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 Worldwide, 1.800.678.4333 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".

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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

- Complete the required sections of the Nomination Form.

- 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.

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

Essential Information

- 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 🖨 PRINT at the top of the page.

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

- You will receive a pop-up confirmation and a Disclaimer page will appear.
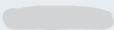
RETURNING TO THE NOMINATION HOME PAGE

- 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.

- In "Closed Activities" section, it will display activities that no longer require any action.
  - o 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.