

Quick Guide for Users of myProject™ and Mentor

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1 Introduction

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

Mentor is also a web-based tool that helps groups collaborate and share information. Mentor features are integrated with the rosters in myProject so that groups can maintain WG involvement levels in one place.

1.1 Using the Quick Guide

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 to simplify 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](#).

1.2 Purpose of the Quick Guide

The main goals of the quick guide include:

- Explain the relevance and instructions for managing your activity profile for different user roles (interested user, balloter, WG member, etc.),
- Explain user roles as they relate to the IEEE-SA collaboration tool, Mentor
- Outline the tasks in myProject and Mentor that can be performed by WG officers and designees and provide links to instructions in the [myProject User Guide](#) and the [Mentor User Guide](#).

2 *Manage Activity Profile*

The term “activity profile” refers to the technical activity area(s) in which you are interested from either a general interest standpoint or a specific technical project.

It is very important for IEEE-SA members and 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.

Existing users should review their activity profile to ensure that it reflects their actual user role(s) in the standards process. New users should read and follow the instructions for their desired role(s), as described in this quick guide.

NOTE 1—An individual can have more than one user role. For example, a balloter on one project and a WG member for another project.

NOTE 2—User roles can change. For example, an interested user may eventually become a WG member, and that person would be to update his or her activity profile to reflect the change.

The following user roles are discussed in this section:

- Individuals with an interest in a project (see Interested User in [2.1](#))
- Individuals who want to ballot on draft standards (see Balloter in [2.2](#))
- Individuals who participate or want to participate in standards development (see WG Member/Participant in [2.3](#))
- IEEE-SA members who lead working groups (see WG Officer/Designee in [2.4](#))

Assigned involvement levels in myProject translate to specific user privileges in Mentor. Those privileges are outlined in the subsection for each user role.

NOTE 3—If a WG wants to use the Mentor area for more than posting public documents, the WG officers need to maintain their roster in myProject by assigning involvement levels to participants. See Manage WGs in [3.1.2](#).

2.1 Interested User

If an individual is interested in a project, he or she should join the project activity in myProject.

After joining, the individual is listed as an “interested” user for that project. An interested user receives notification of the invitation to ballot and other project-related information.

An interested user can also view public WG documents (e.g., meeting information, minutes, P&Ps) in Mentor, if made available by the WG.

2.1.1 Join the Activity

1. On the myProject Home Screen, click “**Manage Activity Profile.**”
2. On the “Manage Activity Profile” page, scroll down and click on the “+” sign next to **IEEE Industry Applications Society.**
3. Click on the “+” sign next to the Sponsor, **Petroleum & Chemical Industry.**

NOTE—If you are interested in all projects under the Sponsor, click to check the box next to Petroleum & Chemical Industry.

4. Scroll down and click on the “+” sign next to the **Working Group** of interest.

NOTE—If you are interested in all projects under the Working Group, click to check the box next to the Working Group.

5. To join the project activity, scroll down and click to check the box next to the **Project** of interest.
6. Click the “**CONTINUE**” button.
7. Confirm your interest area and enter your affiliation information.
 - o Select from the list or type in your company/organization.
8. Click the “**CONTINUE**” button again, and a confirmation screen will show your interested activity area(s) and affiliation(s).

2.1.2 View Public Documents

For a list of IAS/PCIC working groups that use mentor, go to <https://mentor.ieee.org/bp/StartPage>. Click the link to Industry Applications Groups and find the list of Working Groups using Mentor.

NOTE—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.

2.2 *Balloter*

If an individual wants to ballot on a draft standard, he or she must join the project activity in myProject in order to receive notification of the invitation to ballot and other project-related information.

NOTE—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.

After joining, the individual is listed as an “interested” user for that project.

An interested user can also view public WG documents (e.g., meeting information, minutes, P&Ps) in Mentor, if made available by the WG.

