



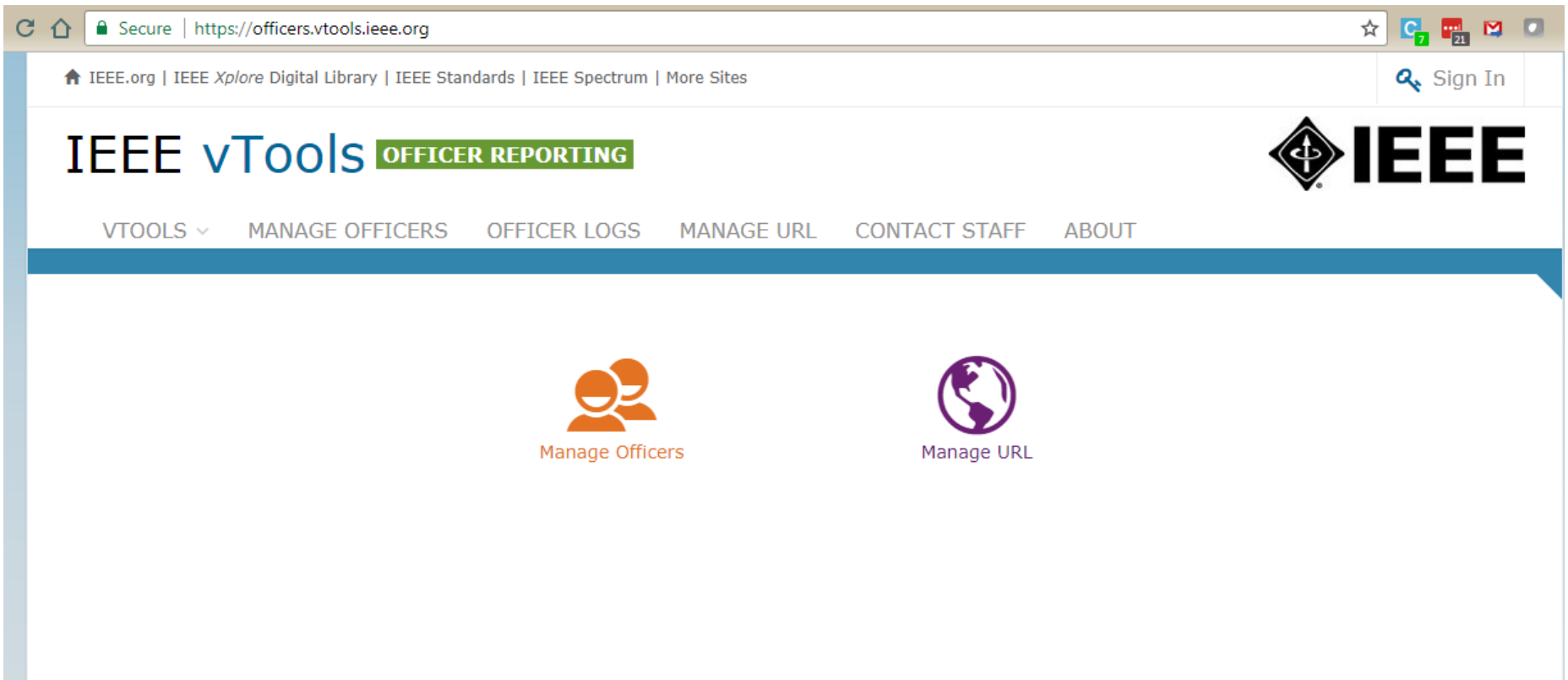
Power & Energy Society[®]

Step by step instruction set to help start a
new PES Student Branch Chapter

More details at <http://sites.ieee.org/vtools/vtools-officer-reporting-tutorials/>

