

Quick Guide for Individuals

How to Join the P1903 WG Activity

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1 Introduction

This quick guide assumes that you have an IEEE account and have used myProject in the past. If you don't have an IEEE account, are new to myProject, or need to manage email notifications, please read Annex A—Getting Started in myProject.

This quick guide was written for individuals interested in standards development with the goal of simplifying the larger, more detailed [myProject User Guide](https://mentor.ieee.org/etools_documentation/bp/myProject) (https://mentor.ieee.org/etools_documentation/bp/myProject) and [Mentor User Guide](https://mentor.ieee.org/etools_documentation/bp/Mentor) (https://mentor.ieee.org/etools_documentation/bp/Mentor) as they relate to individual projects.

NOTE—Screen shots are included in the instructions in both the [myProject User Guide](#) and the [Mentor User Guide](#).

The main goal of the quick guide is to explain the relevance and instructions for managing your activity profile for different user roles (interested user, balloter, WG member).

2 Manage Activity Profile

2.1 Join the Activities

The term “activity profile” refers to the technical activity area(s) in myProject. The areas of interest are categorized by Society, Sponsor, and Working Group.

It is very important for individuals who want to participate in the standards process to understand that their activity profile in myProject must be connected to their actual interests and/or participation in the standards process.

Interested Party and/or Balloter

By joining a Working Group and its Project activity, you will be listed as “interested” in both and will receive notification of working group and project-related information, including the invitation to ballot.

Note: IEEE and/or IEEE-SA members who have joined the activity can join the ballot group and vote on the project during the Sponsor ballot. IEEE and/or IEEE-SA members can ballot on an unlimited number of draft standards. An individual who is not an IEEE-SA member may join a single ballot group by paying a per-ballot fee.

WG Participant

By joining a Working Group and its Project activity, in addition to being listed as “interested” as mentioned above, the Working Group will have the ability to assign you an involvement level (observer, potential member, nonvoting member, voting member) in myProject, based on your participation in meetings and Working Group votes as outlined in the Working Group's Policies and Procedures (P&Ps) (see link to the WG P&Ps at <http://grouper.ieee.org/groups/ngson/>).

New users should read and follow the instructions in 2.2 to join the activity. Existing users should follow the instructions to ensure that the appropriate boxes for COM/SDB/1903_WG and its projects, P1903.1, P1903.2, P1903.3, have been checked in their activity profile.

2.2 *Instructions to Join the Activities*

1. Log in myProject at <https://development.standards.ieee.org/>
2. On the myProject Home Screen, click "**Manage Activity Profile.**"
3. On the "Manage Activity Profile" page, scroll down and click on the "+" sign next to **IEEE Communications Society.**
4. Click on the "+" sign next to the Sponsor, **Standards Development Board.**
5. Scroll down and click on the "+" sign next to the **Next-Generation Service Overlay Network (NGSON) Working Group (COM/SDB/1903_WG).**
6. To join the project activity, scroll down and click to check the boxes next to **COM/SDB/1903_WG** and its three projects, **P1903.1**, **P1903.2**, and **P1903.3.**
7. Click the "**CONTINUE**" button.
8. Confirm your interest area and enter your affiliation information.
 - o The field will auto-populate as you type. Select from the list or type in your company/organization.
9. Click the "**CONTINUE**" button again, and a confirmation screen will show your interested activity area(s) and affiliation(s).

3 *Mentor Privileges and Instructions*

The 1903 Working Group maintains a document repository on the Mentor site at <https://mentor.ieee.org/1903/documents>.

To access the repository, you can switch from myProject to Mentor by clicking the **eTools** tab in the upper-right corner of the screen and selecting "Mentor" from the "SIGN IN TO" dropdown menu. Otherwise, you can follow the instructions below.

Logging In

1. Go to <https://development.standards.ieee.org/my-site>
2. Select "**Mentor**" from the "SIGN IN TO" dropdown menu.
3. Enter your IEEE account username and password and click "**LOGIN**".

