



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.

Table of Contents

Information for Applicants	2
Registration/Log-in	2
Portal Start Page.....	2
Inviting Nominators and Recommenders.....	3
Monitoring Your Application Status	4
Information for Nominators.....	5
Invitation to Nominate	5
Registration/Log-in.....	5
Beginning Your Nomination	6
Completing Your Nomination.....	6
Information for Recommenders	7
Invitation to Recommend.....	7
Registration/Log-in.....	7
Beginning Your Recommendation.....	8
Completing Your Recommendation	8

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.

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 institutional change. Participants will gain visibility as an effective leader and beyond.

[Learn more about ELAM](#)
[Learn more about ELATE](#)

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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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.

Thursday, October 13, 2016

Contact Information
Koren Bedeau
Drexel University
Chestnut Street
Philadelphia, PA 19103
Phone: 215-895-2200
Fax: 215-895-2250
Email: kab594@drexel.edu

Title Information
TEST
TEST
[Change My User ID and Password](#)
[Log Off](#)

Alerts

- Important! Applicants must initiate their application and invite nominators and recommenders before these latter two groups can enter the system. If you are planning to nominate or recommend a candidate please ask that individual to begin her application so an invite may be generated and sent to you via email.

Start your application
Executive Leadership in Academic Medicine (ELAM)
[Apply to ELAM \(Who Can Apply?\)](#)
[Continue your Application](#)
[Check Application Status/Send Reminder](#)
For assistance with ELAM, please email ELAM@drexelmed.edu or call 215-991-8240.

Executive Leadership in Academic Technology and Engineering (ELATE) Program
ELATE
[Apply to ELATE \(Who Can Apply?\)](#)
[Continue your Application](#)
[Check Application Status/Send Reminder](#)
For assistance with ELATE, please email ELATE@drexel.edu or call 215-895-0997.

ELAM Important Dates
Saturday, October 01, 2016
ELAM Application Opens
Saturday, January 07, 2017
ELAM Applicant Essays Due and Deadline to Invite Nominators and Recommenders
Friday, February 03, 2017
ELAM Nominations and Recommendations Due

ELATE Important Dates
Saturday, October 01, 2016
ELATE Application Opens
Thursday, December 15, 2016
ELATE Applicant Essays Due and Deadline to Invite Nominators and Recommenders
Saturday, December 17, 2016
ELATE Nominations and Recommendations Due

Resources
[ELATE Application Information](#)
[ELAM Application Information](#)
[ELAM Alumni](#)

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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 displays two sections of a web application. The top section, titled "Invite Your Nominators", contains instructions for nominators and a selection of roles: Dean, Provost or President, and Other. The bottom section, titled "Invite Your Recommenders", contains instructions for recommenders and two identical forms for entering recommender details. Each recommender form includes fields for First Name, Middle, Last Name, Phone, and Email Address, as well as checkboxes for "This individual is my supervisor" and a "Recommendation Status" dropdown. "Invite" and "Remind" buttons are provided for each recommender. A blue callout box on the right contains two numbered instructions: "1) Select source of nomination, enter required information and hit the invite button to send an email." and "2) Enter information for recommenders and hit the invite button to send an email." Arrows point from these instructions to the relevant form elements. At the bottom of the page are navigation buttons: "Log Off", "Save", "<< Back", and "Next >>". A footer note reads "Copyright © 2016 Diesel University Version 12.0".

Invite Your Nominators

Nominator
Nominations can be made only by the engineering, computer science or arts and sciences school dean or the most senior academic officer (e.g. provost or president) of the candidate's college. We strongly suggest you discuss your application with your nominator before applying. Each school is limited to 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 and one other senior colleague. The 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:

[Save and return to portal start page](#)

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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.

The screenshot shows the Drexel University application portal for the ELAM and ELATE programs. A red alert box at the top states: "You have applied to the 2017-2018 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." Below this, the "Executive Leadership in Academic Medicine (ELAM) Program" section includes buttons for "Apply to ELAM (Who Can Apply?)", "Continue your Application", and "Check Application Status/Send Reminder". A callout points to the "Check Application Status/Send Reminder" button, stating: "View your finished application using the link in the alert area" and "Send reminders or check the status of nominations and recommendations using the button below". The "Executive Leadership in Academic Technology and Engineering (ELATE) Program" section has similar buttons. A callout points to the "Check Application Status/Send Reminder" button in the ELATE section, stating: "Send reminders or check the status of nominations and recommendations using the button below". The right sidebar contains "ELAM Important Dates" and "ELATE Important Dates".