Step 1: Find the name of the student branch of your university

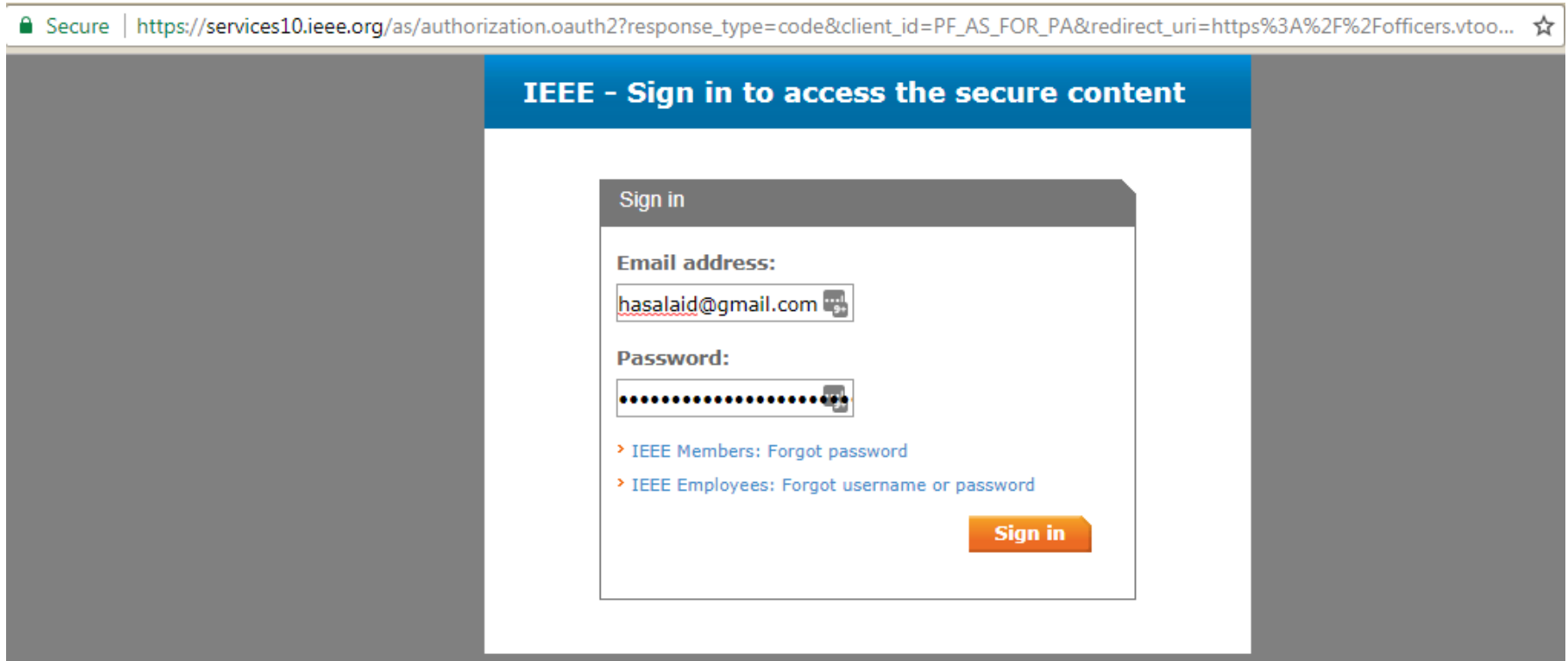
A. Go to <https://officers.vtools.ieee.org/>



The screenshot shows a web browser window with the address bar displaying "Secure | https://officers.vtools.ieee.org". The page header includes navigation links for "IEEE.org", "IEEE Xplore Digital Library", "IEEE Standards", "IEEE Spectrum", and "More Sites", along with a "Sign In" button. The main heading is "IEEE vTools OFFICER REPORTING". Below this is a navigation menu with "VTOOLS", "MANAGE OFFICERS", "OFFICER LOGS", "MANAGE URL", "CONTACT STAFF", and "ABOUT". The main content area features two large icons: "Manage Officers" (orange) and "Manage URL" (purple). The IEEE logo is visible in the top right corner of the page.

