

Tutorial IEEE: Officers vTools



IEEE volunteer tools (vTools)

O vTools é uma plataforma disponível para a apresentação, recompilação e busca dos reportes apresentados pelos diretores dos ramo estudantis.

Este não é somente um compromisso assumido pelos diretores do Ramo Estudantil, mas também um meio pelo qual o IEEE conhece o funcionamento do seu ramo. Assim ele pode desenvolver programas que sirvam para melhorar as suas atividades estudantis.

Para mais informações acesse: <http://sites.ieee.org/vtools/>.

Principais Ferramentas vTools utilizadas pelos Ramos Estudantis

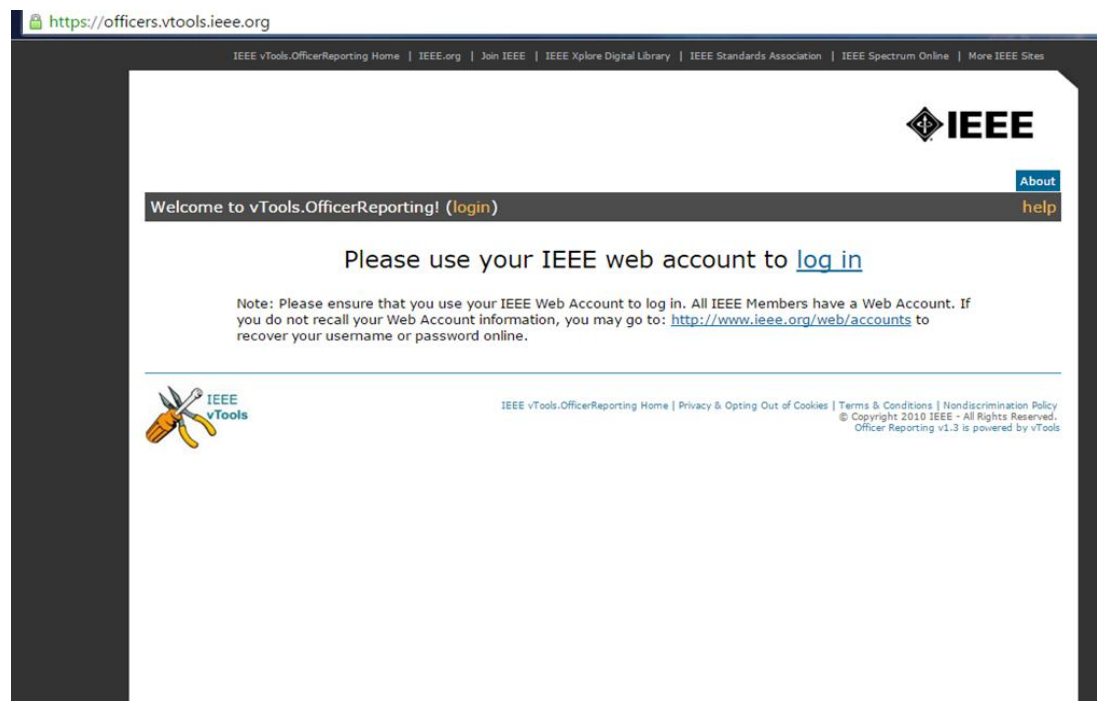
→ <https://officers.vtools.ieee.org/> : Reportar ou adicionar novos cargos