October 19, 2016

Information

9103

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ser ID and Password

Alerts

- You have applied to the 2017-2018 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

ELAM
Executive Leadership in Academic Medicine

Apply to ELAM (Who Can Apply?)

Continue your Application

Check Application Status/Send Reminder

For assistance with ELAM, please email ELAM@drexelmed.edu or call [215-991-8240](tel:215-991-8240).

Executive Leadership in Academic Technology and Engineering (ELATE) Program

ELATE
Executive Leadership in Academic Technology & Engineering

Apply to ELATE (Who Can Apply?)

Continue your Application

Check Application Status/Send Reminder

For assistance with ELATE, please email ELATE@drexel.edu or call [215-895-0997](tel:215-895-0997).

ELAM Important Dates

- Saturday, October 01, 2016
ELAM Application Opens
- Saturday, January 07, 2017
ELAM Applicant Essays Due and Deadline to Invite Nominators and Recommenders
- Friday, February 03, 2017
ELAM Nominations and Recommendations Due

ELATE Important Dates

- Saturday, October 01, 2016
ELATE Application Opens

ELAM Alumnae

Drexel University

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 and one other senior colleague that can describe your leadership potential. Two 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:

Legend for Nomination / Recommendation Status

N/A = not invited

Invited = Email has been sent

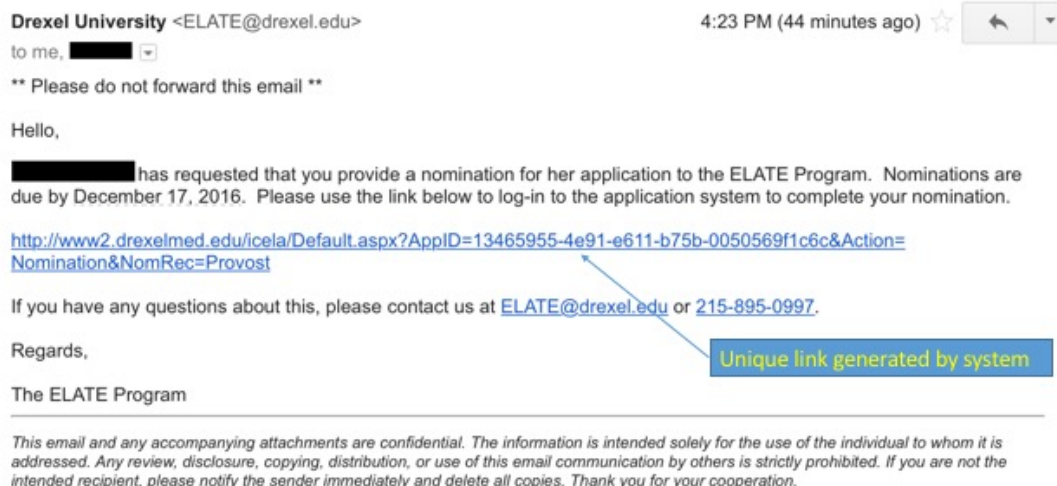
Incomplete = Nominator / recommender has entered the online system but has not completed their essays

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.

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 institutional competence as a visibility as an effective leader and beyond.

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Existing User Sign in

Please enter your user id/email and password here if you are an existing user:

User ID:

Password:
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[Forgot Your User ID or Password?](#)
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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.

The screenshot displays the ICELA Portal Start Page. At the top, a red alert box contains the following text: "Alerts", "You have been selected as an ELATE nominator for Koren Bedeau. Click [here](#) to start or continue your nomination." A blue arrow points from the "Click here" link in the alert to the "Apply to ELATE" button in the ELATE program section. Below the alert, the page is divided into two sections: "Executive Leadership in Academic Medicine (ELAM) Program" and "Executive Leadership in Academic Technology and Engineering (ELATE) Program". Each section features a logo, a list of buttons ("Apply to [Program]", "Continue your Application", "Check Application Status/Send Reminder"), and contact information. A blue callout box on the right side of the page contains the text: "Use the link in the alert to begin your nomination".

Alerts

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

Executive Leadership in Academic Medicine (ELAM) Program

ELAM
Executive Leadership in Academic Medicine

Apply to ELAM (Who Can Apply?)

