

# IEEE-SA MEETING ATTENDANCE TOOL

NOTE: This is for attendance and voting rights in the meeting; make sure you register for the meeting

## STEP 1. Do you have an IEEE Web Account (IEEE Database)?

- NO :
  - GO CREATE A WEB ACCOUNT → [www.ieee.org](http://www.ieee.org) → **Set up IEEE Web Account**
  - 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 (myProject Activity Profile)
- MAYBE:
  - I have an IEEE Web Account but don't remember the password.
  - RESET YOUR PASSWORD → [www.ieee.org](http://www.ieee.org) → **Set up IEEE Web Account**
  - I don't remember my IEEE Web Account USERNAME → See Michael or Christina

## STEP 2. Did you enter your activity profile in myProject (Standards Association Database)?

- NO:
  - **Log onto myProject** → <https://development.standards.ieee.org/my-site>
  - FOLLOW THESE INSTRUCTIONS
    - Click Manage Activity Profile
    - Expand IEEE COMPUTER SOCIETY
    - Expand LOCAL AND METROPOLITAN AREAS NETWORKS
    - Check the box for the working group (GREEN) that you are interested in
    - Click CONTINUE
    - Claim affiliation
- YES: Go to step 3

## STEP 3. Register your attendance at each session

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