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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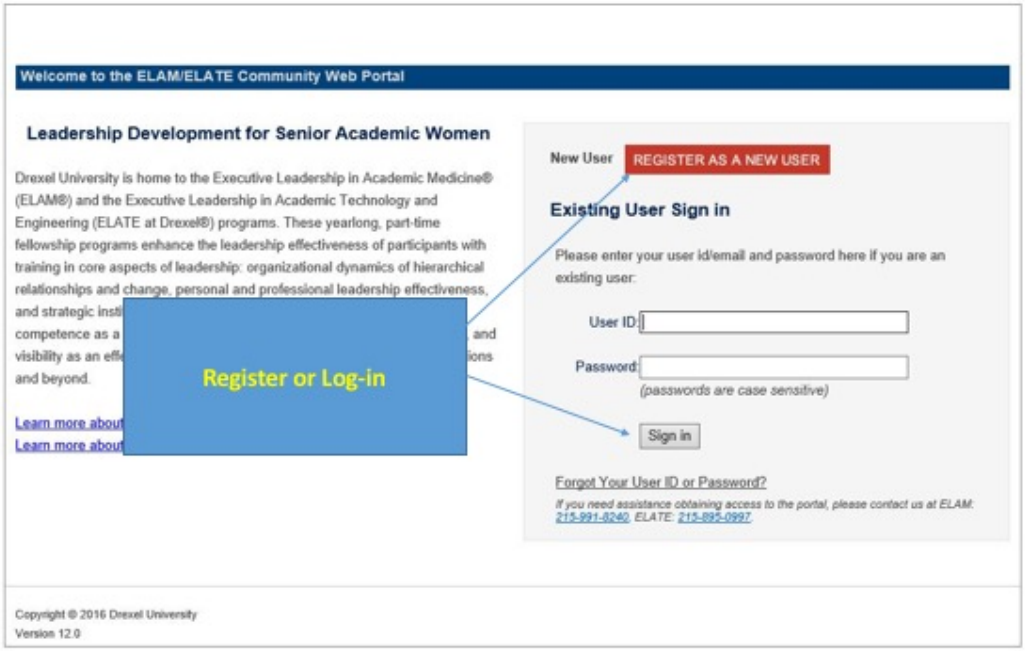
APPLICANTS

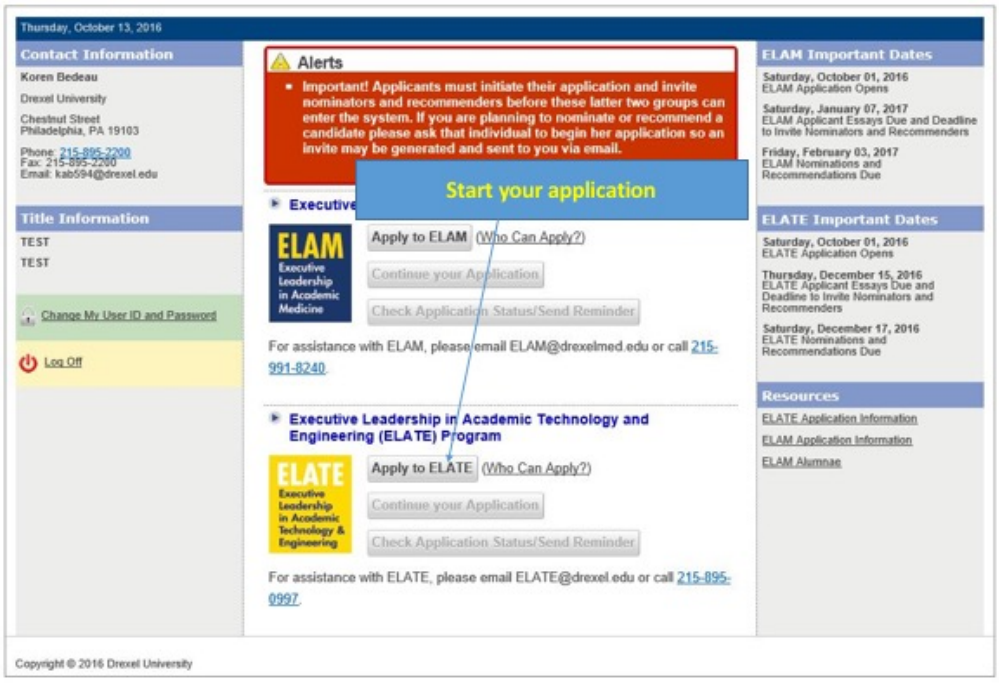
1. Registration/Log-in

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.