Step 1: Find the name of the student branch of your university

B. Sign in using your IEEE credentials (User name and password)



The screenshot shows a web browser window with a secure connection to https://services10.ieee.org/as/authorization.oauth2?response_type=code&client_id=PF_AS_FOR_PA&redirect_uri=https%3A%2F%2Fofficers.vtoo.... The page features a blue header with the text "IEEE - Sign in to access the secure content". Below this is a "Sign in" form with the following fields and options:

- Email address:**
- Password:**
- [IEEE Members: Forgot password](#)
- [IEEE Employees: Forgot username or password](#)
-

Step 1: Find the name of the student branch of your university

C. Select 'Manage Officers'

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

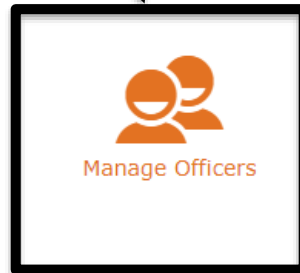
Sign Out

IEEE vTools OFFICER REPORTING



Welcome, Hasala Dharmawardena

VTOLS ▾ MANAGE OFFICERS OFFICER LOGS MANAGE URL CONTACT STAFF ABOUT



Step 1: Find the name of the student branch of your university

D. Type your University in the text box 'Select an Organizational Unit here to manage', from the drop down list select your student branch. In this case STB98501 – Virginia Commonwealth University

The screenshot shows a web browser window displaying the IEEE vTools OFFICER REPORTING page. The page has a navigation bar with links for VTOOLS, MANAGE OFFICERS, OFFICER LOGS, MANAGE URL, CONTACT STAFF, and ABOUT. A user is logged in as Hasala Dharmawardena. A red-bordered box contains the text "Please select an OU to manage." Below this, a blue bar indicates "Unit: No Organizational Unit selected to manage". A dropdown menu is open, showing a search bar with "virginia com" entered and a list of results: "Affinities", "HKN214 - Virginia Commonwealth Univ, Kappa Chi", "Student Branches", "STB22142 - Southwest Virginia Community College", and "STB98501 - Virginia Commonwealth Univ". The Windows taskbar at the bottom shows the date and time as 10:46 AM on 9/27/2017.

Step 2: Find the contacts for your student branch

I. Click on 'Select Organizational Unit'

Select Organizational Unit

The screenshot shows a web browser window with the URL https://officers.vtools.ieee.org/tego/_active_ou/display#. The page header includes the IEEE vTools logo, the text 'OFFICER REPORTING', and the IEEE logo. A navigation menu contains 'VTOOLS', 'MANAGE OFFICERS', 'OFFICER LOGS', 'MANAGE URL', 'CONTACT STAFF', and 'ABOUT'. A user greeting 'Welcome, Hasala Dharmawardena' is visible on the right. The main content area displays a message: 'Please select an OU to manage.' Below this, a blue bar indicates 'Unit: No Organizational Unit selected to manage'. A search box contains the text 'STB98501 - Virginia Commonwealth Univ|'. A button labeled 'Select Organizational Unit' is highlighted with a black box.

Step 2: Find the contacts for your student branch

II. Click on 'Select Organizational Unit' to find the names of the Student Branch Chair and Counsel

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

IEEE vTools OFFICER REPORTING

Successfully changed active Organizational Unit

VTTOOLS ▾ MANAGE OFFICERS OFFICER LOGS MANAGE URL CONTACT STAFF ABOUT

Welcome, Hasala Dharmawardena

Unit: Virginia Commonwealth Univ (STB98501) [Select another OU to manage](#)

MANAGE OFFICERS

Instructions

Please make changes for the officer positions for the selected organizational unit below.
[\(show more\)](#)

[Add Officer](#) [End Term](#)

Officer Positions [Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Chair	Peter Truslow
<input type="radio"/>	Counselor	Carl Elks, Wei Zhang

[Add Officer](#) [End Term](#)

Step 3: Select an advisor

- I. You will need to find a faculty who is willing to volunteer as the **Student Branch Chapter (SBC) Advisor**. The Advisor Should be a member of **IEEE PES**.

