



DREXEL UNIVERSITY

Executive Leadership in Academic Technology and Engineering

ELATE Online Application System User Guide

Please note that Nominators and Recommenders cannot enter the online application system until the Applicant has entered the online system and started an application.

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APPLICANTS

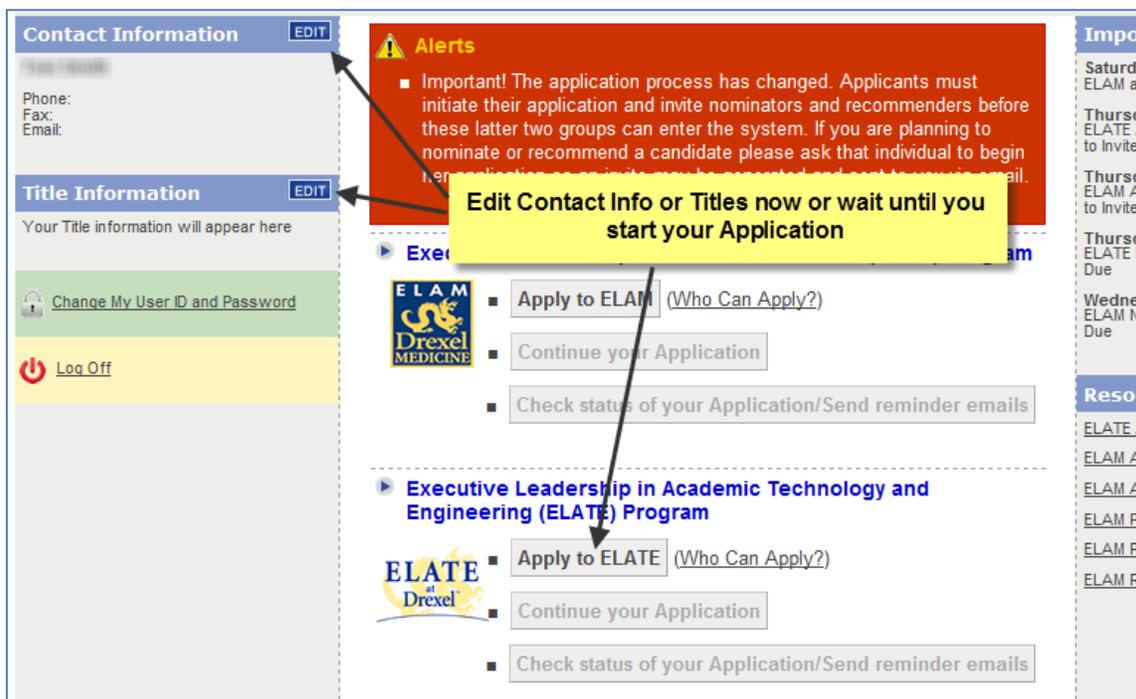
1. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATE will need to register as a new user.



2. Portal Start Page

After registering or logging in, applicants can edit their contact information and titles or they can proceed directly into the application forms. As you go through the application forms, you will be prompted to update/review your contact info and titles.



3. Inviting Nominators and Recommenders

On the third screen of the application forms, you will be able to invite your nominator and recommenders to provide their essays in support of your application. You must hit the invite button for each individual you enter into the system. You will receive a copy of the email that goes to each individual. Please do not forward those emails as the links are unique to each individual.

The screenshot shows two sections of a web form. The top section is titled "Invite Your Nominator" and contains instructions for nominators, a selection of nomination sources (Dean, Provost or President, Other), and a "1) Select source of nomination, enter required information and hit the invite button to send an email." callout. The bottom section is titled "Invite Your Recommenders" and contains instructions for recommenders, a "2) Enter information for recommenders and hit the invite button to send an email." callout, and two sets of input fields for name, phone, and email, each with "Invite" and "Remind" buttons. Arrows point from the callout boxes to the "Provost or President" radio button and the first set of input fields.

Invite Your Nominator

Nominator
Nominations can be made only by the engineering, computer science or arts and sciences school dean or the most senior administrator (or president) of the candidate's college. We strongly suggest you discuss your application with your nominator before applying for two applicants.

My nomination will be provided by the following individual (select one)*:

- Dean
- Provost or President
- Other

Invite Your Recommenders

Recommenders
Recommendations should come from a direct supervisor. Direct supervisor recommendations are required.

