

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.