Navigating Mentor

After logging in, you will be brought to the main mentor screen.

1. Click the link to Communications (COM) Groups.
2. Click the link to IEEE 1903 Working Group.

[You can also click the “mentor” dropdown menu to navigate to any Mentor group that you are involved in. Mentor menu options will not look alike for all users. Options will depend on what the group has available and your personal involvement level.]

Involvement Level	View public documents?	View private documents?	Post new documents & revisions?	Delete & correct documents?
Interested	Yes	No	No	No
Observer	Yes	Yes	No*	No
Potential Member	Yes	Yes	No*	No
Aspirant Member	Yes	Yes	No*	No
Nearly Member	Yes	Yes	No*	No
Non-Voting Member	Yes	Yes	No*	No
Voting Member	Yes	Yes	Yes	No
Working Group Officer	Yes	Yes	Yes	Yes

* Individuals will be able to post documents and revisions if the group has had the “Documents may be added or revised by any involvement level” feature enabled.

3. In the top left part of the screen, you will see all of the group features that you have access to. Clicking on the “more” dropdown menu will show additional options.
4. Click on any of the features to access it. The feature you are currently using will appear in **bold**.

Downloading a Document

1. From your group’s Mentor area, click “**Documents**” in the top left corner. If you don’t see “**Documents**”, click the “**more**” dropdown menu and select “**Documents**”.
2. Click any of the column headings to sort the document list and click the page number or “**Next**” to view additional documents.
3. Filter the documents by year, group, and other parameters.

4. Click "**Download**" to download a file or right-click "**Download**" and select "save link as" or "save target as" to save the file to a particular location.

Uploading a New Document

1. From your group's Mentor area, click "**Documents**" in the top left corner. If you don't see "**Documents**", click the "**more**" dropdown menu and select "**Documents**".
2. Click "**New Document**".
3. Choose a document group for the document from the "**Group**" dropdown menu.
4. Enter a title for the document
5. Enter an author and/or affiliation. This will display next to the document title in the list.
6. Click "**New Document**" to create the document entry.
7. Click "**Browse...**" and select the document file you would like to upload. There are no restrictions on the type of documents you can upload.
8. If your group allows public access to files, check "**Allow public access to this file**" to allow public access to this document.
9. Click "**Upload Document**" to upload the file.

Revising a Document

Mentor allows users with the appropriate access to post revisions to documents. Revisions do not overwrite the original document, but have the same name and document number. They appear along with the original in the document list with a separate revision number. Revisions have a unique URL and will not show up in place of the original if a revision is linked to directly.

1. From your group's Mentor area, click "**Documents**" in the top left corner. If you don't see "**Documents**", click the "**more**" dropdown menu and select "**Documents**".
2. Click "Revise" next to the document you would like to post a revision to.
3. Enter a new Author and affiliation, if it is different, and click "**Revise Document**".
4. Click "**Browse...**" and select the document file you would like to upload.
5. If your group allows public access to files, check "**Allow public access to this file**" to allow public access to this document.
6. Click "**Upload Document**" to upload the file.

