Executive Leadership in
Academic Technology,
Engineering and Science

ELATES 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.
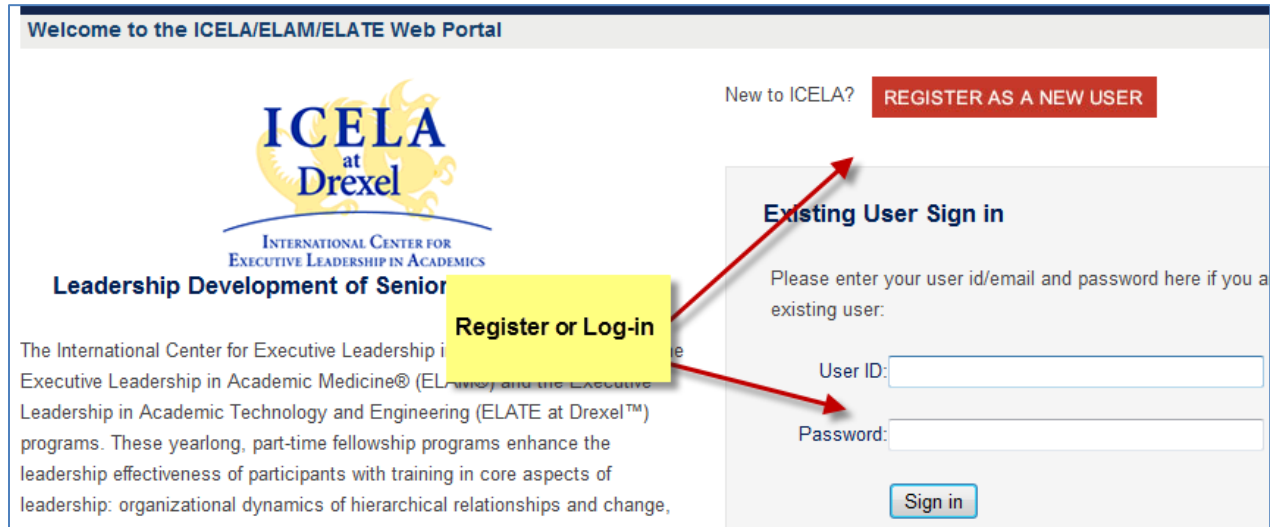
## Table of Contents

APPLICANTS

1. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATES 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.
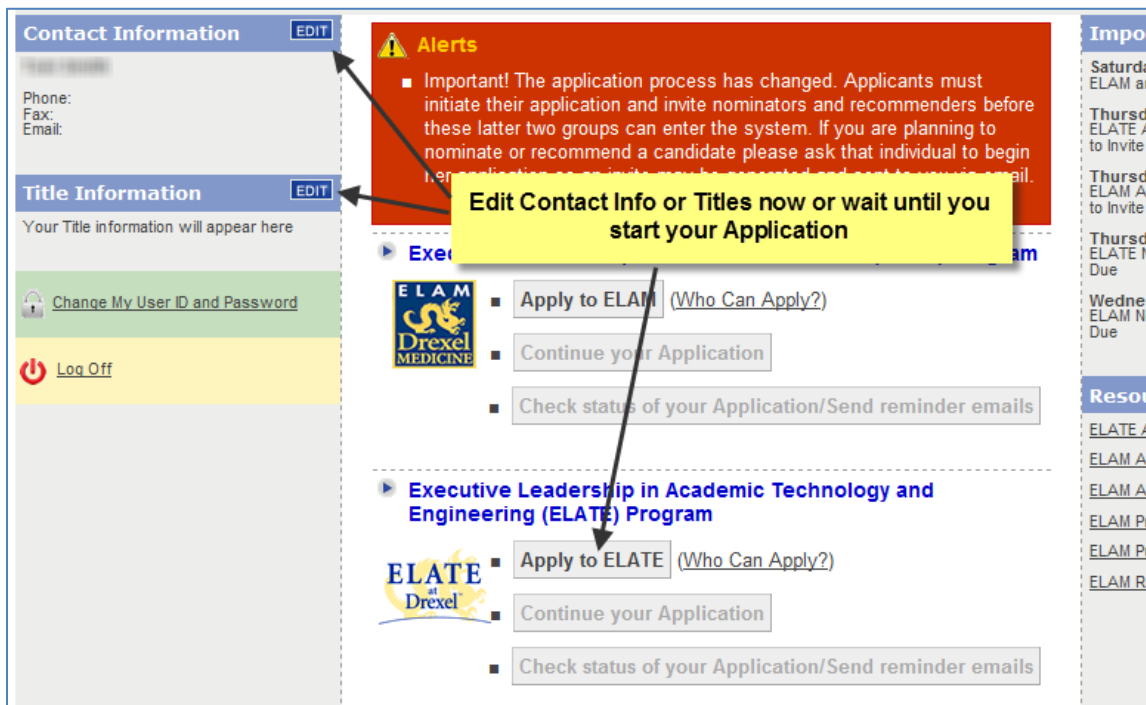
3. Inviting Nominators and Recommenders