1. First Name*: Middle: Last Name*:
Phone #: Email Address*:
This individual is my supervisor: Yes No
Recommendation Status:

2. First Name*: Middle: Last Name*:
Phone #: Email Address*:
This individual is my supervisor: Yes No
Recommendation Status:

1) Select source of nomination, enter required information and hit the invite button to send an email.

2) Enter information for recommenders and hit the invite button to send an email.

4. Monitoring Your Application Status

On the portal home page, after submitting your portion of the application, you will receive an alert message which allows you to view a basic, printable summary of your application. You will also be able to monitor the status of your nomination and recommendation requests using the check status/send reminder emails button.

Alerts

- You have applied to the 2012-2013 ELATE Program. Click [here](#) to view your application. Use the button below to check the status of your nomination and recommendations or to send reminder emails.

Executive Leadership in Academic Medicine (ELAM) Program

- Apply to ELAM (Who Can Apply?)
- Continue your Application
- Check status of your Application/Send reminder emails

Executive Leadership in Engineering (ELATE) Program

- Apply to ELATE (Who Can Apply?)
- Continue your Application
- Check status of your Application/Send reminder emails

View your finished application using the link in the alert area.

Send reminders or check the status of nominations and recommendations using the button below.

My nomination will be provided by the following individual (select one)*:

Dean

Provost or President

The provost or president will receive an email invitation to nominate you after you hit the send button below.

First Name*: Jane Middle: Last Name*: Provost

Phone #: 999-999-9999 Email Address*: jane@example.net

Nomination Status: **N/A**

Other

Recommenders
Recommendations should come from a direct supervisor. Recommendations from other leadership are required.

1. First Name*: Tom Middle: Last Name*: Recommender

Phone #: 999-999-9999 Email Address*: tom@example.net

This individual is my supervisor: Yes No

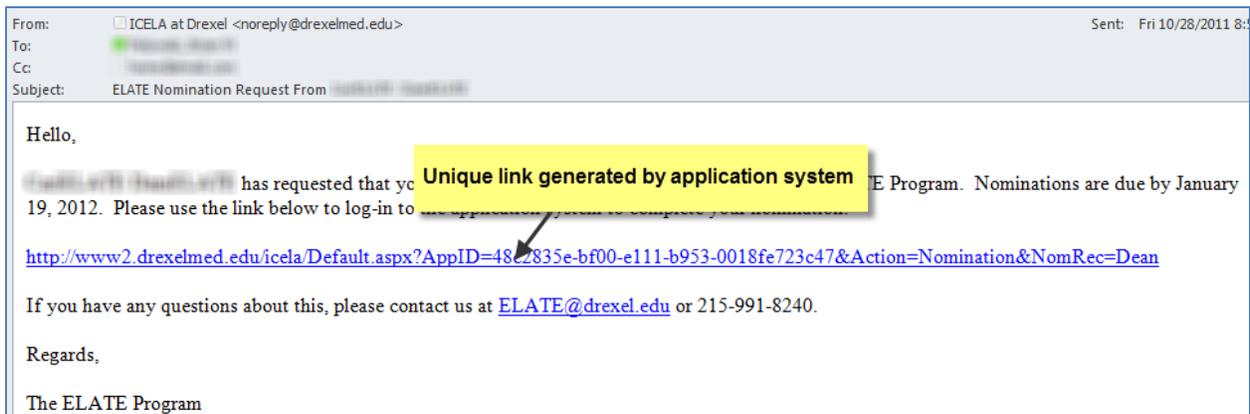
Recommendation Status: **N/A**

Legend for Nomination/Recommendation Status
N/A = not invited
Invited = email has been sent
Incomplete = nominator/recommender has entered the online system but has not completed their essays
Complete = nominator/recommender has completed their essays