SBC Advisor



- Higher grade IEEE PES Member
- You will need get their **IEEE Member number and email**

Step 4: Submit the petition

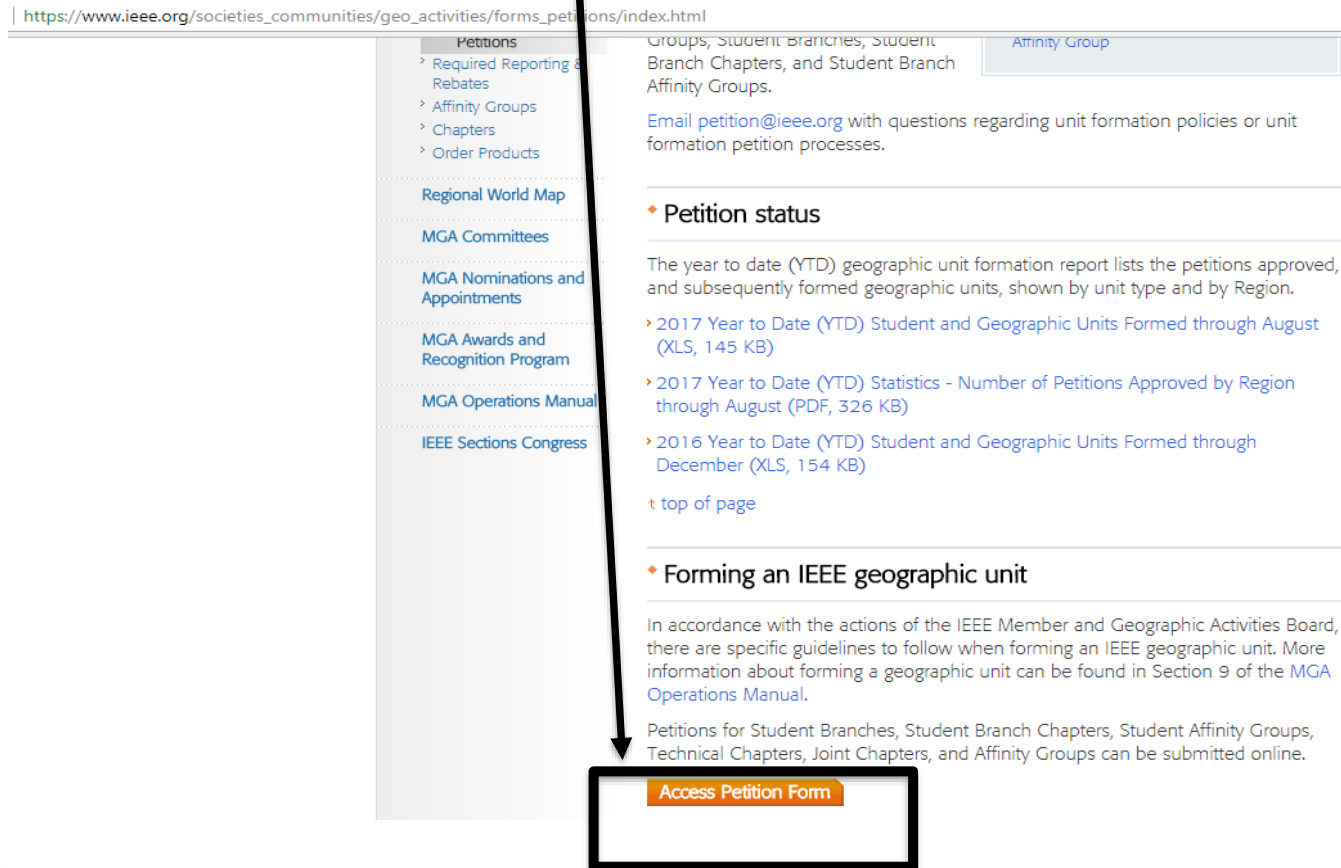
I. Information required to be filled in the online petition