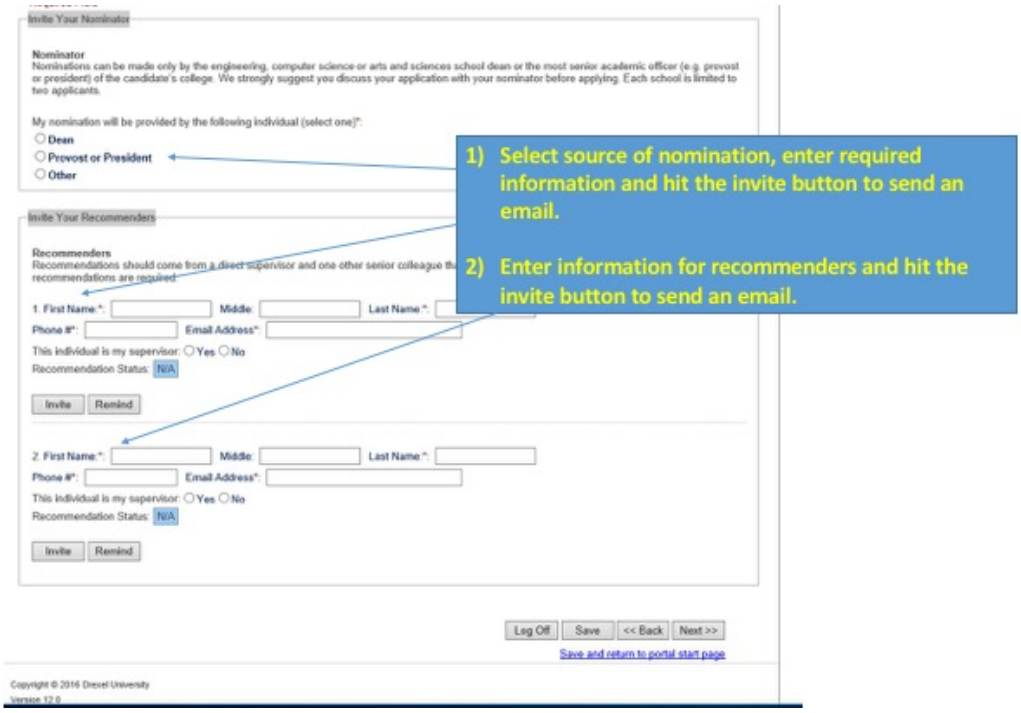
2. Portal Start Page

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



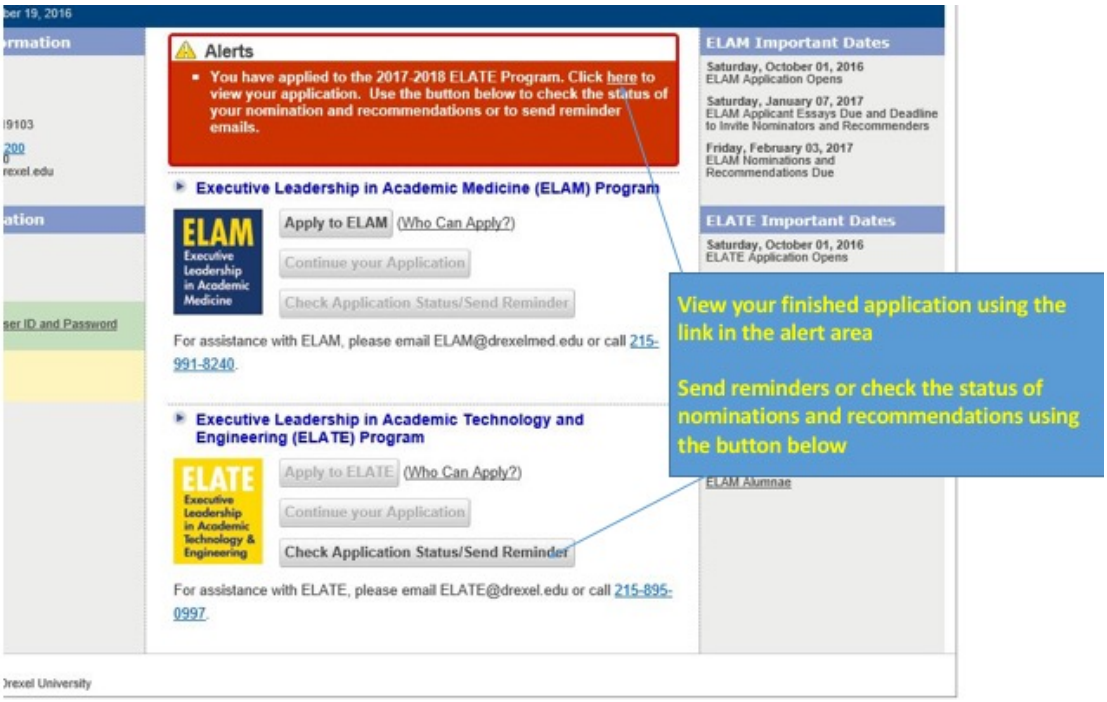
3. Inviting Nominators and Recommenders

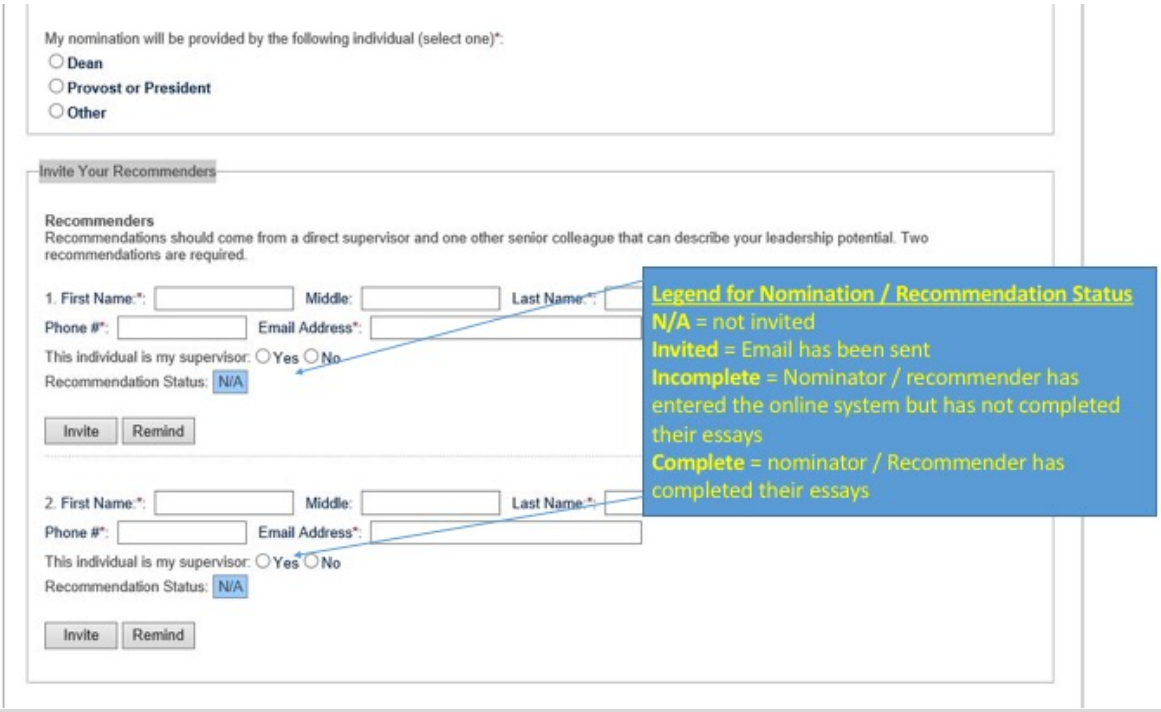
On the third screen of the application forms, you will be able to invite your nominator and recommenders to provide their essays in support of your application. You must hit the invite button for each individual you enter into the system. You will receive a copy of the email that goes to each individual. 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.