Annex A—Getting Started in myProject

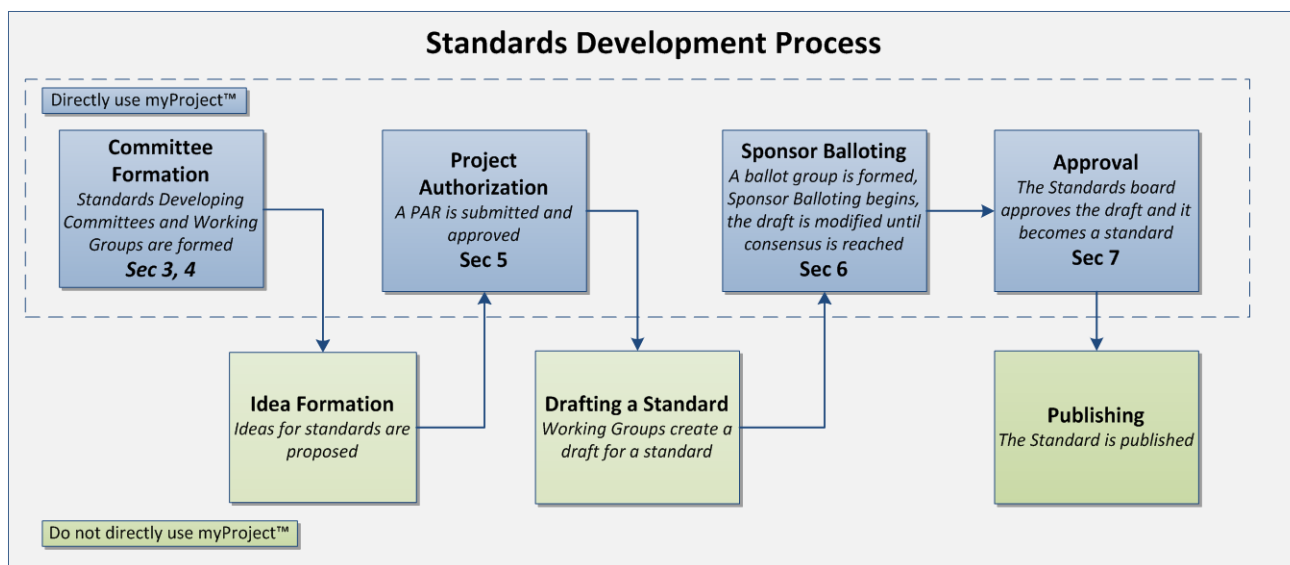
What is myProject?

myProject is a web-based collaboration tool and database that facilitates the IEEE standards process. It is used by IEEE members, staff, and other individuals who want to participate in the standards process.

In order to use myProject, you must have an IEEE account.

- IEEE accounts are free and do not require IEEE or IEEE-SA membership.
- If you do not have an IEEE account, create one by going to: http://www.ieee.org/go/create_web_account.

How is myProject is used in the standards development process?

