

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

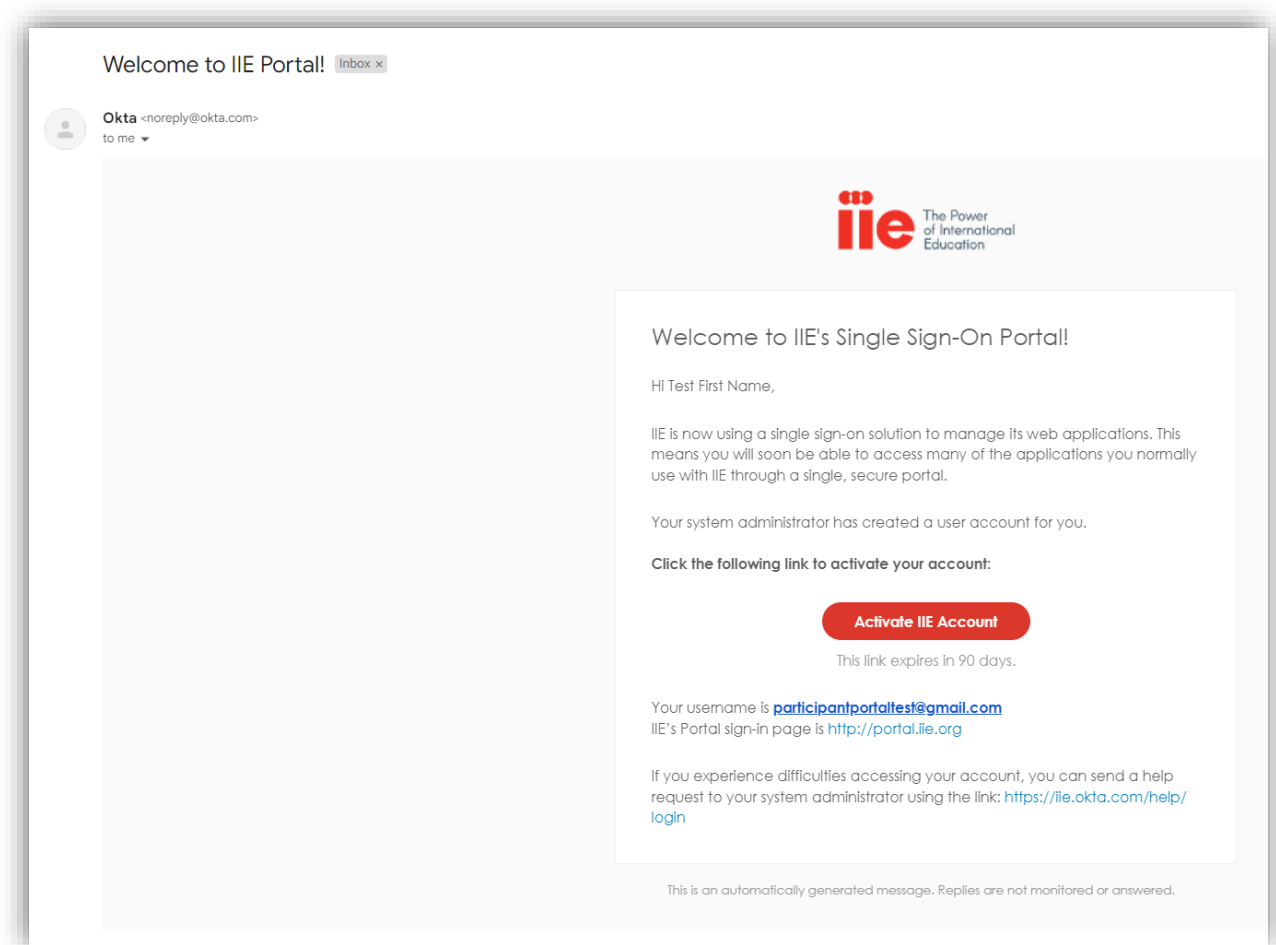
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Log into the Participant Portal

To navigate to the IIE Participant Portal, you will first be required to sign into Okta, a Single Sign-On system.

Once you are registered for an Okta account, you will receive the following email to the primary email address used in your application. The email sender is “Okta noreply@okta.com”. The subject line of the email is “Welcome to IIE Portal!”.