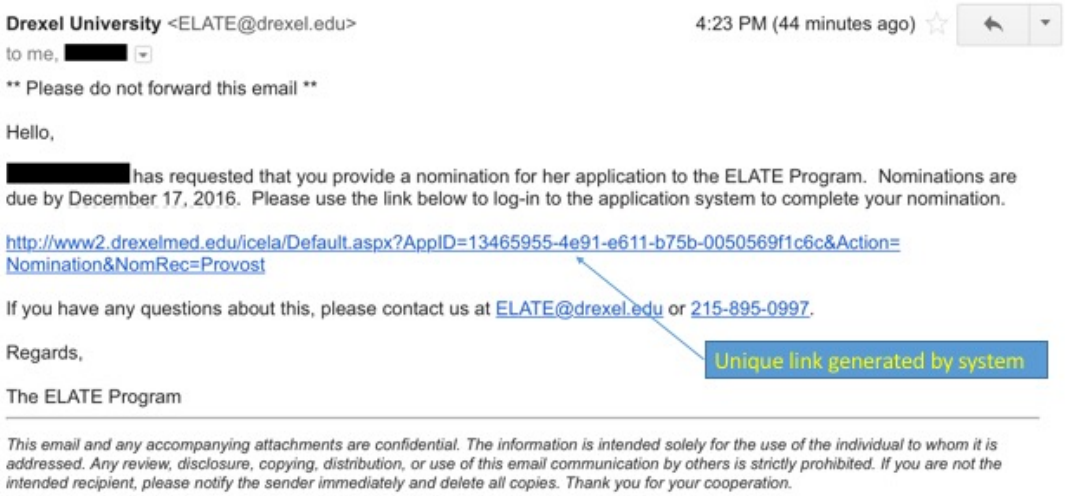




NOMINATORS

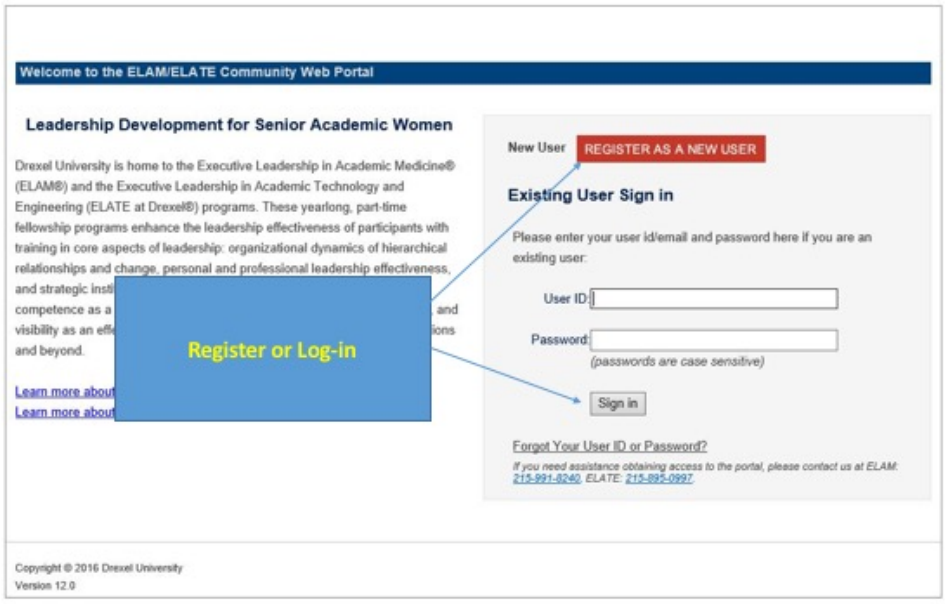
1. Invitation to Nominate

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.