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.

Invite Your Nominator

Nominator
Nominations can be made only by the engineering, computer science or arts and sciences school dean or the most senior a or president) of the candidate's college. We strongly suggest you discuss your application with your nominator before applyi 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 s   po
recommendations are required.

1. First Name:*: [   ]   Middle: [   ]   Last Name:*: [   ]
Phone #*: [   ]   Email Address*: [   ]
This individual is my supervisor: ○ Yes ⦿ No
Recommendation Status: N/A

[Invite] [Remind]

2. First Name:*: [   ]   Middle: [   ]   Last Name:*: [   ]
Phone #*: [   ]   Email Address*: [   ]
This individual is my supervisor: ○ Yes ⦿ No
Recommendation Status: N/A

[Invite] [Remind]

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.

NOMINATORS

1. Invitation to Nominate

You will receive an email from the ELATES 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.
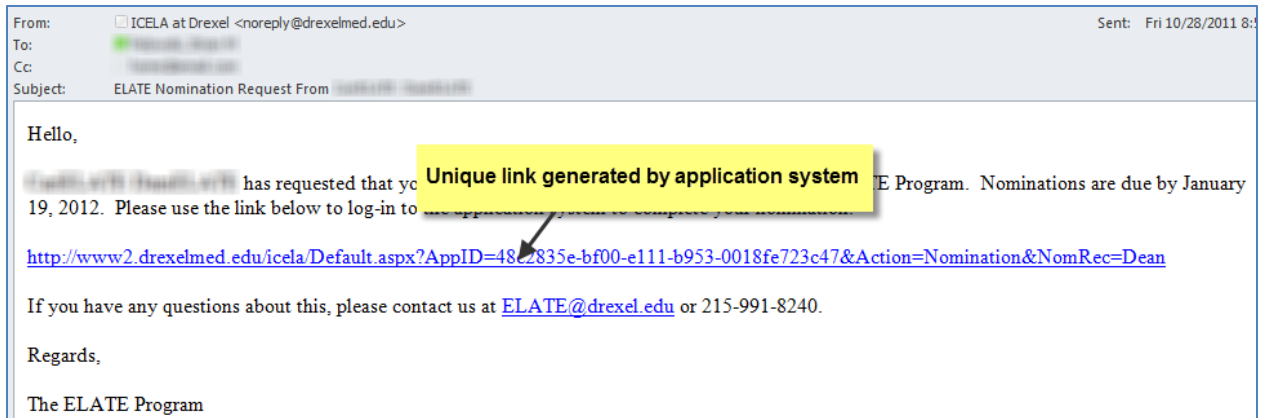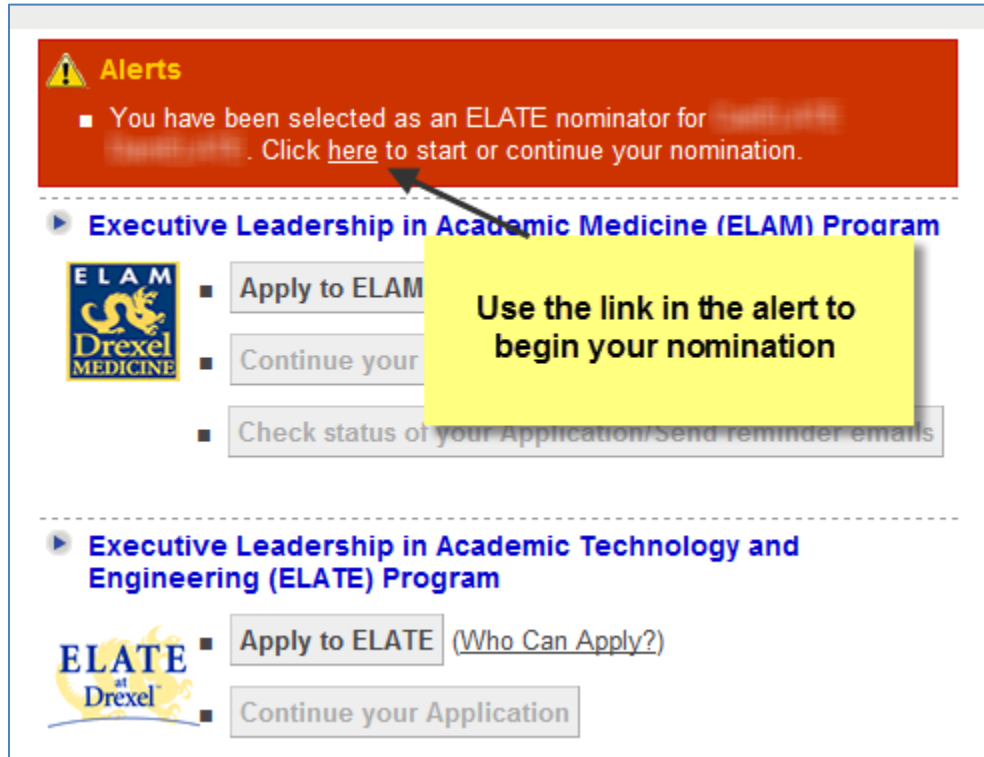

2. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATES will need to register as a new user.
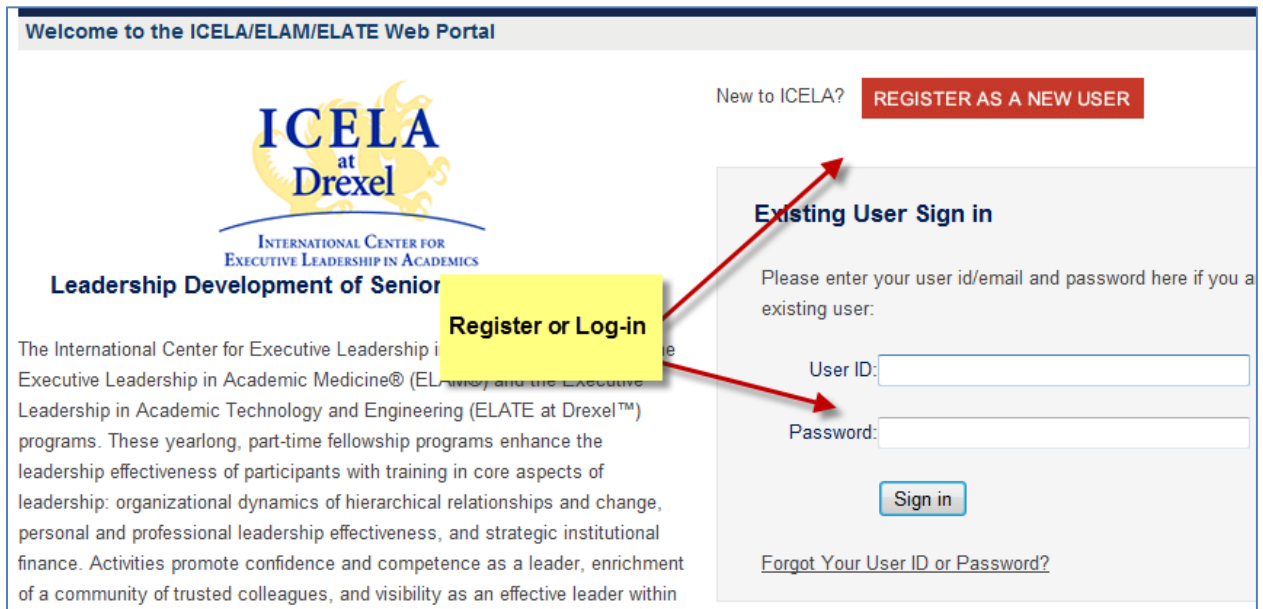
3. Beginning Your Nomination

