



Fulbright U.S. Scholar Program Participant Portal:

Reference Guide for Participants



Welcome to the IIE Participant Portal

Dear U.S. Scholar,

Congratulations on your Fulbright U.S. Scholar award! This document will guide you through the process of accessing and using the [IIE Participant Portal](#). The IIE Portal is an online system that allows grantees to submit documents, review personal and grant-related information on file with IIE, and find contact information for their IIE Program Advisor.

We will cover how to review the addresses and other information IIE has on file for you, how to upload required documents, and how you can find contact information for your IIE Program Advisor.

We hope that the portal and this guide will be useful tools for you as you prepare to depart on your grant, and while you are in your host country!

Sincerely,

The Fulbright U.S. Scholar Program Management Team



Logging into the Participant Portal

To navigate to the IIE Participant Portal, you can follow the link below by pasting it into your web browser:

<https://connect.iie.org/user/login>

The link to the Portal can also be found at the U.S. Scholar Resource Page (<https://fulbrightscholars.org/us-scholar-grantee-resources>) and in the introductory email you received from your IIE Advisor. **We strongly recommend you add the portal as a favorite page or bookmark in your web browser of choice!**

Once you have navigated to the Portal, you will see a **login box** in the middle of your screen:

Email address

Enter your e-mail address or username.

Password

[Forgot Password](#)

Log in

If this is your first time accessing the Portal, **click on Forgot Password** to generate a temporary password. You will be asked to **enter your email address and click "Send"**. Please enter the email address you listed on your Fulbright application:

Email address

Send

[Back](#)

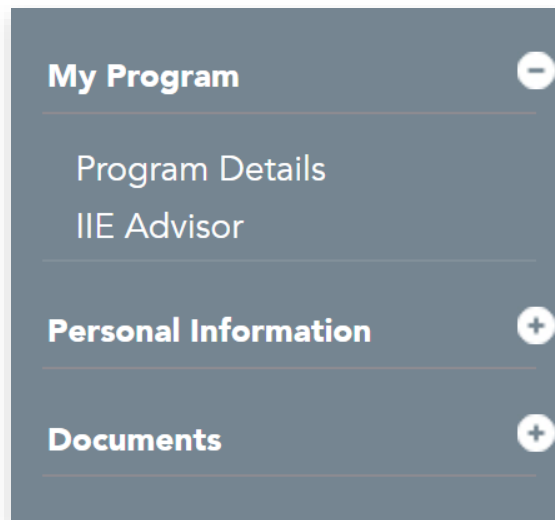
A **temporary password** will arrive in your email account. You may then return to the home page, enter your email address as your username, and use the temporary password to log into the Portal. You will also be asked to set a permanent password when logging in for the first time. If you ever lose your password you can follow the instructions above to make a new one. **Note your Portal password in a secure location.**



Navigating the Portal and Reviewing Your Information

For all participants who will pursue their Fulbright grant in the European Union, you will be required to review Fulbright's privacy statement that outlines how IIE and your sponsors handle your personal information as part of the administration of your program. After reviewing the privacy statement, you will be asked to consent within the portal. If you have any questions about this process or the privacy statement, please contact your IIE Advisor. After you have successfully logged into the portal for the first time, we recommend that you take a moment to review your personal information. This will help you to see what IIE has on file and to contact your **IIE Advisor** to make any changes.

You can review your personal information and find your IIE Advisor's contact information by clicking on the **My Program** and **Personal Information** menu options, located on your Portal home screen:



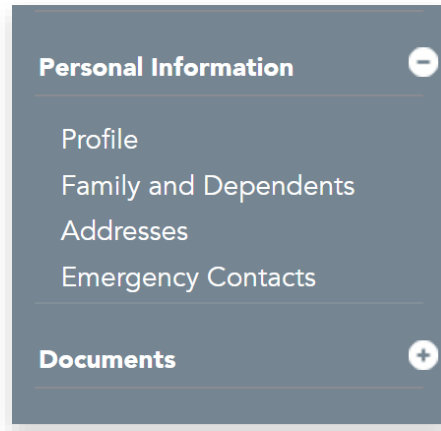
By clicking on **Program Details**, you will be able to view your world region, program country type, and program name. If you see that any changes are necessary, please contact your IIE Advisor. You can find your IIE Advisor's name and contact information under the **IIE Advisor** submenu. You can also find your IIE Advisor on our website: [here - Fulbright U.S. Scholar Program Staff](#).

Your on-file address, name, and other contact information can be reviewed by clicking on **Personal Information**:



Navigating the Portal and Reviewing Your Information

To review and update your address information, first click on **Addresses**. You will see a screen listing your U.S. (or other)



mailing address, and your **physical address**. The physical address is the address where you are residing while on-grant in your host country. If you need to update your phone number or the dates when you will be using either of these addresses, just click the **Update Phone Number and Dates button**.

Addresses

Listed below are the addresses IIE has on record as your current addresses. IIE requires both a **physical** and a **mailing address**, even if these addresses are the same.

Physical Address is your address in the host country during your Fulbright grant.*

Mailing Address is your mailing address in the United States.