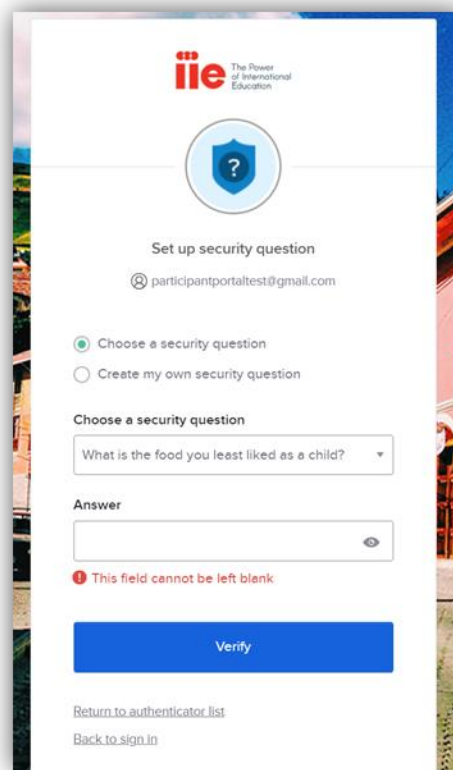
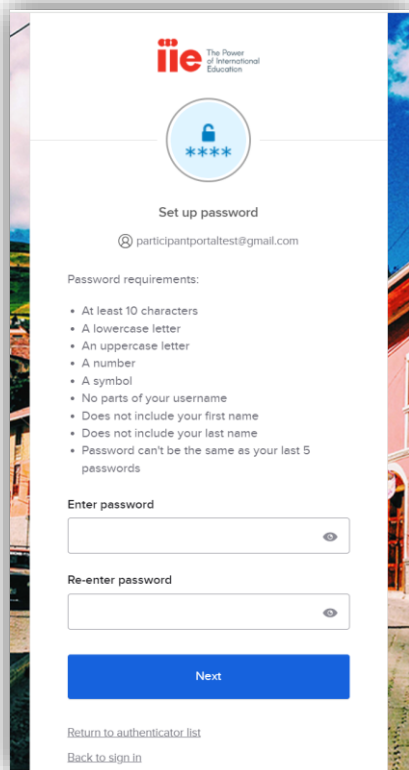
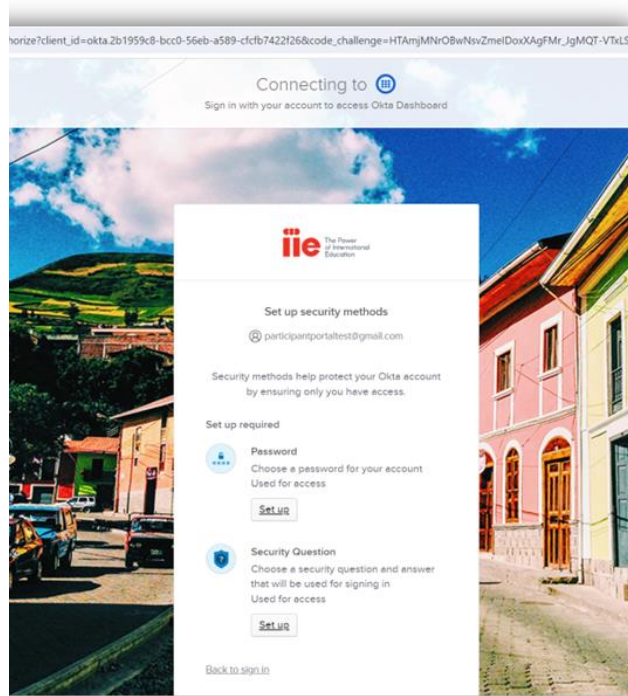


Click the “Activate IIE Account” button in the email.