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.
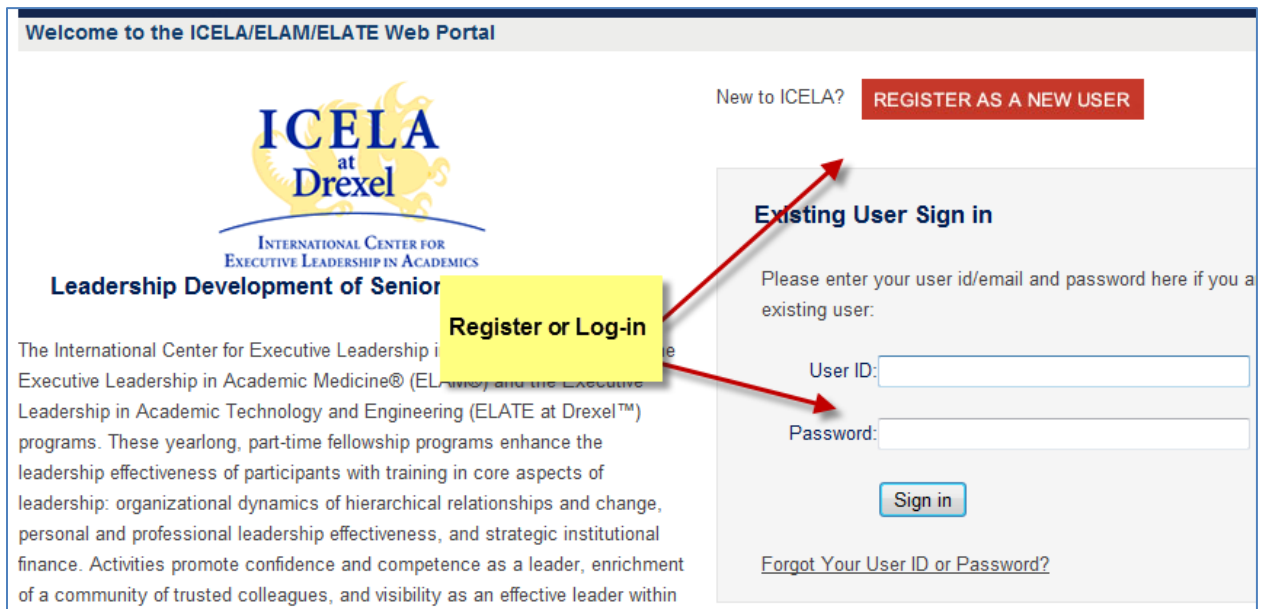
RECOMMENDERS

1. Invitation to Recommend

You will receive an email from the ELATES 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.
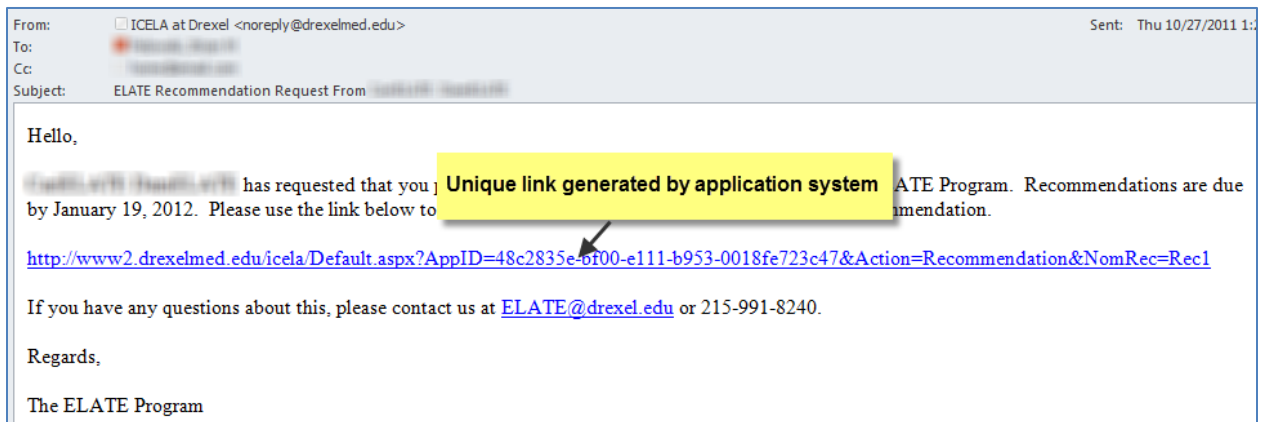
2. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATES 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, <u>you must use the unique link in each email invitation to start each nomination or recommendation</u>.

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.