- Proposed name for SBC (Virginia University Student branch Chapter or it could be Student branch Chapter of the Virginia University)
- Your IEEE member number
- Name, email and member number of the incumbent **Student Branch** Counselor
- Name, email and member number of the selected (proposed) **Student Branch Chapter** Advisor
- Name and signatures of at least six (6) IEEE Student Branch members, who are members of PES

Step 4: Submit the petition

II. Petition can be accessed at

https://www.ieee.org/societies_communities/geo_activities/forms_petitions/index.html



The screenshot shows the IEEE website page for submitting petitions. A black arrow points from the URL above to a button labeled "Access Petition Form" at the bottom of the page. The page content includes a navigation menu on the left, a search bar, and several sections of text and links.

https://www.ieee.org/societies_communities/geo_activities/forms_petitions/index.html

Groups, Student Branches, Student Branch Chapters, and Student Branch Affinity Groups.

Email petition@ieee.org with questions regarding unit formation policies or unit formation petition processes.

♦ **Petition status**

The year to date (YTD) geographic unit formation report lists the petitions approved, and subsequently formed geographic units, shown by unit type and by Region.

- ▶ [2017 Year to Date \(YTD\) Student and Geographic Units Formed through August \(XLS, 145 KB\)](#)
- ▶ [2017 Year to Date \(YTD\) Statistics - Number of Petitions Approved by Region through August \(PDF, 326 KB\)](#)
- ▶ [2016 Year to Date \(YTD\) Student and Geographic Units Formed through December \(XLS, 154 KB\)](#)

↑ top of page

♦ **Forming an IEEE geographic unit**

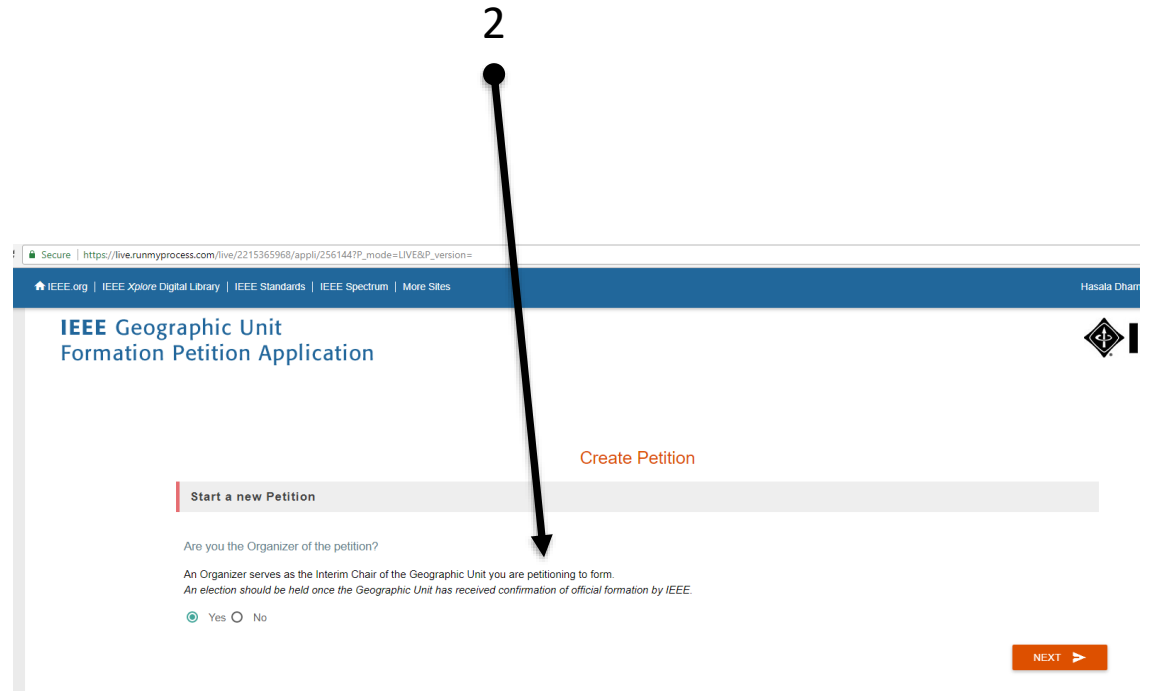
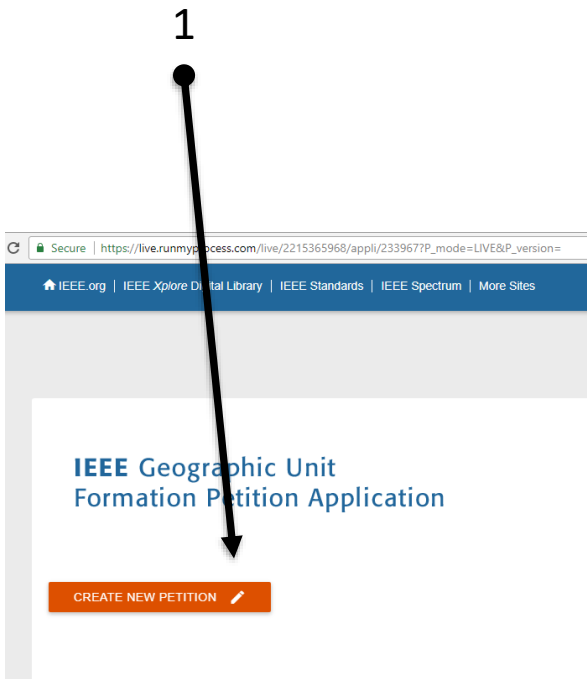
In accordance with the actions of the IEEE Member and Geographic Activities Board, there are specific guidelines to follow when forming an IEEE geographic unit. More information about forming a geographic unit can be found in Section 9 of the [MGA Operations Manual](#).