2.2.1 *Join the Activity*

1. On the myProject Home Screen, click “**Manage Activity Profile.**”
2. On the “Manage Activity Profile” page, scroll down and click on the “+” sign next to **IEEE Industry Applications Society.**
3. Click on the “+” sign next to **Petroleum & Chemical Industry.**

NOTE—If you want to receive invitations for all projects under the Sponsor, click to check the box next to Petroleum & Chemical Industry.

4. Scroll down and click on the “+” sign next to the **Working Group.**

NOTE—If you want to receive invitations for all projects under the Working Group, click to check the box next to the Working Group.

5. To join the project activity, scroll down and click to check the box next to the **Project** for which you’d like to ballot.
6. Click the “**CONTINUE**” button.
7. Confirm your interest area and enter your affiliation information.
 - o Select from the list or type in your company/organization.
8. Click the “**CONTINUE**” button again, and a confirmation screen will show your interested activity area(s) and affiliation(s).

2.2.2 *View Public Documents*

For a list of IAS/PCIC working groups that use mentor, go to <https://mentor.ieee.org/bp/StartPage>. Click the link to Industry Applications Groups and find the list of Working Groups using Mentor.

NOTE—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.

2.3 *WG Member/Participant*

This subsection is written for individuals who participate or want to participate in standards development. They must join the relevant project and working group activities in myProject.

After joining both activities, the individual is listed as an “interested” user for the project and working group and receives notification of invitation to ballot. An interested user can also view public WG documents (e.g., meeting information, minutes, P&Ps) in Mentor, if made available by the WG.

If a WG assigns involvement levels (observer, aspirant, nonvoting, voting) to individuals listed on the WG roster in myProject, additional privileges are available to working group members and participants in Mentor (e.g., view private WG documents). (See Mentor Privileges and Instructions in 2.3.2.)

2.3.1 *Join the Activity*

1. On the myProject Home Screen, click “**Manage Activity Profile.**”
2. On the “Manage Activity Profile” page, scroll down and click on the “+” sign next to **IEEE Industry Applications Society.**
3. Click on the “+” sign next to **Petroleum & Chemical Industry.**
4. To join the working group activity, scroll down to the **Working Group** of interest and click to check the box next to the Working Group.
5. To join the project activity, scroll down to the **Project** of interest and click to check the box next to the Project.
6. Click “**CONTINUE.**”
7. Confirm your interest area and enter your affiliation information.
 - Select from the list or type in your company/organization.
8. Click “**CONTINUE**” and a confirmation screen will show your interested activity area(s) and affiliation(s).

2.3.2 *Mentor Privileges and Instructions*

NOTE—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.

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

1. After logging in, you will be brought to the main mentor screen. Mentor menu options will not look alike for all users. Options will depend on what the group has available and on 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
Mentor Staff	Yes	Yes	Yes	Yes
Staff Liaison	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.

2. Click the "mentor" dropdown menu to navigate to any Mentor group that you are involved in.
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.

2.4 *WG Officer/Designee*

You must be an IEEE-SA member in order to be appointed as a WG officer or designee. You must also *join* the project and working group activities before you can be assigned the officer/designee role in myProject, which allows you to manage the WG and/or project tasks in myProject and Mentor (see Section 3).

2.4.1 *Join the Activity*

1. On the myProject Home Screen, click "**Manage Activity Profile.**"
2. On the "Manage Activity Profile" page, scroll down and click on the "+" sign next to **IEEE Industry Applications Society.**
3. Click on the "+" sign next to **Petroleum & Chemical Industry.**
4. To join the working group activity, scroll down to the **Working Group** for which you have been appointed as officer/designee and click to check the box next to the Working Group.
5. To join the project activity, scroll down to the **Project** for which you have been appointed as officer or designee and click to check the box next to the Project.
6. Click "**CONTINUE.**"
7. Confirm your interest area and enter your affiliation information.
 - o Select from the list or type in your company/organization.
8. Click "**CONTINUE**" and a confirmation screen will show your interested activity area(s) and affiliation(s).

