

2009-05-01

IEEE 802.16-09/0032



**IEEE 802.16
Attendance Log
Instructions**

Using IEEE IMAT[®] Tool

Intro

There are four steps to using this system, only one of which is recurring – the first three are onetime.

Prior to or during the meeting

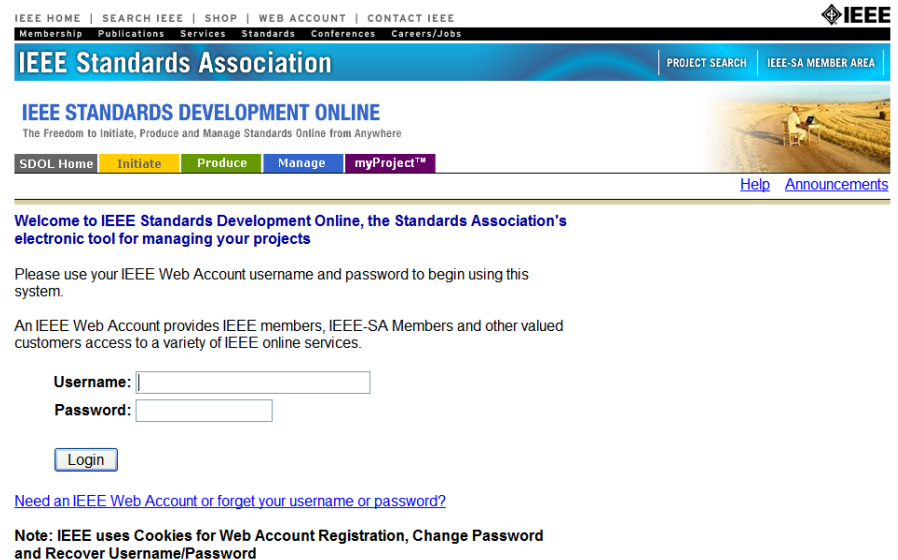
1. (one time) Get a free Web Account if you don't already have one. Keep your contact data in this area up to date.
2. (one time) Add 802.16 to your Interest Areas in myProject if you haven't done so already (it's up to you to keep this updated as needed)

During the Meeting

3. Log onto IMAT <<http://attendance.wirelessman.org>>
4. (Each Meeting Breakout) Register your attendance and affiliation

Step 1: Get a free Web Account

- If you *already* have an IEEE Web Account you can skip to the next step
- Otherwise log onto <http://development.standards.ieee.org> and click on the link to get a Web Account



IEEE HOME | SEARCH IEEE | SHOP | WEB ACCOUNT | CONTACT IEEE

Membership Publications Services Standards Conferences Careers/Jobs

IEEE Standards Association

PROJECT SEARCH IEEE-SA MEMBER AREA

IEEE STANDARDS DEVELOPMENT ONLINE
The Freedom to Initiate, Produce and Manage Standards Online from Anywhere

SDOL Home Initiate Produce Manage myProject™

Help Announcements

Welcome to IEEE Standards Development Online, the Standards Association's electronic tool for managing your projects

Please use your IEEE Web Account username and password to begin using this system.

An IEEE Web Account provides IEEE members, IEEE-SA Members and other valued customers access to a variety of IEEE online services.

Username:

Password:

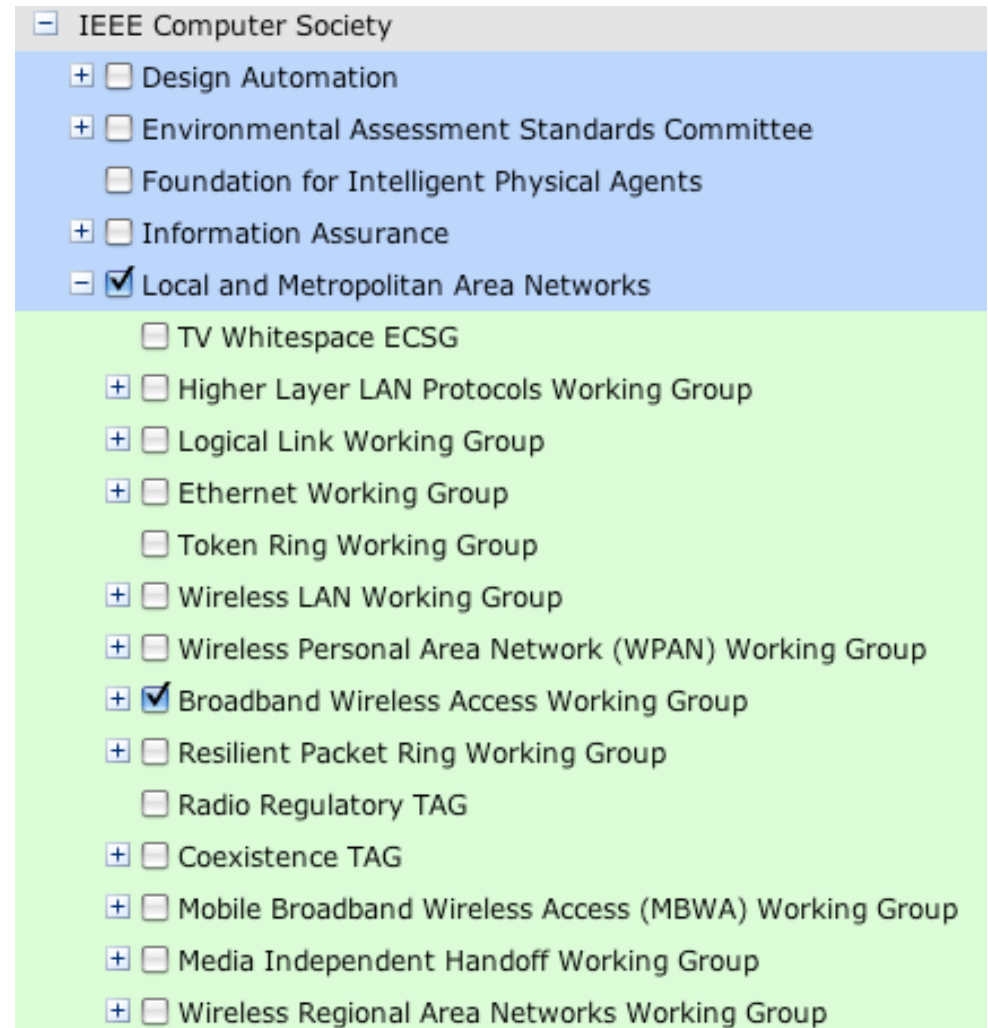
Login

[Need an IEEE Web Account or forget your username or password?](#)

Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password


Step 2: Add 802.16 as a myProject Interest Area

- Go to <http://development.standards.ieee.org>
- and enter your Username (Web Account ID) and password to get into myProject
- If you have already selected your Interest Areas in myProject, you may skip this step; otherwise....
- Select *Manage Activity Profile* and drill down to select the 802.16 “**Broadband Wireless Access Working Group**”
- You will need to specify your affiliation



Step 3: Log onto IMAT

- Go to IMAT using
 - <http://attendance.wirelessman.org>
- Log in with
 - your IEEE Web Account User ID
 - your IEEE Web Account password
- ***Note: You can enter your IEEE Web Account Email Address instead of your IEEE Web Account User ID; you don't need to enter both***



The screenshot shows the IEEE Attendance Tool Login Page. At the top left is the IEEE logo and the text "IEEE". At the top right is "IEEE Attendance Tool". Below the logo is a "HOME" link and the date/time "Mon 20-Apr-2009 16:51:11 EST" and "Guest". The main heading is "Login Page". Below this is a welcome message: "Welcome to the IEEE Attendance Tracking system. This system provides onsite attendance tracking integrated with the IEEE myProject™ system. This system now requires you to log on using your IEEE Web Account information. If you do not yet have an IEEE Web Account, you need to get one before proceeding. You must enter either your IEEE Web Account User ID or Email Address, and Password." There are three input fields: "IEEE Web Account User ID:", "IEEE Web Account Email Address:", and "Password:". A "Log In" button is located to the right of the password field. At the bottom of the page is the copyright notice "Copyright © 2007-2009 IEEE".

Step 4a: Register Your Attendance

- **Select the WG:**
 - ***WG802.16 Attendance***

IEEE
IMAT

Attendance Group List

HOME Logout

Thu Aug 23 19:35:57 2007

Please select a group:

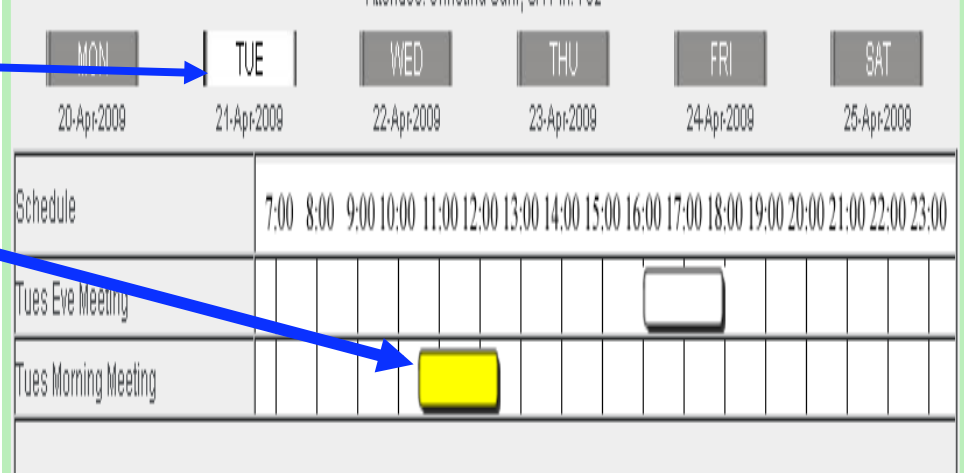
IEEE 802.11

IEEE 802.15

Copyright © 2007 IEEE

Step 4b: Select the Breakout

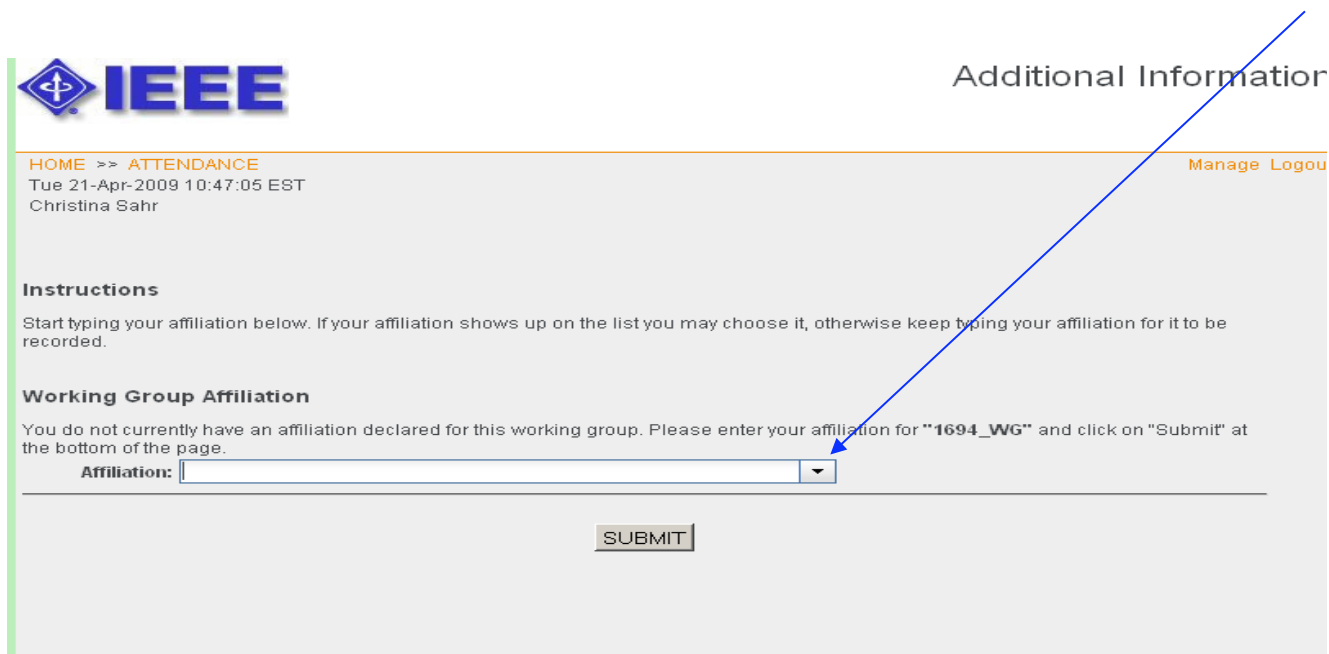
- **Select the Day and Breakout you are attending and update the screen**
 - Note that you will only be able to click a single button in the active timeslot column for the current day
 - Once updated, the column will turn green and your selection will be locked in.
 - Selections may not be changed once the timeslot closes
- Repeat Step 4 for each distinct breakout you attend



| | MON 20-Apr-2009 | TUE 21-Apr-2009 | WED 22-Apr-2009 | THU 23-Apr-2009 | FRI 24-Apr-2009 | SAT 25-Apr-2009 |
|----------------------|--------------------|--|--------------------|--------------------|--------------------|--------------------|
| Schedule | | 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 | | | | |
| Tues Eve Meeting | | | | | | |
| Tues Morning Meeting | | | | | | |

Step 4b: Supply your Affiliation

- You *must* provide an in order to receive credit for your attendance.
- You will be asked your affiliation once for the WG and once again for each unique TG or SG you attend. Start typing your affiliation/ company name and either choose from the dropdown list or continue typing to add.



IEEE Additional Information

[HOME](#) >> [ATTENDANCE](#) [Manage](#) [Logout](#)
Tue 21-Apr-2009 10:47:05 EST
Christina Sahr

Instructions
Start typing your affiliation below. If your affiliation shows up on the list you may choose it, otherwise keep typing your affiliation for it to be recorded.

Working Group Affiliation
You do not currently have an affiliation declared for this working group. Please enter your affiliation for "1694_WG" and click on "Submit" at the bottom of the page.

Affiliation:

Summary

- **Prior to the meeting**
 - **Get a free IEEE Web Account if you do not already have one**
 - **Set up your activity profile in myProject**
- **During the meeting**
 - **Use IMAT to record attendance**
<<http://attendance.wirelessman.org>>
 - **Login to IMAT and register your attendance at each breakout you attend**