Petitions for Student Branches, Student Branch Chapters, Student Affinity Groups, Technical Chapters, Joint Chapters, and Affinity Groups can be submitted online.

[Access Petition Form](#)

Step 4: Submit the petition

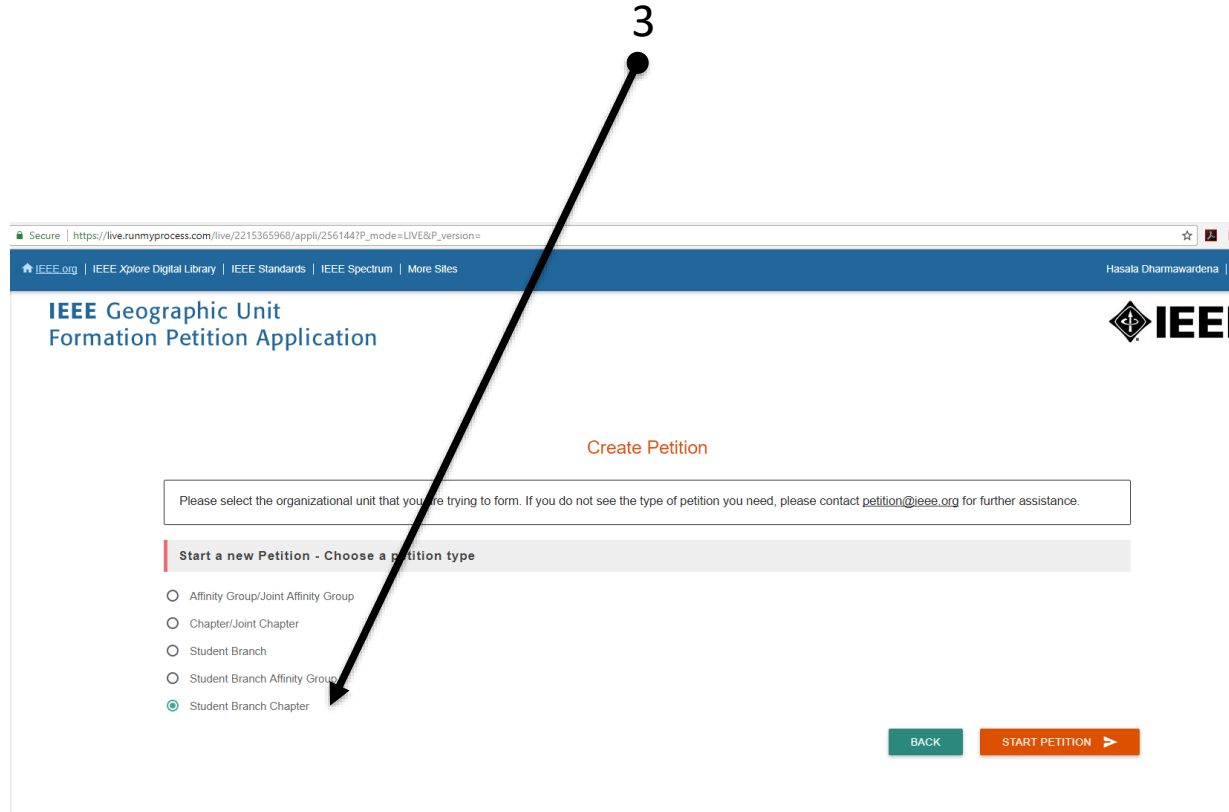
III. Fill the online application



Step 4: Submit the petition

III.Fill the online application

3




Secure | https://live.runmyprocess.com/live/2215365968/appl/2561447P_mode=LIVE&P_version=

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Hasata Dharmawardena

IEEE Geographic Unit Formation Petition Application



Create Petition

Please select the organizational unit that you are trying to form. If you do not see the type of petition you need, please contact petition@ieee.org for further assistance.

Start a new Petition - Choose a petition type

- Affinity Group/Joint Affinity Group
- Chapter/Joint Chapter
- Student Branch
- Student Branch Affinity Group
- Student Branch Chapter

BACK START PETITION >

Step 4: Submit the petition

III.Fill the online application

A screenshot of the online petition is shown below. The process is very intuitive and if you have the information stated earlier the process will be a breeze.

The screenshot shows a web browser window with the URL <https://live.runmyprocess.com/live/2215365968/form/15c6efc0-a3ab-11e7-9289-02b3a23437c9/1/0#signatures>. The page header includes navigation links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The user is identified as Hasala Dharmawardena with a Sign Out option. The main heading is "IEEE Geographic Unit Formation Petition Application" with the IEEE logo. Below the heading is a progress bar with six