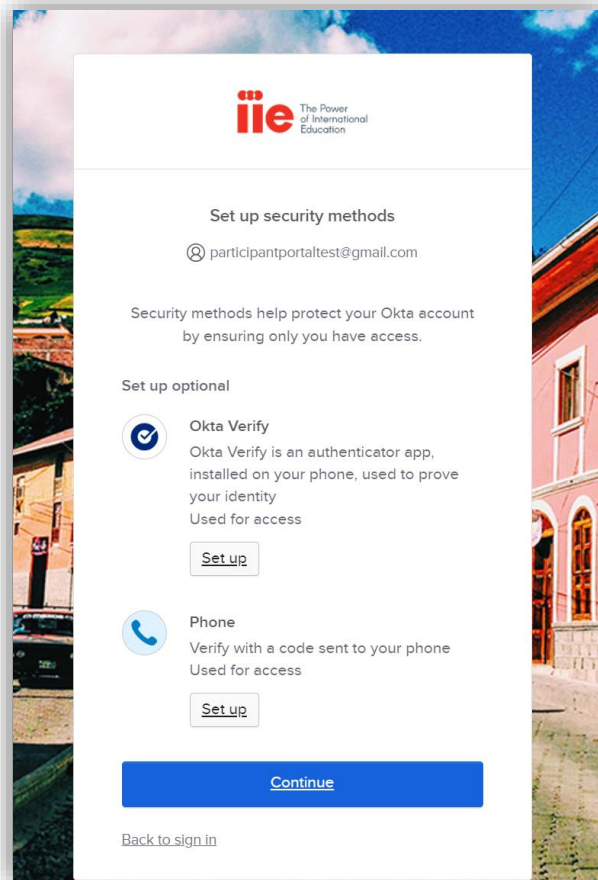
**Please note that this activation link is only active for 90 days. Make sure to sign into the Portal immediately upon receipt of the activation email.*

You will then be brought to the Okta account set up screen. Set up both a secure password and security question.

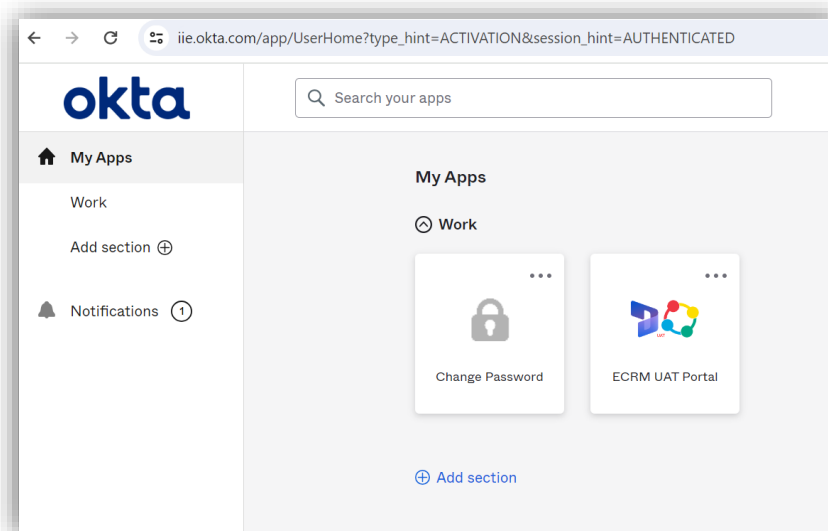
**Please be sure to select an easy to remember security question answer. One-word answers may be easiest to remember.*



After you have set up both a password and security question, you will be prompted to set up two optional additional security measures. These are not required. Click “Continue”.



