

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.

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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 ELATES will need to register as a new user.

Welcome to the ELAM/ELATES/ELH Community Web Portal	
Leadership Development for Senior Academic Women	
	ELATES at Drexel
Drexel University is home to the Executive Leadership in Academic Medicine®	
(ELAM®), the Executive Leadership in Academic Technology, Engineering and	New User REGISTER AS A NEW USER
Science (ELATES at Drexel®), and the Executive Leadership in Health Care®	New User REGISTER AS A NEW USER
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personal and prof	Please enter your user id/email and password here if you are an
finance. Activities promote confidence and competence as a leader, enrichment	existing user:
of a community of trusted colleagues, and visibility as an effective leader within	
the participants' sponsoring organizations and beyond.	User ID:
Learn more about ELAM	Password:
Learn more about ELATES	(passwords are case sensitive)
Learn more about ELH	u
	Sign in
	Forgot Your User ID or Password?
	If you need assistance obtaining access to the portal, please contact us at ELAM:
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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. <u>Please do not forward those emails as the links are unique to each individual</u>.

Invite Your Nominator			
), computer science or arts and science gly suggest you discuss your applicatio	
My nomination will be provided	by the following ind	lividual (select one)*:	
O Dean			
C Provost or President			
√ Other			
Invite Your Recommenders	<mark>ı</mark>	1) Select source of nomina nformation and hit the invite b	
Recommenders		2) Enter information for recor	
Recommendations should cent recommendations are required		invite button to ser	nd an email.
		/	
1. First Name:*:	Middle:	Last Name:*:	
Phone #*:	Email Address*:		
This individual is my supervisor			
Recommendation Status: N/A			
Invite Remind			
×			
2. First Name:*:	Middle:	Last Name:*:	
Phone #*:	Email Address*:		
This individual is my supervisor	CYes ☉No		
Recommendation Status: N/A	x .		
Invite			

4. Application Essay Questions

After you have completed the beginning of the application and identified your nominator and two recommenders, you will be asked to complete a series of short essay questions:

- Briefly describe the range of responsibilities in your current position, including those activities, operations or functions for which you are directly responsible.
- What are your specific 5-year career goals? Be as concrete as possible.
- How will participating in this program help you achieve these goals?
- What do you view as the single most important issue facing your institution?
- If you were the executive in charge, what would you do about this issue?
- What do you view as the single most important challenge your institution presents to you in doing your job?
- What innovative approaches are you taking to meet this challenge?
- If you are at a KEEN eligible institution, would you like to be considered for a KEEN Scholarship for the ELATES fellowship year? If yes, please detail how you will incorporate the KEEN mission and engineering mindset (EM) in your ELATES experience and Institutional Action Project.
- Describe your current or upcoming potential leadership role.
 - In what ways are you or will you be an effective leader?
 - What obstacles did you face or do you anticipate facing in the leadership role?
 - What did you learn from the experience, or what do you hope to learn?

Please note that the application may prompt you to upload your peer-reviewed published work and your CV. This is optional as of the ELATES 2025-2026 fellowship year.

5. 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.

 Alerts You have applied to the 2012-2013 ELATE Program. Click <u>here</u> 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 Apply to ELAM (Who Can Apply?) Continuous Academic Medicine (ELAM) Program Continuous Academic Medicine (ELAM) Pr			
ELATE Apply to ELATE (Who Can Apply?) Drexet Continue your Application End of the status of your Application/Send reminder emails			

Provost or President The provost or president will receive the provost or president will receive	ve an email invitation to no	minate you after you hit the	e send button below.
First Name:*: Jane	Middle:	Last Name:*:	Provost
Phone #*: 999-999-9999	Email Address*: jane@e	example.net	
Nomination Status: N/A			
Invite Remind		for Nomination/Recom	nendation Status
C Other	N/A = nc	ot invited = email has been sent	
wite Your Recommenders	Incompl the online	ete = nominator/recomme system but has not comp te = nominator/recommen	leted their essays
Recommenders Recommendations should come fro recommendations are required.	m a direct supe	iys	ur leade
1. First Name:*: Tom	Middle:	Last Name:*:	Recommender
Phone #*: 999-999-9999 E	mail Address*: tom@exa	imple.net	
	Yes 🖲 No		

NOMINATORS

1. Invitation to Nominate

You will receive an email from the ELATES applicant inviting you to nominate them for the program. You must click the link in this email to access the online system through which you must submit your nomination.