NOMINATORS

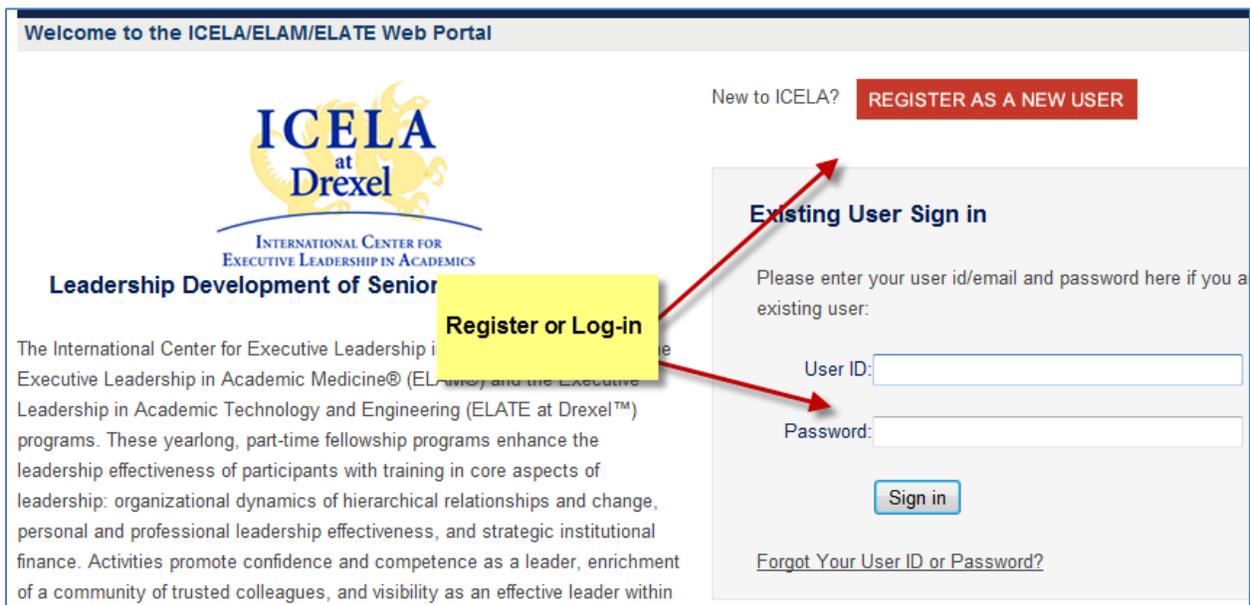
1. Invitation to Nominate

You will receive an email from the ELATE applicant inviting you to nominate her for the program. You must click the link in this email to access the online system through which you must submit your nomination.



2. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATE will need to register as a new user.



3. Beginning Your Nomination

After logging in, you will be directed to the ICELA Portal Start Page. Use the link in the alert area to begin your nomination. Please note that if you have been asked to nominate more than one candidate or if you have been asked to nominate one candidate and recommend another, you must use the unique link in each email invitation to start each nomination or recommendation.

Alerts

- You have been selected as an ELATE nominator for [redacted] [redacted]. Click [here](#) to start or continue your nomination.

Executive Leadership in Academic Medicine (ELAM) Program

- Apply to ELAM
- Continue your
- Check status of your Application/Send reminder emails

Executive Leadership in Academic Technology and Engineering (ELATE) Program

- Apply to ELATE (Who Can Apply?)
- Continue your Application

Use the link in the alert to begin your nomination

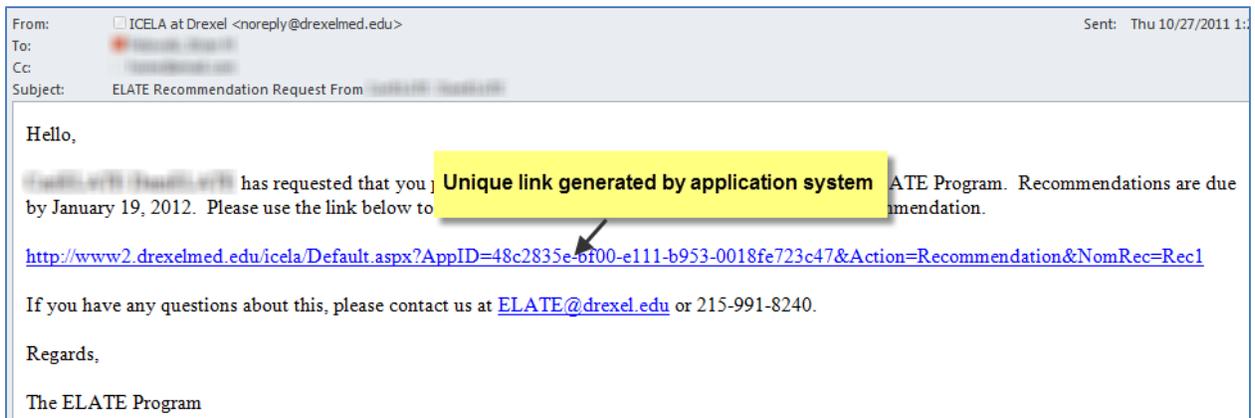
4. Finishing the Nomination

After you finish all of the nomination essays and you hit the submit button, you will have completed the nomination for your candidate.