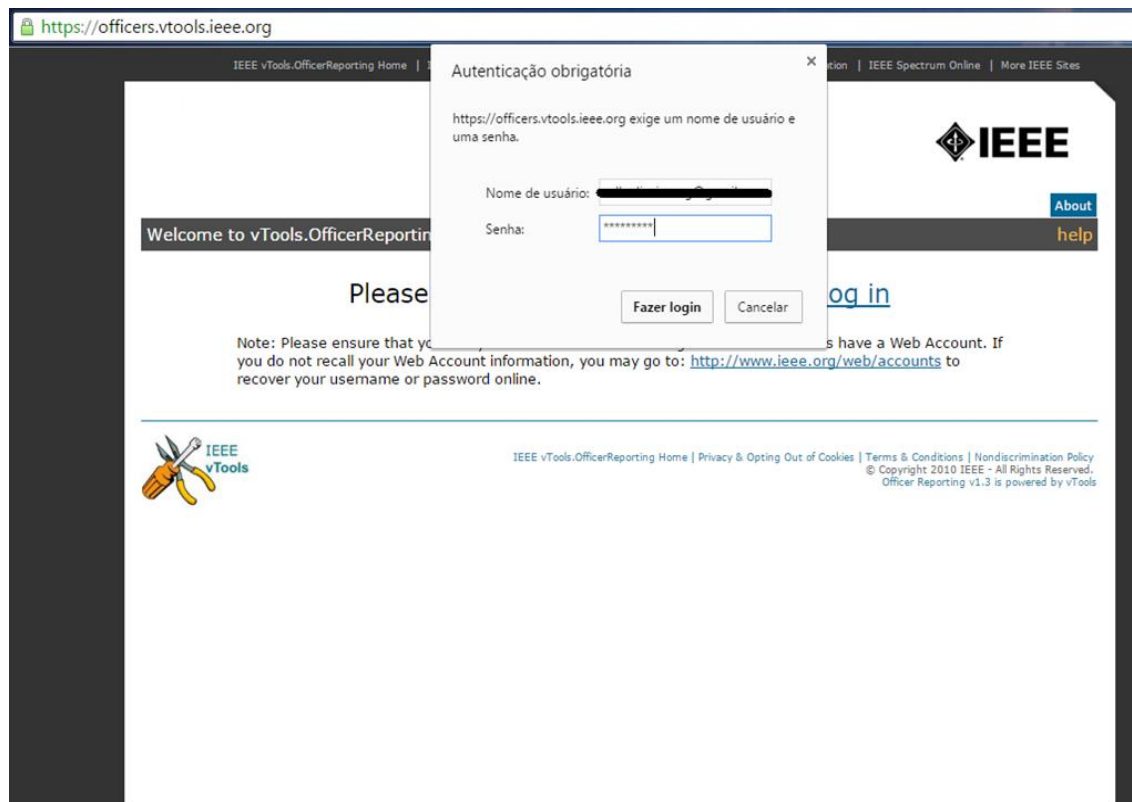
Um dos aspectos mais importantes para o sucesso de um Ramo Estudantil é manter-se em contato com o Presidente Regional de Atividades Estudantis (RSAC), com o Representante Estudantil Regional (RSR) e com o Presidente de Atividades Estudantis da Seção (SSAC). Para tal finalidade é importante que essas pessoas saibam os nomes atualizados dos presidentes que dirigem os distintos ramos.

→ <https://sbr.vtools.ieee.org/> : Reportar as atividades do Ramo Estudantil (até 1 de novembro).

Officers vTools

Acesse o site <https://officers.vtools.ieee.org/>





Conecte-se usando os dados de sua conta web (são os mesmos do MyIEEE).

Todos podem entrar no site, mesmo que não sejam diretores de seus ramos.

Caso não consiga fazer login diretamente na página, basta conectar-se ao www.ieee.org e atualizar o site do vTools.

https://officers.vtools.ieee.org/tego_/reports/new

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help

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

Uni

AFFINITIES

1-HJ9J03 - New Haven Univ Of, Zeta Rho
GD80014 - Tunisia Section Affinity Group, YP
GD80049 - United Arab Emirates Affinity Group, YP
HKN001 - Illinois Univ Of-Urbana , Alpha
HKN002 - Purdue Univ, Beta
HKN003 - Ohio State Univ, Gamma
HKN005 - Pennsylvania State Univ, Epsilon
HKN0051 - Howard Univ , Lambda Gamma
HKN006 - Case Western Reserve University, Zeta
HKN0061 - Florida A&M Univ, Lambda Delta
HKN008 - Wisconsin Univ Of-Madison, Theta
HKN009 - Missouri Univ Of-Columbia, Iota
HKN010 - Cornell Univ, Kappa
HKN011 - Pennsylvania Univ Of, Lambda
HKN012 - University of California-Berkeley, Mu
HKN013 - Iowa State Univ , Nu
HKN014 - Auburn Univ, Xi
HKN015 - Minnesota Univ Of , Omicron
HKN016 - Oregon State Univ, Pi
HKN017 - Colorado Univ Of-Boulder, Rho
HKN018 - Carnegie Mellon Univ, Sigma
HKN019 - Cincinnati Univ Of , Tau
HKN020 - Southern California Univ Of, Upsilon

Select Unit

Please enter unit's name or code on the left to select your unit.