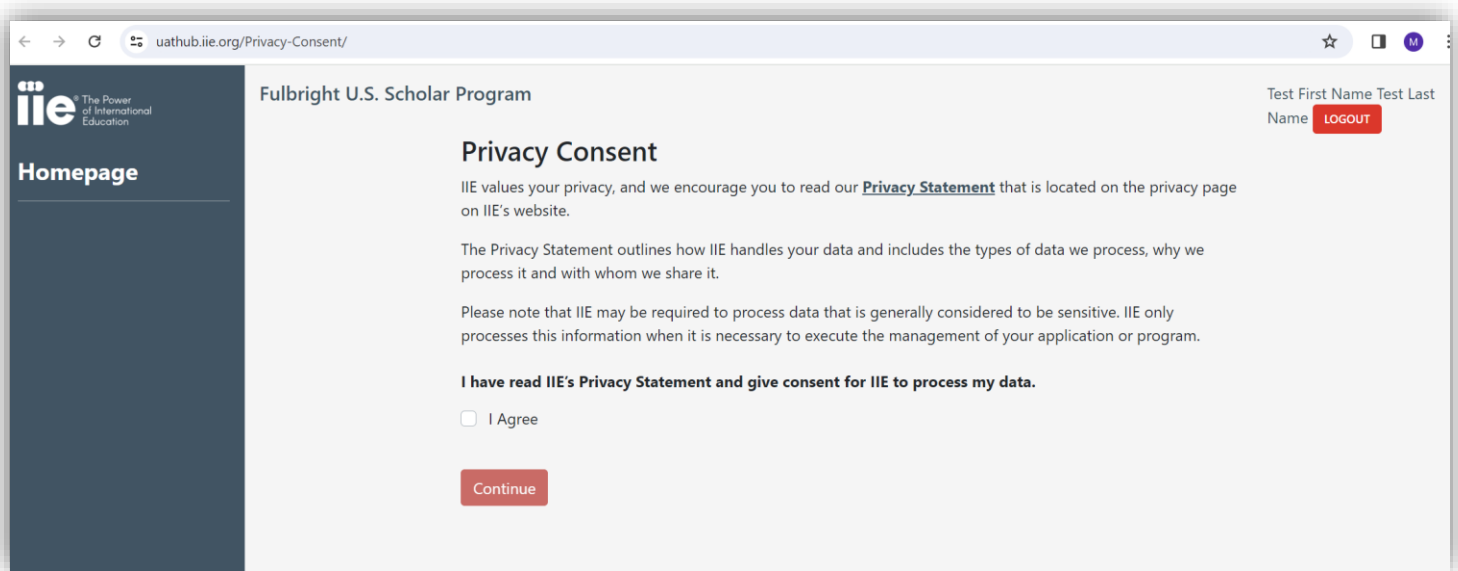
You will then be taken to the Okta Homepage.



Click the “ECRM Portal” square, also known as a “chicklet” to access the IIE Participant Portal.

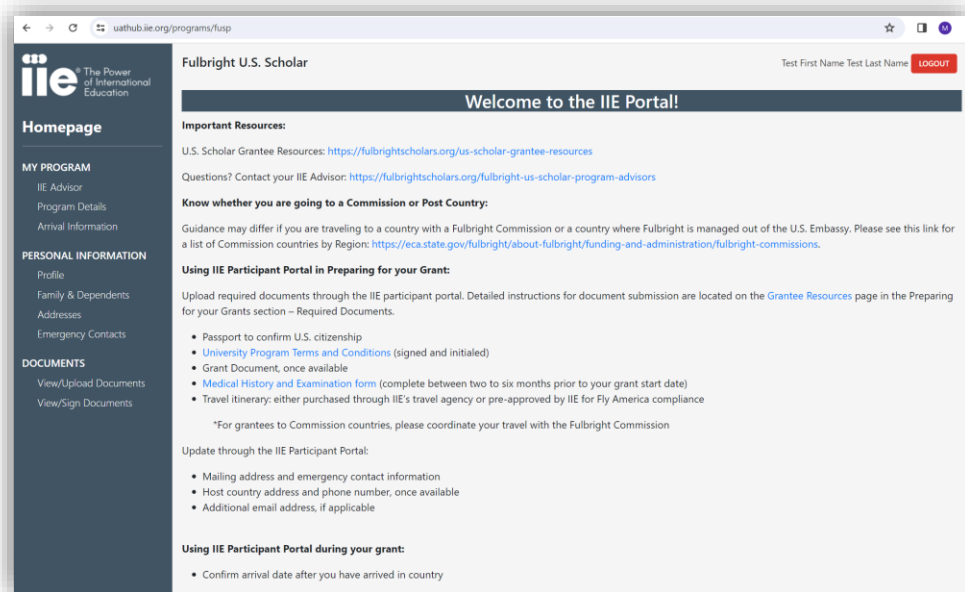
**Please note that if you have worked with IIE and Okta in another capacity, you may have multiple chicklets appear in your Okta account.*

Before entering the IIE Participant Portal you will be required to read and accept IIE’s Privacy Statement. Click the “I Agree” checkbox and then click the red “Continue” button.