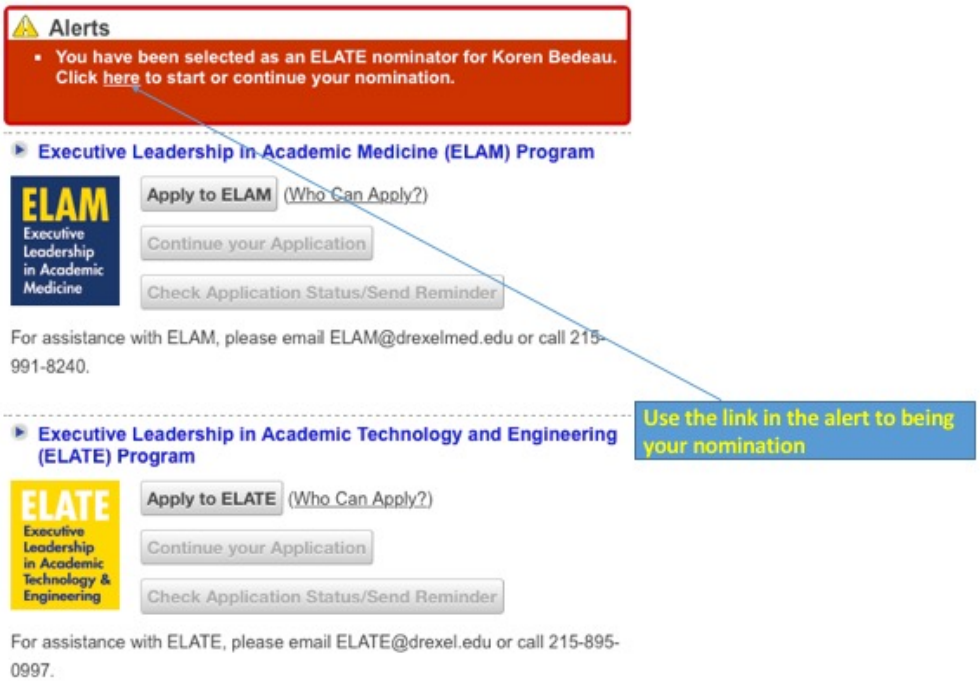
2. Registration/Log-in

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.



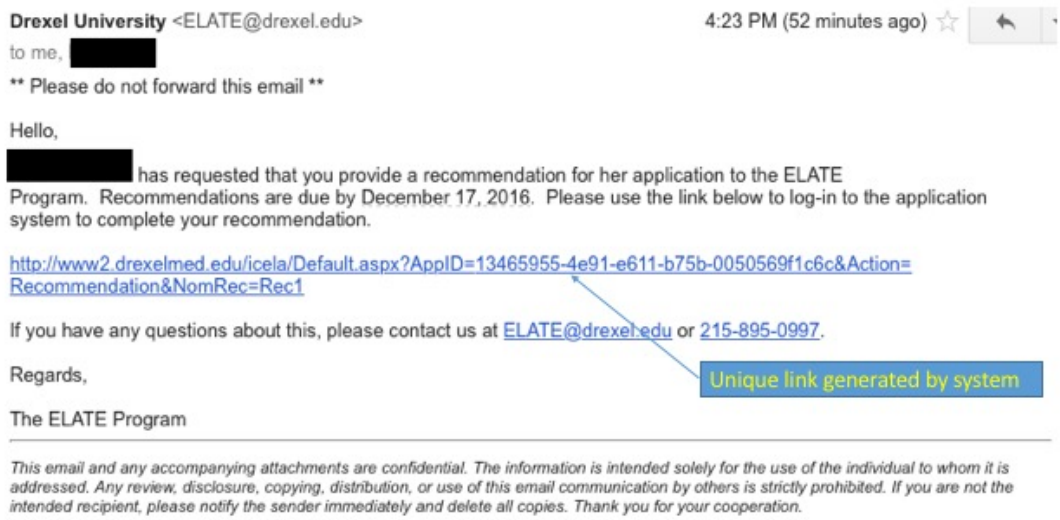
4. Finishing the Nomination

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

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.



Drexel University <ELATE@drexel.edu> 4:23 PM (52 minutes ago)

to me, [redacted]

** Please do not forward this email **

Hello,

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

http://www2.drexelmed.edu/icela/Default.aspx?AppID=13465955-4e91-e611-b75b-0050569f1c6c&Action=Recommendation&NomRec=Rec1