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Uma vez dentro do sistema, é possível acessar qualquer ramo.

https://officers.vtools.ieee.org/tego_/reports/new

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Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. (show more)

UNIVERSIDADE DE BRASILIA

Please enter unit's name or code on the left to select your unit.

AFFINITIES

SBA12381 - Universidade de Brasilia, WIE

STUDENT BRANCHES

STB12381 - Universidade de Brasilia

STUDENT BRANCH CHAPTERS

SBC12381A - Universidade de Brasilia, RA24

SBC12381B - Universidade de Brasilia, EMB18

SBC12381C - Universidade de Brasilia, AES10

SBC12381D - Universidade de Brasilia, E25

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Coloque o nome da sua universidade ou apenas alguma palavra-chave (o sistema auto-completará e lhe dará as opções).

Em seguida clique em “select unit”

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Successfully changed organizational unit

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

SBC12381D - Universidade de Brasilia, E25

[Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Advisor	
<input type="radio"/>	Chair	



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Essa página mostra os dados dos cargos existentes.

Para trocar um cargo existente

Selecione o cargo que queira trocar .

Clique em "Add officer".

https://officers.vtools.ieee.org/tego_/reports/new

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Successfully changed organizational unit

Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

Select Unit SBC12381D - Universidade de Brasilia, E25

Add Officer Vacate Position [Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Advisor	[REDACTED]
<input checked="" type="radio"/>	Chair	[REDACTED]

End Term

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	

Officer Reporting - Google Chrome


https://officers.vtools.ieee.org/reports/add_officer

Member Number

Please note that all IEEE numbers are 8 digits long and can have one or more leading 0s. For example, 56439271 or 00237198. If you don't know the officer's member number, you can look it up in [SAMIEEE](#) or [contact IEEE staff](#) for help.

Term Start Date:

Please note that new officers must be validated prior to the submission

 **IEEE**

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changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text

[Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Advisor	<input type="text"/>
<input checked="" type="radio"/>	Chair	<input type="text"/>

	Last Name	First Name	Start Date	End Date
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Abrirá uma nova janela. Nela deve-se completar somente o número de membresia e a data em que o voluntário iniciou no cargo.

Click em "validate & Submit"

Para acrescentar um cargo

https://officers.vtools.ieee.org/tego_/reports/new

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Successfully changed organizational unit


Instructions: To view current officers and report changes to the officer roster type in a name of the unit or its SPO ID (aka geocode) in the text box below. ([show more](#))

[Select Unit](#) SBC12381D - Universidade de Brasília, E25

[Add Officer](#) [Vacate Position](#) [Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Advisor	
<input type="radio"/>	Chair	

[Confirm Changes](#)

 IEEE vTools

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Clique em “Request a new officer position”.

You can send us a message up to 1000 characters long. Please note that our normal business hours are Monday - Friday, 8:30 AM - 5:00 PM Eastern Standard Time excluding holidays.

Please provide your name, e-mail address, IEEE member number (optional), organizational unit, and the message.

To select organizational unit type in a name of the unit or its SPO ID (aka geocode) in the text box. When you start typing a name, the system will use auto assist technology and come up with a list of possible organizational units, based on the text you type. Click on the name in the drop-down menu shown to select your organizational unit.

Click on "Send" button when you are ready to send the message.

Your name*

Your e-mail address*

Your member number

Organizational Unit*

Your message*

*Required

Preencha com os dados do voluntário e envie o pedido.

Se você for possuir um cargo administrativo dentro do unidade para qual o pedido esta sendo requisitado, a mudança será feita imediatamente. Entretanto se você não possuir, o pedido será analisado pela equipe do IEEE podendo ou não ser aceito.

Referência

http://es.moreieee.wikia.com/wiki/Presentaci%C3%B3n_de_Informes .
Consultado em 22 de abril de 2016.

Contatos

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23 de Abril de 2016