For WG officers other than the Chair and designees only:

9. After joining the project and WG activities, send a confirmation email to the WG Chair, with cc to Lisa Perry (l.perry@ieee.org), stating that you joined the activities. You must include your IEEE account username in the message.
10. After you have been assigned as WG officer/designee, you will receive a system-generated notification by email.

For WG Chairs only:

9. After joining the project and WG activities, send a confirmation email to the Standards Subcommittee Chair, Will McBride (Wille.McBridePE@ieee.org), with cc to Lisa Perry (l.perry@ieee.org), stating that you joined the activities. You must include the project number and your IEEE account username in the message.
10. After you have been assigned as WG Chair, you will receive a system-generated notification by email.
11. **FINAL STEP:** After notification in step 10, you must log in myProject. You will be prompted with a message informing you that you have been selected to serve as Chair, and you must click "**Accept.**"

2.4.2 *What is Mentor?*

Mentor is a tool that is integrated with the rosters in myProject and includes several features to help groups collaborate and share information. Features include:

- Documents – A repository for public and private document files
- Wiki – An easy way to create web pages and link to content both within and outside of Mentor
- ePolls – A tool that gives groups the ability to conduct ballots and gather comments
- Calendar – A shared calendar with iCal download capabilities
- Mail – A simple way to send email to your entire group

Involvement levels are maintained in myProject. See the section on myProject tasks for WG officers/designees.

2.4.3 *Request a Mentor Area for Your WG*

If a WG would like to use the Mentor tool, please contact Lisa Perry (l.perry@ieee.org) to request setup of the WG area. The WG must then ask or remind the participants to join (or verify) the project and working group activities, as described in this guide. The WG then assigns involvement levels in myProject, which translate to specific privileges in Mentor for participants.

2.4.4 *Getting Started in Mentor*

Once you have assigned involvement levels for WG participants, you can start using the Mentor area.

NOTE 1—In order to use the Documents feature in Mentor, the WG officers must first set up the document groups. See Creating Document Group in [3.2](#).

NOTE 2—“Editor” access (write access to the Wiki, Document and Files areas) can be assigned regardless of involvement level in the group. The is true for mail subscriptions—

3 Tasks for WG Officers/Designees

3.1 myProject Tasks

Once assigned as a WG officer/designee, you can perform PAR-, WG-, or ballot-related tasks as outlined in the following tables.

NOTE 1—Assigning involvement levels to WG participants falls under Managing WGs below.

NOTE 2—Click the links under the section column to access the instructions in the [myProject User Guide](#).

3.1.1 PAR Submission and Approval Process

PAR-related task	Section in myProject User Guide	Applicable user(s)
Submit a PAR for a new IEEE standard	5.1	IEEE-SA members
Saving, editing, sharing and deleting a draft PAR	5.2	IEEE-SA members
Submit a PAR for a revision, corrigendum, or amendment	5.3	IEEE-SA members
Modify an approved PAR	5.4	IEEE-SA members
Extend an existing PAR	5.5	IEEE-SA members
Withdraw an approved PAR	5.6	IEEE-SA members
Respond to NesCom comments about a PAR	5.10	PAR submitter, WG Chair

3.1.2 Manage WGs

WG-related task	Section in myProject User Guide	Applicable user(s)
Assign/change a WG officer	4.5	WG Chair only
Manage WG roster		
Select involvement levels	4.7	WG officers
Assign involvement levels	4.8	WG officers
Assign/change a WG designee	4.9	WG officers
Send notification to balloting group	4.11	WG officers

3.1.3 Sponsor Balloting

Ballot-related task	Section in myProject User Guide	Applicable user(s)
Submit a draft for MEC	6.1	WG Chair or Sponsor Ballot Designee
Initiate ballot invitation	6.2	WG Chair or Sponsor Ballot Designee
Extend ballot invitation	6.3	WG Chair or Sponsor Ballot Designee
Initiate a sponsor ballot or recirculation	6.10 , 6.18	WG Chair or Sponsor Ballot Designee
View ballot summary	6.13	WG officers
Submit rogue comments	6.15	WG officers
Comment resolution	6.16	WG Chair or Sponsor Ballot Designee
Replace a draft for balloting	6.17	WG Chair or Sponsor Ballot Designee

3.1.4 Final Approval

Ballot-related task	Section in myProject User Guide	Applicable user(s)
Submit a project to RevCom	7.1	WG Chair or RevCom Designee

3.2 Mentor Tasks

NOTE—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.