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

Regards,

The ELATE Program

Unique link generated by system

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

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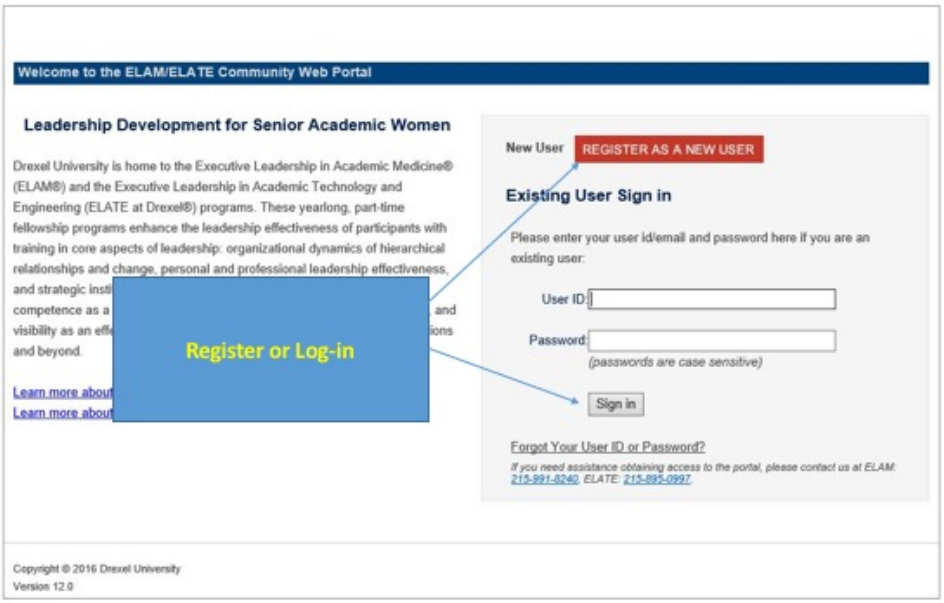
Welcome to the ELAM/ELATE Community Web Portal
Leadership Development for Senior Academic Women
Drexel University is home to the Executive Leadership in Academic Medicine® (ELAM®) and the Executive Leadership in Academic Technology and Engineering (ELATE at Drexel®) programs. These yearlong, part-time fellowship programs enhance the leadership effectiveness of participants with training in core aspects of leadership: organizational dynamics of hierarchical relationships and change, personal and professional leadership effectiveness, and strategic insti
competence as a
visibility as an effe
and beyond.
and
ions
Learn more about
Learn more about
Register or Log-in
New User
REGISTER AS A NEW USER
Existing User Sign in
Please enter your user id/email and password here if you are an existing user:
User ID:
Password:
(passwords are case sensitive)
Sign in
Forgot Your User ID or Password?
If you need assistance obtaining access to the portal, please contact us at ELAM: 215-991-8240, ELATE: 215-895-0997.
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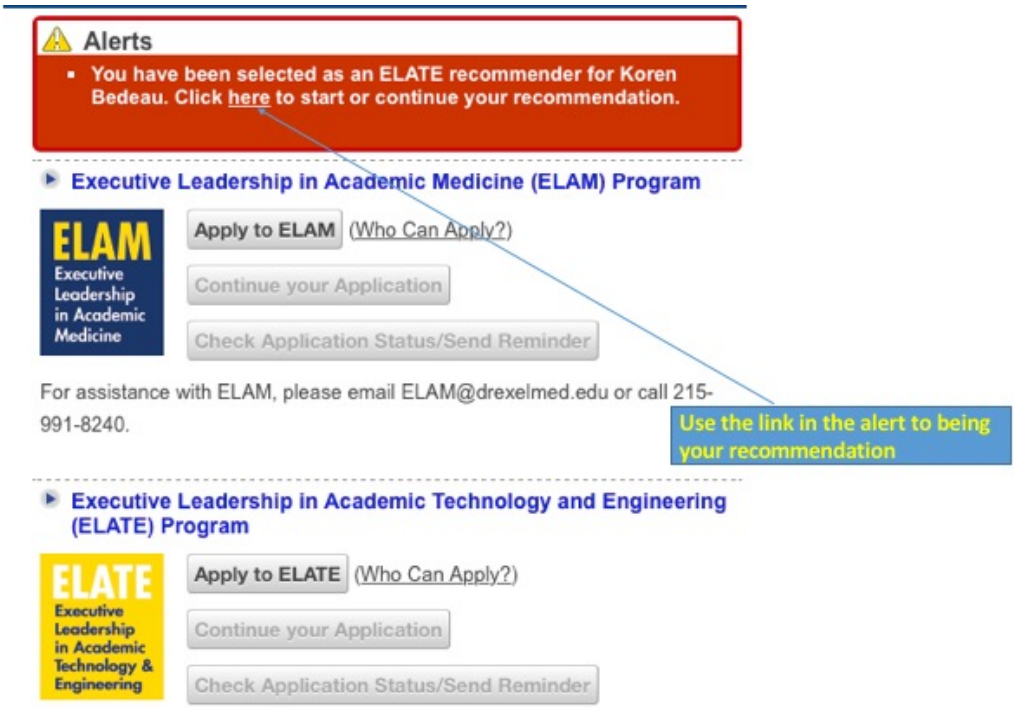
Version 12.0

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.