RECOMMENDERS

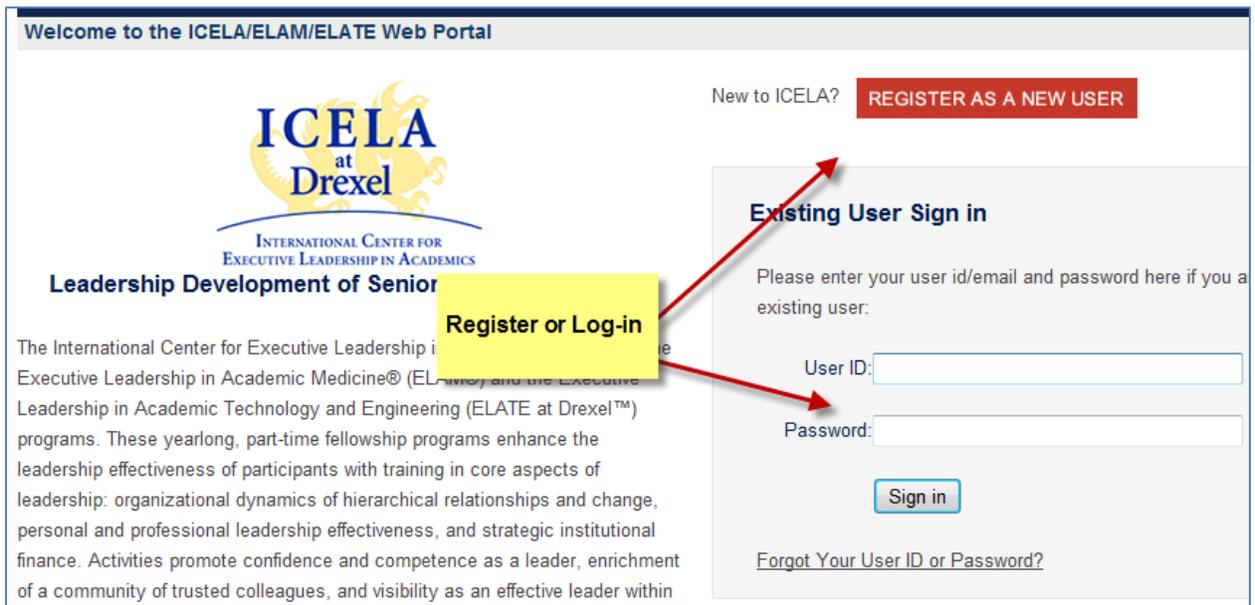
1. Invitation to Recommend

You will receive an email from the ELATE applicant inviting you to recommend her for the program. You must click the link in this email to access the online system through which you must submit your recommendation.



2. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATE will need to register as a new user.



3. Beginning Your Recommendation

After logging in, you will be directed to the ICELA Portal Start Page. Use the link in the alert area to begin your recommendation. Please note that if you have been asked to recommend more than one candidate or if you have been asked to nominate one candidate and recommend another, you must use the unique link in each email invitation to start each nomination or recommendation.

The screenshot shows a red alert banner at the top with a warning icon and the text: "Alerts" followed by "You have been selected as an ELATE recommender for [redacted]. Click [here](#) to start or continue your recommendation." Below the alert is a section for the "Executive Leadership in Academic Medicine (ELAM) Program" featuring the ELAM Drexel Medicine logo and buttons for "Apply to ELAM", "Continue your [redacted]", and "Check status of [redacted]". A yellow callout box with the text "Use the link in the alert to begin your recommendation" has an arrow pointing to the "Click here" link in the alert. Below this is a section for the "Executive Leadership in Academic Technology and Engineering (ELATE) Program" featuring the ELATE at Drexel logo and buttons for "Apply to ELATE (Who Can Apply?)" and "Continue your Application".

4. Finishing the Recommendation

After you finish all of the recommendation essays and you hit the submit button, you will have completed the recommendation for the applicant.