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**”.

Mentor Privileges and Navigation

1. After logging in, you will be brought to the main mentor screen. Mentor menu options will not look alike for all users. Options will depend on what the group has available and on your personal involvement level.

Mentor privileges are shown in the table on the following page.

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
Mentor Staff	Yes	Yes	Yes	Yes
Staff Liaison	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.

2. Click the "mentor" dropdown menu to navigate to any Mentor group that you are involved in.
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**.

Creating and Managing Document Groups (Officers only)

In order to use the documents area in Mentor, you must first set up document groups. These groups are used as categories for your documents and users can filter documents according to categories.

1. From your group's Mentor area, click "**Document Groups**" in the top left corner. If you don't see "**Document Groups**", click the "**more**" dropdown menu and select "**Document Groups**".
2. In the box under "File Code", enter a four character abbreviation for the group name.
3. In the box under "Display Name", enter the name for the name for the group.
4. Click "**Update**" to save your changes.
5. Click "**More Rows**" if you need more rows for additional document groups.
6. You may change the "Display Name" at any time, but you may not change the "File Code" or delete a group.

7. Check the box under "Active" to deactivate the group. This will prevent new documents from being uploaded to the group, but users will still be able to view documents and post revisions.

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.

Correcting a Document (Officers Only)

The correct feature can be used to change the displayed name of a document, change the author, change public access or replace the document file. This option does not alter the file name or URL.

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 "**Correct**" next to the document you would like to change.
3. Make any necessary changes to the title, author, or public access.
4. If you would like to overwrite the file, click "**Browse...**" and select the document file you would like to upload.
5. Click "**OK**" to save any changes and/or upload the new file.

Deleting a Document (Officers Only)

Deleting a document will delete the file associated with the document. Deleting the document a second time will delete the entire entry.

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 "**Delete**" next to the document you would like to delete.
3. Click "**Delete**" to confirm the deletion of the document file.
4. You will now see "PENDING" under the "Uploaded" column because there is no longer a file associated with this document. To delete the document entry, click "**Delete**" next to the document.
5. Click "**Delete**" to confirm the deletion of the document file.

Annex A—Getting Started in myProject

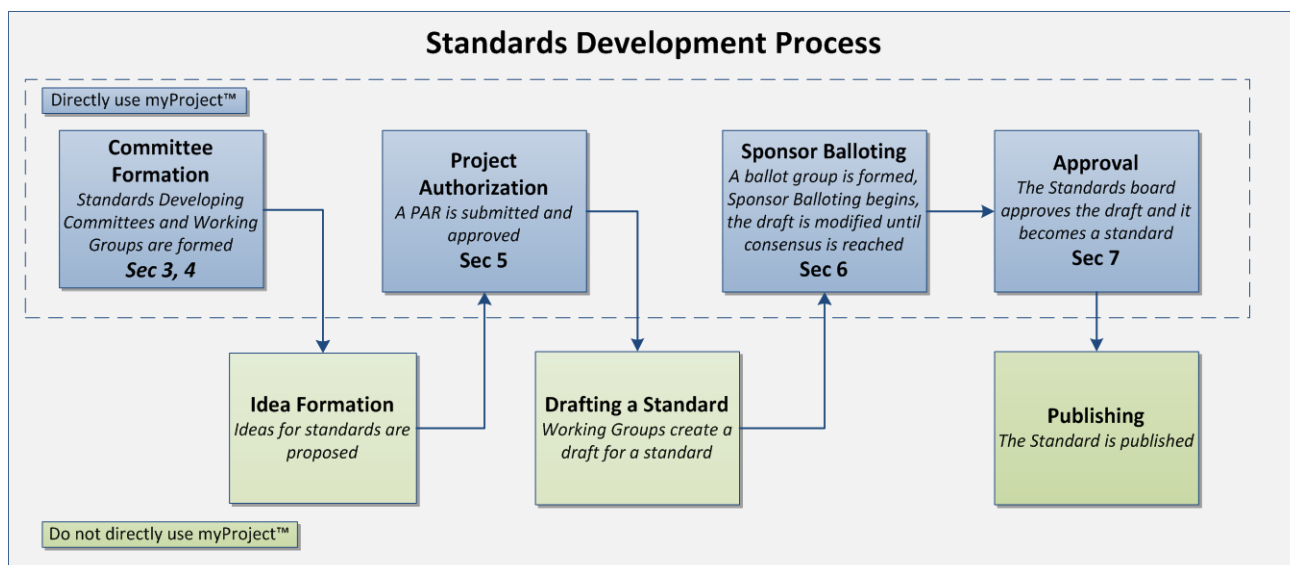
What is myProject?