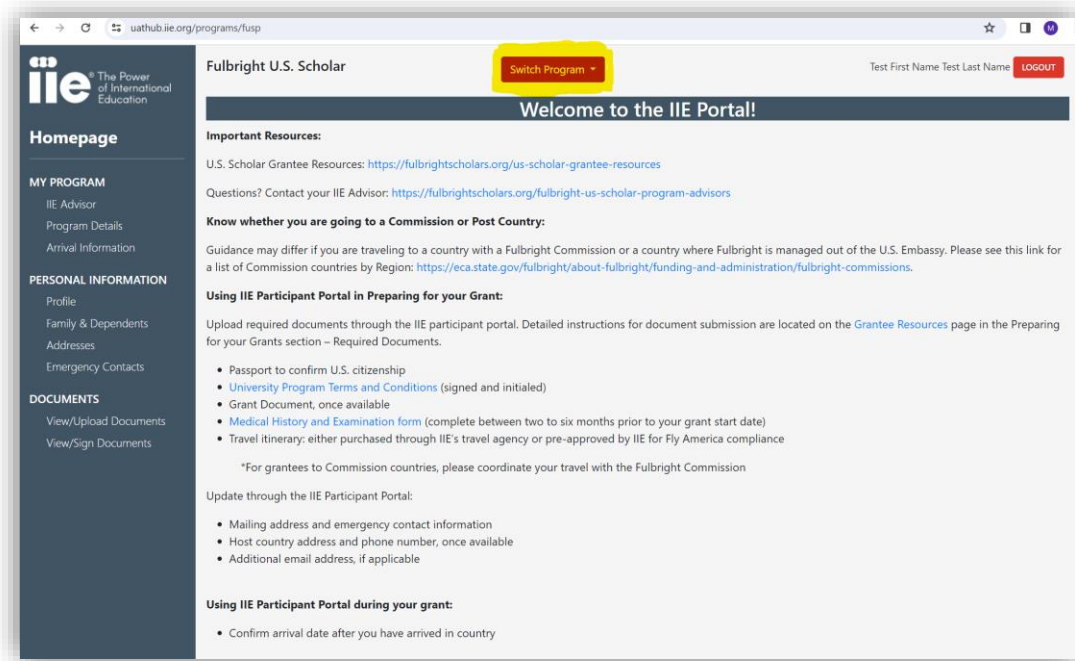


You will then be taken to the IIE Participant Portal homepage.

**Please note that this homepage view is different for Fulbright U.S. Scholars and U.S. Students.*



**Please note that if you have had multiple Fulbright or IIE grants you may see a red box appear at the top of the screen that says “Switch Portals.” Use this box to switch between different Portal views per grant if necessary.*



uathub.iie.org/programs/fusp

Fulbright U.S. Scholar Test First Name Test Last Name **LOGOUT**

Welcome to the IIE Portal!

Important Resources:

U.S. Scholar Grantee Resources: <https://fulbrightscholars.org/us-scholar-grantee-resources>

Questions? Contact your IIE Advisor: <https://fulbrightscholars.org/fulbright-us-scholar-program-advisors>

Know whether you are going to a Commission or Post Country:

Guidance may differ if you are traveling to a country with a Fulbright Commission or a country where Fulbright is managed out of the U.S. Embassy. Please see this link for a list of Commission countries by Region: <https://eca.state.gov/fulbright/about-fulbright/funding-and-administration/fulbright-commissions>.

Using IIE Participant Portal in Preparing for your Grant:

Upload required documents through the IIE participant portal. Detailed instructions for document submission are located on the [Grantee Resources](#) page in the Preparing for your Grants section – Required Documents.

- Passport to confirm U.S. citizenship
- [University Program Terms and Conditions](#) (signed and initialed)
- Grant Document, once available
- [Medical History and Examination form](#) (complete between two to six months prior to your grant start date)
- Travel itinerary: either purchased through IIE’s travel agency or pre-approved by IIE for Fly America compliance

