIDE

For information on Fellow nomination eligibility and components of the Nomination Form, please use the link below to the guides on our website:

<https://www.ieee.org/membership/fellows/ieee-fellow-guidelines.html>

For navigational help, please see below:

ACCESSING THE FELLOW NOMINATION SYSTEM (FELLOWS PORTAL)

The Fellows website contains the “Nominations” icon to link you to the Fellow Nomination System (Fellow Portal).

<https://www.ieee.org/membership/fellows/fellows-nomination.html>

To login to the Fellow Nomination System (Fellow Portal), an IEEE Primary Account must be used. If you need assistance with your IEEE Primary Account, contact the IEEE Support Center. You can reach the Global Offices directly on-line at: www.ieee.org/contactcenter - or - by telephone at: [1.732.981.0060](tel:17329810060) Worldwide, [1.800.678.4333](tel:18006784333) US & Canada.

STEPS TO COMPLETING A NOMINATION FORM

- After you click the “Nominations” icon on the Fellow Web Site, you will be prompted to login with your IEEE Primary Account.
- Your “Home Page” will appear.

The Home Page is a landing page for IEEE Members who login to the system. After you login to your IEEE Primary Account, a home page will be created specifically for you. The page will include an area to start a nomination (only for nominators) plus it will display two sections, an “Open Activities” section and a “Closed Activities” section. Each section includes the following column headings:

- Role (responsibility of a member).
- Class (the year the nomination will be conferred).
- Created (date the form was initiated).
- Name/Description (name of nominee).
- Status (stage of the form).
- Action (an act that needs to be completed).
- A help icon (?) will appear next to the role name and will refer you back to this guide.

Home

If you are a Nominator and need to start a Fellow Nomination Form, click on the "Start Nomination" button below. Nominators returning to complete a nomination or individuals assigned to a task need to scroll down on the page until you see the Open Activities Section.

Start Nomination

Nominations are being accepted for the Fellow Class. Click the "Start Nomination" button to begin the process.

Open Activities

| Role | Class | Created | Name/Description | Status | Action |
|---|-------|---------|----------------------|--------|--|
|  Nominator | | | Nicola Senior Member | Draft | View Nomination Delete |

Closed Activities

| Role | Class | Created | Name/Description | Status | Action |
|------|-------|---------|------------------|--------|--------|
|------|-------|---------|------------------|--------|--------|

- Click on the "Start Nomination" button to open the nomination form.
- A Welcome Page will appear where you will need to select "I understand the instructions".



The world's largest technical professional organization dedicated to advancing technology for the benefit of humanity

About IEEE

Membership & Services

Societies & Communities

Publications & Standards

Conferences & Events

Education & Careers

[Contact & Support](#) | [Sitemap](#)

Follow:



Welcome to the Fellows Nomination Process!

Strict adherence to the instructions is essential; otherwise, a nominee maybe placed at a serious disadvantage and possibly even disqualified from consideration.

Before you begin, please read the [nominator help guide](#) carefully.

I understand the instructions

[Cancel](#)

Please be advised, for an optimized experience please use: [Firefox](#), [Chrome](#), or [Safari](#).

By accessing this site you understand and agree that any data you collect, obtain, review, or process while using this site is governed by the [IEEE Data Access and Use Policy](#). Additional reuse is strictly prohibited.

- Complete the required sections of the Nomination Form.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign Out

IEEE
Advancing Technology for Humanity
The world's largest technical professional organization dedicated to advancing technology for the benefit of humanity

[About IEEE](#) |
 [Membership & Services](#) |
 [Societies & Communities](#) |
 [Publications & Standards](#) |
 [Conferences & Events](#) |
 [Education & Careers](#) |
 [Contact & Support | Sitemap](#)

Follow: [f](#) [t](#) [in](#) [v](#) [g+](#)

Essential Information

◆ Fellows Nomination Form * Required field NOMINATION STATUS: Draft

1. Nominee Information

Please provide the nominee's IEEE Member Number and click the "Validate Nominee" button to see if the member you are interested in nominating is eligible:

*IEEE Member # **Validate Nominee**

- Once you enter the nominee's IEEE Member #, all address information is pulled from the nominee's IEEE Membership Profile. All reporting on nominees uses the latest IEEE Membership Profile information.
 - Please note, if you are aware that the nominee updates their address information at any time before the deadline, you, as the nominator, can select "Refresh" to update the address information on the Nomination Form.

