IEEE-SA MEETING ATTENDANCE TOOL
YOU MUST HAVE AN IEEE WEB ACCOUNT TO LOG YOUR MEETING ATTENDANCE

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

- NO:
  - GO CREATE A WEB ACCOUNT ➔ 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
  - I have an IEEE Web Account but don’t remember the password. RESET YOUR PASSWORD ➔ www.ieee.org ➔ Set up IEEE Web Account
  - IMPORTANT! Your IEEE Web Account holds your contact information. Make sure this is up to date by logging into your Web Account and review/update your contact information.

- I AM NOT SURE:
  - I don’t remember if I have a Web Account. ➔ contact c.sahr@ieee.org
  - I don’t remember my IEEE Web Account USERNAME ➔ contact c.sahr@ieee.org

STEP 2. Have you visited 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: You are ready to use the Meeting Attendance Tool. Further instructions will be provided when you arrive at the meeting.