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 the 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 at https://seabass.ieee.org/imat/. You will be asked for a Session Access Code; this will be made available at the meeting – ask your meeting Chair.