steps: PETITION INFORMATION (active), ORGANIZER INFORMATION, STUDENT BRANCH CHAPTER INFORMATION, QUESTIONNAIRE, ENDORSEMENTS, and SIGNATURES. A "Not Submitted" button is visible. The "Petition Information" section contains text explaining that a Student Branch Chapter is a technical subunit of an IEEE Student Branch and that the petition must include:

- The name of the Student Branch.
- The name of the Society/Technical Council.
- The IEEE Member number of the Student Branch Chapter organizer (who will serve as interim Chair pending election at a later time).
- IEEE Member Number of the Student Branch Chapter Advisor, who is a member of the Society or a member of one of the Technical Council Member Societies.
- IEEE Member Number of the Student Branch Counselor who Endorses this petition on behalf of the Student Branch Executive Committee.
- Signatures of at least six (6) IEEE Student Branch members, who are members of the Society or Technical Council.

At the bottom right, there is a "NEXT >" button. The footer features the IEEE PES Power & Energy Society logo on the left and the IEEE logo on the right.

Next Steps

- After the petition is submitted, it will be forwarded to IEEE Member & Geographic Activities for processing.
- The chapter will be established following approval from the appropriate Region Director and PES President (or their designee).
- You can view the year to date (YTD) geographic unit formation report lists the petitions approved on the [MGA web page](#)
- Email petition@ieee.org with questions regarding unit formation policies or unit formation petition processes.



Happy volunteering for IEEE PES!

www.ieee-pes.org