Continue your Application

Check Application Status/Send Reminder

For assistance with ELAM, please email ELAM@drexelmed.edu or call 215-991-8240.

Executive Leadership in Academic Technology and Engineering (ELATE) Program

ELATE
Executive Leadership in Academic Technology & Engineering

Apply to ELATE (Who Can Apply?)

Continue your Application

Check Application Status/Send Reminder

For assistance with ELATE, please email ELATE@drexel.edu or call 215-895-0997.

Use the link in the alert to begin your nomination

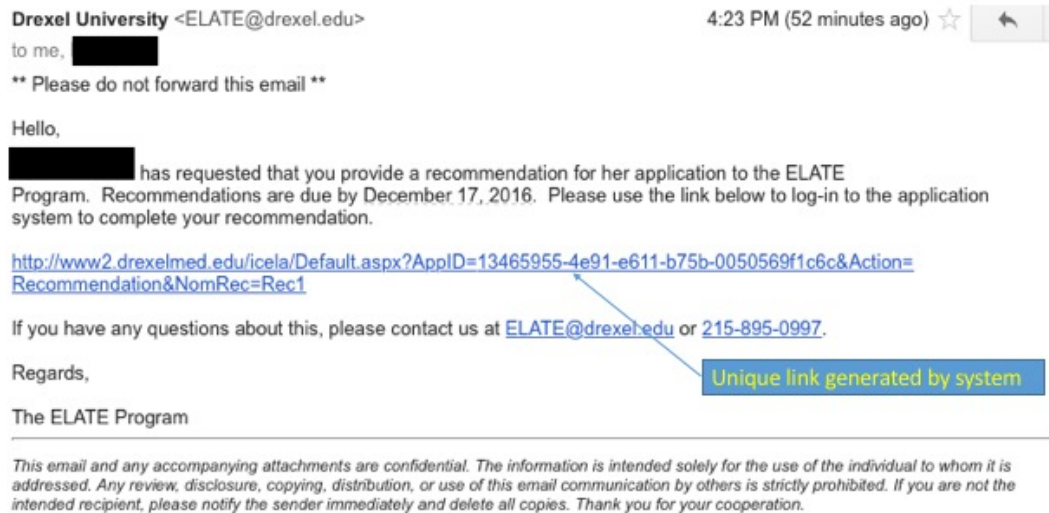
4. Finishing the Nomination

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.

Leadership Development for Senior Academic Women

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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)

[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

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 displays the ICELA Portal Start Page. At the top, there is a red alert box with a yellow warning icon. The alert text reads: "You have been selected as an ELATE recommender for Koren Bedeau. Click [here](#) to start or continue your recommendation." A blue arrow points from the word "here" in the alert to a blue box on the right that says "Use the link in the alert to being your recommendation". Below the alert, the page is divided into two sections. The first section is for the "Executive Leadership in Academic Medicine (ELAM) Program". It features the ELAM logo (a blue square with "ELAM" in yellow and "Executive Leadership in Academic Medicine" in white) and three buttons: "Apply to ELAM (Who Can Apply?)", "Continue your Application", and "Check Application Status/Send Reminder". Below these buttons, text reads: "For assistance with ELAM, please email ELAM@drexelmed.edu or call 215-991-8240." The second section is for the "Executive Leadership in Academic Technology and Engineering (ELATE) Program". It features the ELATE logo (a yellow square with "ELATE" in black and "Executive Leadership in Academic Technology & Engineering" in black) and three buttons: "Apply to ELATE (Who Can Apply?)", "Continue your Application", and "Check Application Status/Send Reminder".

Alerts

- You have been selected as an ELATE recommender for Koren Bedeau. Click [here](#) to start or continue your recommendation.

Executive Leadership in Academic Medicine (ELAM) Program

ELAM
Executive Leadership in Academic Medicine

Apply to ELAM (Who Can Apply?)

Continue your Application

Check Application Status/Send Reminder

For assistance with ELAM, please email ELAM@drexelmed.edu or call 215-991-8240.

Executive Leadership in Academic Technology and Engineering (ELATE) Program

ELATE
Executive Leadership in Academic Technology & Engineering

Apply to ELATE (Who Can Apply?)

Continue your Application

Check Application Status/Send Reminder

Use the link in the alert to being your 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.