Nominee Information

◆ Fellows Nomination Form * Required field NOMINATION STATUS: Submitted SUBMIT DATE:

1. Nominee Information

*IEEE Member #

Prefix: City:
 First name: State:
 Middle name: Country/Region:
 Last name:

Refresh
Save Form Updates

- You can save the form as a draft and complete it later by selecting “Save Progress”.

Essential Information  

◆ **Fellows Nomination Form** * Required field **NOMINATION STATUS:** Draft

1. Nominee Information

*IEEE Member #

Prefix: City:

First name: State:

Middle name: Country/Region:

Last name:

[Refresh](#)

[Save Progress](#) Continue

- Click the help icon (?) at the top of the page and it will refer you back to this Help Guide.
- If you want to print the nomination form, click the print icon  at the top of the page.

- Check the box to confirm you are not an IEEE Staff person.
- Submit the Nomination Form.

Submit Nomination

Fellows Nomination Form * Required field **NOMINATION STATUS:** Draft

Submit Nomination

Please check this box to confirm you are NOT an IEEE Staff person.

If you are ready to submit, click the "Submit Nomination" button below.

[Save Progress](#) [Submit Nomination](#)

Once you submit your form, it will be shared with participants involved in the nomination and evaluation processes. This may include References, Endorsers, Society/Council, Chairs, Vice Chairs, Evaluators and the IEEE Fellow Committee.

- You will receive a pop-up confirmation and a Disclaimer page will appear.

Important Information

Fellows Nomination Form * Required field **NOMINATION STATUS:** Submitted **SUBMIT DATE:**

Important Information

DISCLAIMER

Your nomination has been submitted; however, additional vetting is conducted to determine if the nomination is complete and will be evaluated. An email confirmation will be sent after the nomination deadline (7 February 2024) to verify all requirements have been met and the nomination will be considered for possible elevation to IEEE Fellow. Please read the details below:

Confirmation

We have successfully received the nomination.

Close

RETURNING TO THE NOMINATION HOME PAGE

- After you click the “Nominations” button on the Fellow Web Site, you will be prompted to log in with your IEEE Primary Account.
- Your “Home Page” will appear.
- Look at the “Open Activities” section. It will display two options:

1. If you started a nomination but did not submit, you can perform two actions.

- “[View Nomination](#)”. Clicking on this action will allow you to complete the form.
- “[Delete](#)”. Clicking on this action will delete the form out of the system.

Home

If you are a Nominator and need to start a Fellow Nomination Form, click on the "Start Nomination" button below. Nominators returning to complete a nomination or individuals assigned to a task need to scroll down on the page until you see the Open Activities Section.

Start Nomination Nominations are being accepted for the Fellow Class. Click the "Start Nomination" button to begin the process.

Open Activities

| Role | Class | Created | Name/Description | Status | Action |
|-----------|---|---|----------------------|--------|--|
| Nominator | | | Luisa Senior Member | Draft | View Nomination Delete |
| Nominator | | | Nicola Senior Member | Draft | View Nomination Delete |

Closed Activities

| Role | Class | Created | Name/Description | Status | Action |
|------|-------|---------|------------------|--------|--------|
|------|-------|---------|------------------|--------|--------|

2. If you submitted a nomination, you could perform three actions.

- “View Nomination”. Clicking on this action will allow you to view the nomination and make, if necessary, changes to the form.
- “Reference/Endorsement Status”. Clicking on this action will allow you to check the status of the References and Endorsements (screenshot below)
- “Delete”. Clicking on this action will delete the form out of the system.

View Reference/Endorsement Status

Reference Status

| Last Update | Reference | Status | E-mail | Action |
|-------------|------------------|--------|--------|-------------------------------|
| | Reference Second | New | | Resend E-mail |
| | Reginald Fellow | New | | Resend E-mail |
| | Harry | New | | Resend E-mail |

Endorsement Status

| Last Update | Endorser | Status | E-mail | Action |
|-------------|----------|--------|--------|--------|
|-------------|----------|--------|--------|--------|

For deleting, updating and adding new reference/endorsement, please visit the reference/endorsement section of the [nomination form](#).

Close

- In “Closed Activities” section, it will display activities that no longer require any action.
 - Note: you will only be allowed to view the Nomination Form in pdf format.

SIGNING OUT OF THE NOMINATION HOME PAGE

- Click on the “Sign Out” button at the top of your Home Page.
- You will be brought back to the IEEE Web Site.