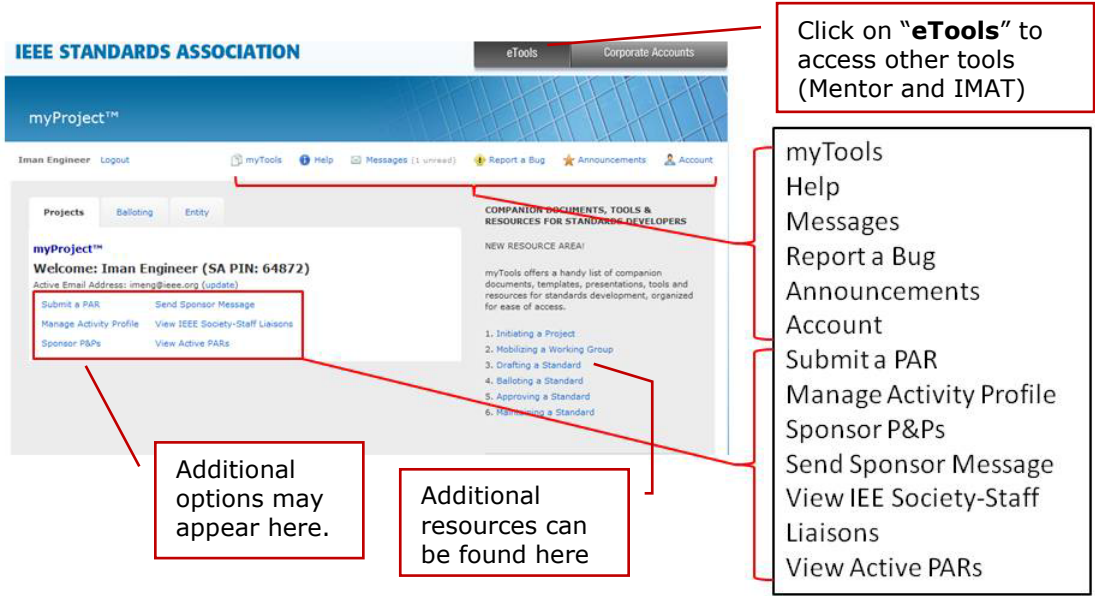


URL for Login

1. Go to <https://development.standards.ieee.org/my-site>.
2. Enter your IEEE account username and password and click "**LOGIN.**"
 - If you do not have an IEEE web account, you can create one by clicking on the "**Need an IEE Web Account?**" link.

myProject Home Screen

The features shown in the screen shot and described in the table below are available to all users. (Additional features may be available based on your specific role and will appear in the lower section.)



Link	Description
myTools	This section will give you access to resources related to the standards process.
Help	Use this link to get the latest information and help related to the screen you are on.
Messages	This screen allows you to view all system notifications. You can also manage your email notifications here.
Report a Bug	This page lets you report a myProject bug to the system administrator.
Announcements	Breaking news about myProject may be found here.
Account	This area allows you to edit your IEE-SA contact information as well as manage your affiliations.
Submit a PAR	This link is for IEEE-SA Members who wish to submit a PAR for consideration by NesCom. It is used for all PAR requests/actions (modify, extend, withdraw).
Manage Activity Profile	Use this screen to join sponsor committees, working groups and projects of interest.
Sponsor P&Ps	This is a comprehensive list of IEEE Sponsor P&Ps (Policies and Procedures) including their acceptance status.
Send Sponsor Message	This feature can be used to send a message to a Sponsor Committee Chair or Working Group Chair.
View IEEE Society-Staff Liaisons	This link brings you to a list of all IEEE Society-staff liaisons.
View Active PARs	This screen provides a view and search function on all active PARs.

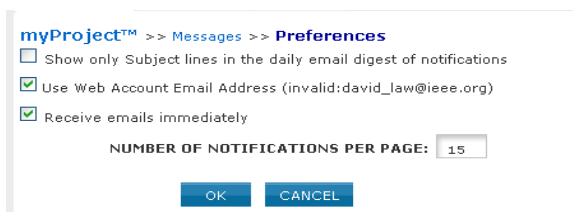
Input/Update Account Information

When you access myProject for the first time, the Account page will open, requesting information. This information is used by the system to notify you of events and tasks, as well as to automatically add your information to some fields, and is maintained separately from your IEEE Web Account information. This information is required, and only asked for once. You can change this information, however, at any time by clicking on the **Account** link on the Home Screen.

Manage Email Notification

myProject users are notified of important events through the myProject "Messages" section as well as through email. The default option is to receive immediate notification by email. If you find that you're receiving too many messages, you may wish to choose the daily email preference.

1. From the myProject home screen, click **"Messages"**.
2. To manage notification preferences, click **"preferences"**.
3. Check the box to activate or deactivate features.



The screenshot shows a web interface for managing email preferences. At the top, it says "myProject™ >> Messages >> Preferences". Below this are three checkboxes: "Show only Subject lines in the daily email digest of notifications" (unchecked), "Use Web Account Email Address (invalid:david_law@ieee.org)" (checked), and "Receive emails immediately" (checked). Below the checkboxes is a text input field labeled "NUMBER OF NOTIFICATIONS PER PAGE:" with the value "15" entered. At the bottom are two buttons: "OK" and "CANCEL".

- "Show only Subject..." when checked will only show subjects in your daily email summary, not the message text.
 - "Use Web Account Email..." when checked will send emails to your primary email address.
 - "Receive emails immediately" when checked will send notification emails as they are generated instead of a daily email digest.
4. Change the "number of notifications per page" to change how many messages appear per page in the list view.
 5. Click **"OK"** to save your changes.