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?

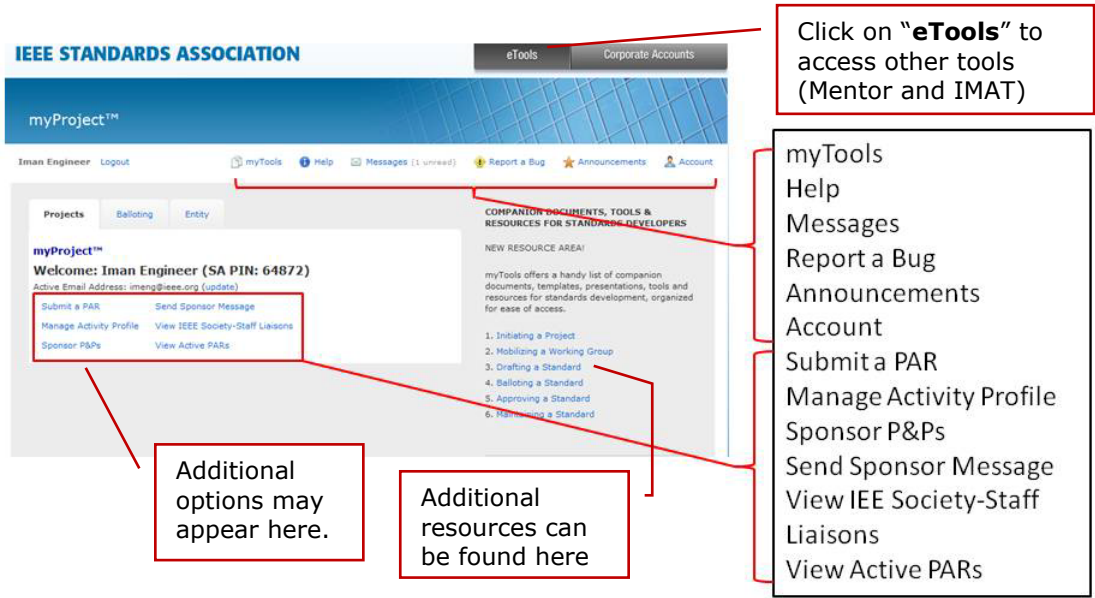


URL for Login

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.

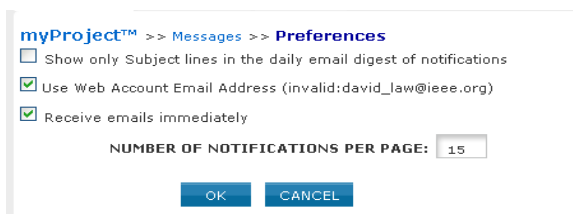
Input/Update Account Information

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 the 'myProject™ >> Messages >> Preferences' interface. It contains 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 these is a text input field labeled 'NUMBER OF NOTIFICATIONS PER PAGE:' with the value '15'. At the bottom are 'OK' and 'CANCEL' buttons.

- “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.