From:	ICELA at Drexel <noreply@drexelmed.edu> Sent: Fr</noreply@drexelmed.edu>	ri 10/28/2011 8:		
To:	P Hatcoll, Hugh 18			
Cc	- Table Sector Control - C			
Subject:	ELATE Nomination Request From			
Hello,				
Gallin's	has requested that ye Unique link generated by application system E Program. Nominations are due	by January		
19, 2012	19, 2012. Please use the link below to log-in to an application proton to complete your normality.			
	ww2.drexelmed.edu/icela/Default.aspx?AppID=48ez835e-bf00-e111-b953-0018fe723c47&Action=Nomination&NomRec=Deau	n		
	·····			
If you ha	nave any questions about this, please contact us at <u>ELATE@drexel.edu</u> or 215-991-8240.			
Regards	S.			
The ELA	ATE Program			

2. Registration/Log-in

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Leadership Development for Senior Academic Women	ELATES at Drexel
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ELAM®), the Executive Leadership in Academic Technology, Engineering and Science (ELATES at Drexel®), and the Executive Leadership in Health Care®	New User REGISTER AS A NEW USER
ELH®) programs Pance the seadership effective f	Existing User Sign in
eadership: organ Register or Log In sange, personal and professional and p	Please enter your user id/email and password here if you are an
nance. Activities promote confidence and competence as a leader, enrichment	existing user:
of a community of trusted colleagues, and visibility as an effective leader within the participants' sponsoring organizations and beyond.	User ID:
earn more about ELAM	Password:
earn more about ELATES	(passwords are case sensitive)
earn more about ELH	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. ELATES: 215-895-1883. ELH: 215-991-8240.

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, <u>you must use the unique link in each email invitation to start each nomination or recommendation</u>.



4. Nomination Essay Questions

The nomination consists of a series of short essay questions about the ELATES fellow nominee. These questions are:

- Why are you nominating this candidate?
- What new knowledge or skills would you like to see the candidate learn during their fellowship year?
- How will you work with and mentor your candidate during and after the fellowship?
- What formal and/or informal leadership role(s) do you anticipate this candidate assuming in the next 3-5 years? How will you support them in this endeavor?
- In support of your fellow, it is expected that you attend the Leaders Forum in March at the end of the ELATES Fellowship. Please provide the contact information of the person who we can reach out to for more information about scheduling.

5. 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 them for the program. You must click the link in this email to access the online system through which you must submit your recommendation.

From:	ICELA at Drexel <noreply@drexelmed.edu></noreply@drexelmed.edu>	Sent:	Thu 10/27/2011 1:
To:	Approximation (Second Second Secon		
Cc:	There exercises and		
Subject	t: ELATE Recommendation Request From		
Hell	lo,		
hr. I	has requested that you Unique link generated by application system ATE Program	n. Recommend	ations are due
by J	anuary 19, 2012. Please use the link below to minerication.		
http	r://www2.drexelmed.edu/icela/Default.aspx?AppID=48c2835e-bf00-e111-b953-0018fe723c47&Action=Recommo	ndation&Nom	Rec=Rec1
If yo	ou have any questions about this, please contact us at <u>ELATE@drexel.edu</u> or 215-991-8240.		
Reg	ards,		
The	ELATE Program		

2. Registration/Log-in

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personal and professional	Please enter your user id/email and password here if you are an
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	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, ELATES: 215-895-1883, ELH: 215-991-8240.

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>.

Alerts You have been selected as an ELATE recommender for Click here to start or continue your recommendation. Executive Leadership in Academic Medicine (ELAM) Program			
E L A M Drexel MEDICINE	Apply to ELAM	Use the link in the alert to begin your recommendation	
	Check status of	s	
Executive Leadership in Academic Technology and Engineering (ELATE) Program			
ELATE •	ELATE Apply to ELATE (Who Can Apply?)		
Drexel	Continue your A	Application	

4. Recommendation Essay Questions

The recommendation consists of a series of short essay questions about the ELATES fellow nominee. These questions are:

- Why are you recommending this candidate?
- What are the candidate's present responsibilities and breadth of experience at their current institution and elsewhere?
- What are the candidate's strengths and weaknesses as they relate to their potential as an institutional leader?
- Within their institution, what is your frank evaluation of the candidate's potential for leadership?
- What position(s) can you envision them assuming in the foreseeable future?
- Additional information you would like to share with us about this candidate.

5. 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.