*If you know you will be moving in the future, please make sure to add an end date to your current physical address as soon as you know you will be moving. Once you move, we ask that you update your new address on the portal within 48 hours.

[Add New Address](#)

| | | | |
|--|------------------------|--|------------------------|
| Physical Address | Modify | Mailing Address | Modify |
| 67 Main Street Alexandria, VA USA, 22314 | | 750 S Washington StB33 Alexandria, VA USA, 22314 | |
| Primary Phone: +1 202 2469677 | | End Date : 31-Mar-2018 | |
| Alternate Phone: +1 202 2469678 | | Start Date: 07-Feb-2018 | |
| End Date : 30-Apr-2018 | | | |
| Start Date: 10-Feb-2018 | | | |

[Update Phone Number and Dates](#)

[Update Phone Number and Dates](#)

To add a **new** mailing or physical address, click the **Add New Address** button and complete the required fields.

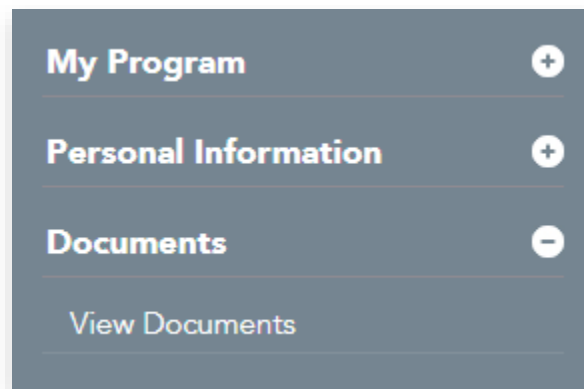


Submitting Required Documents

IIE is responsible for collecting required documents from all Fulbright U.S. Scholar participants as outlined on the U.S. Scholar Resources Page. If you have questions about which documents you are required to upload to the Portal, please contact your IIE Advisor for guidance.

Your uploaded documents should be submitted in the **PDF** format if possible. The portal will also allow for uploads of image files and Microsoft Word documents. **For Apple/Macintosh users:** the .pages file format is not compatible with the IIE Portal. We recommend converting any .pages files you may need to upload to a PDF format before submitting them.

To begin uploading your documents, click into the Documents menu and then click View Documents:



You will be taken to your **Documents** page. This is where you can view the documents you have submitted, their approval status, and upload new documents.



Submitting Required Documents

To begin uploading documents, click into a Document Category (e.g. Proof of Citizenship, Terms & Conditions) on your Documents page.

Once you have selected a document category, please carefully read the displayed instructions. There are **four** required document categories: **Proof of Citizenship, Medical Form, Grant Authorization Document, and Terms & Conditions.**

For example, selecting the category "Proof of Citizenship" will display instructions on who is and is not required to submit this document to IIE:

Document History

The most recent version of your document as well as its status appear below. To see previous versions, click "Document History" below.

[Return to Document Grid?](#)

Document Category: Terms & Conditions
Status: Not Submitted
Most Recent Version Uploaded: .

Instructions:

Please download the [Terms & Conditions](#) document. Please carefully read, sign and date, and upload the signed version here.

[Upload Document](#)

Files Attached

| FILENAME | CREATED DATE | FILE SIZE | STATUS |
|----------|--------------|-----------|--------|
|----------|--------------|-----------|--------|

No files attached!



Submitting Required Documents

To **upload** a document select Upload Document and then click on “Choose File.” This will open a dialog box where you can navigate to the desired file and select it for upload:

Update My Documents

Instructions:
Please download the [Terms & Conditions](#) document. Please carefully read, sign and date, and upload the signed version here.

Document Category

Terms & Conditions

File Name - File size must be less than 16 MB*

Choose File No file chosen

Save

Please be sure your document file is named using this format: *Grantee Last Name_First Name_Document Type*

Once you have selected your file, just click the **Save** button and your document will be uploaded for review by IIE.

File Name *

Choose File Fulbright U.S. Scholar Program Payment Processes.pdf

Save

To **update** a document you have already submitted (for example, if you have received an amended grant award document), you can click **Update** on the main Documents page.



Submitting Required Documents

Once you have uploaded your document, IIE will receive it for processing. You will receive an automated email noting approval or rejection of your document when it has been reviewed. If your document is rejected, your email will include instructions or a request for revisions. After you have made the necessary revisions, you can resubmit the document. If you have any questions or concerns about a rejected document, contact your IIE Advisor.



Frequently Asked Questions

Q: I'm having problems logging into the Portal! Who can I contact for help?

A: Try resetting your password by clicking the "Forgot Password" link. You should receive a temporary password. Please be sure to check your spam or junk mail folder. If resetting your password does not resolve the issue, there is a [link](#) on the Portal homepage, located in the top right corner of your screen, that will take you to a contact form for the site's technical support. Please fill in all relevant information to the issue you are experiencing before submitting your help request. You can also give us feedback on the site!

Q: I received a rejection email for one of my documents but the instructions in the email are unclear or missing.

A: Contact your IIE Advisor and they will be able to clarify what you should do before resubmitting the document.

Q: I can't remember the email address I should use to log in.

A: Contact your IIE Advisor. They will be able to provide the email address on file with IIE, to be used as your login name for the Portal.