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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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, you will be prompted to update/review your contact info and titles as you go through the forms.
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.
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.
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.

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**Please do not forward this email**

Hello,

[Name] has requested that you provide a nomination for her application to the ELATE Program. Nominations are due by December 17, 2016. Please use the link below to log-in to the application system to complete your nomination.

[Link]

If you have any questions about this, please contact us at ELATE@drexel.edu or 215-895-0997.

Regards,

The ELATE Program

This email and any accompanying attachments are confidential. The information is intended solely for the use of the individual to whom it is addressed. Any review, disclosure, copying, distribution, or use of this email communication by others is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete all copies. Thank you for your cooperation.
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.

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.
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.

[Image of email]

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.

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.