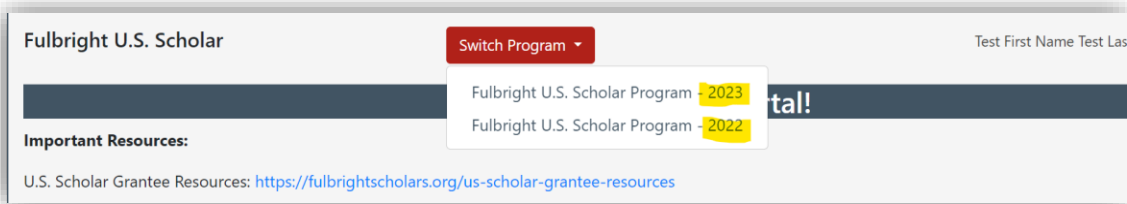
*For grantees to Commission countries, please coordinate your travel with the Fulbright Commission

Update through the IIE Participant Portal:

- Mailing address and emergency contact information
- Host country address and phone number, once available
- Additional email address, if applicable

Using IIE Participant Portal during your grant:

- Confirm arrival date after you have arrived in country



Fulbright U.S. Scholar Test First Name Test Las

Switch Program ▾

- Fulbright U.S. Scholar Program - 2023
- Fulbright U.S. Scholar Program - 2022

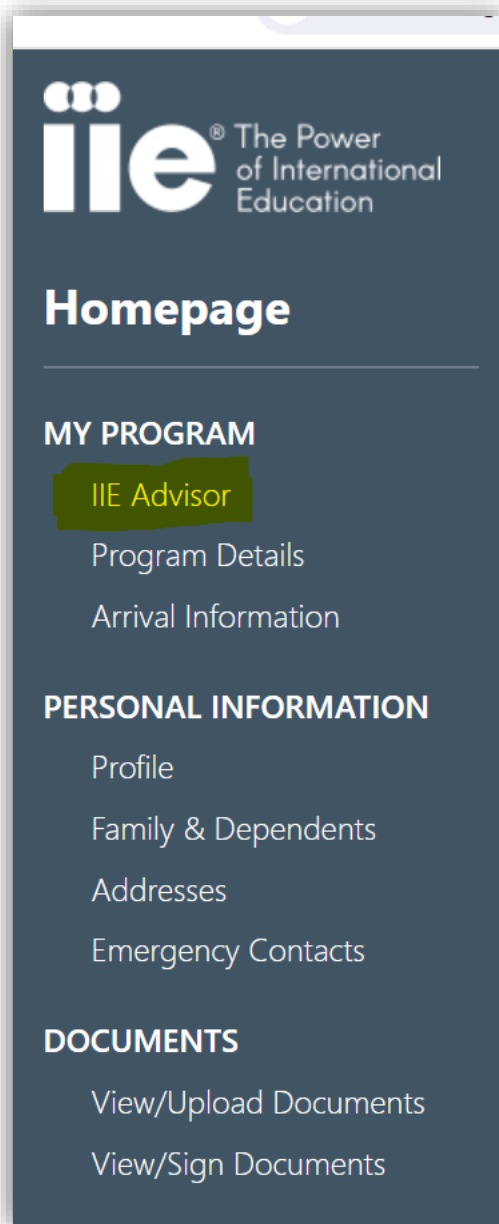
Important Resources:

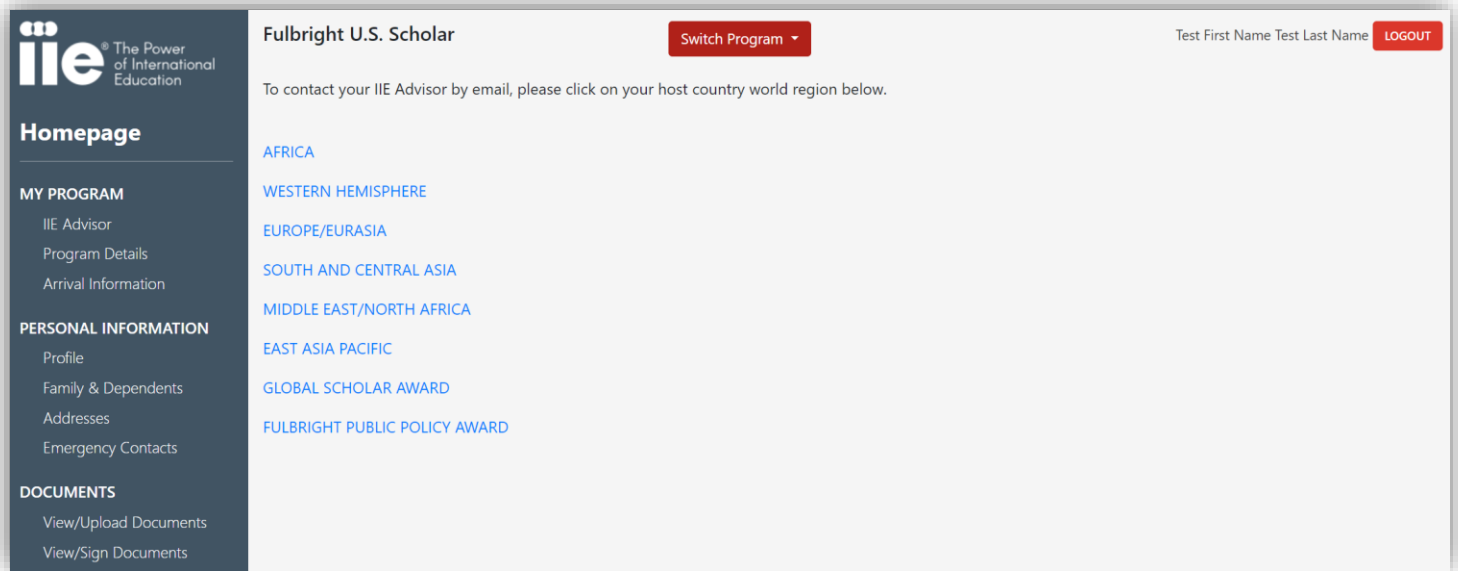
U.S. Scholar Grantee Resources: <https://fulbrightscholars.org/us-scholar-grantee-resources>

Navigate the Portal and Review Your Information

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.

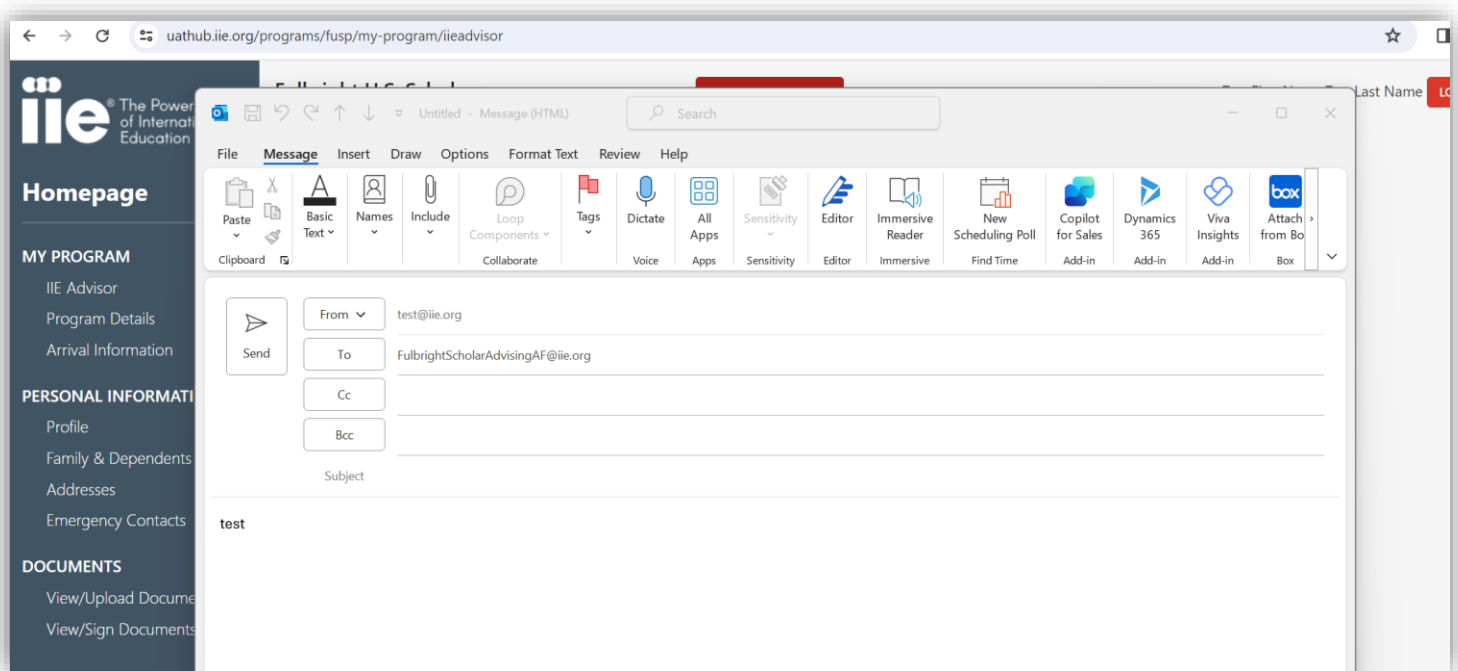
You can review your personal information and find your IIE Advisor's contact information by clicking on the **My Program** and **Personal Information** menu options, located on your Portal home screen:





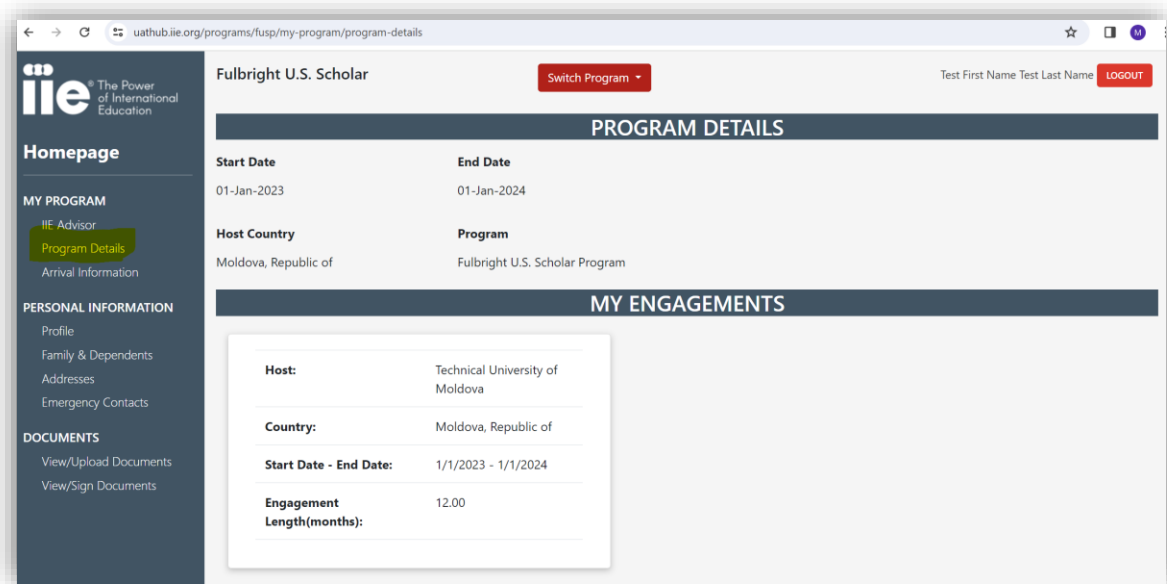
The screenshot shows the Fulbright U.S. Scholar portal. On the left is a dark sidebar with the iie logo and navigation links: **Homepage**, **MY PROGRAM** (IIE Advisor, Program Details, Arrival Information), **PERSONAL INFORMATION** (Profile, Family & Dependents, Addresses, Emergency Contacts), and **DOCUMENTS** (View/Upload Documents, View/Sign Documents). The main content area is titled "Fulbright U.S. Scholar" and includes a "Switch Program" dropdown menu and a "LOGOUT" button. Below the title, there is a message: "To contact your IIE Advisor by email, please click on your host country world region below." A list of regions is provided as hyperlinks: AFRICA, WESTERN HEMISPHERE, EUROPE/EURASIA, SOUTH AND CENTRAL ASIA, MIDDLE EAST/NORTH AFRICA, EAST ASIA PACIFIC, GLOBAL SCHOLAR AWARD, and FULBRIGHT PUBLIC POLICY AWARD.

Once you click the hyperlinked region that corresponds to your grant, an email message will appear on screen prompting you to email your IIE Advisor at their regional inbox address.



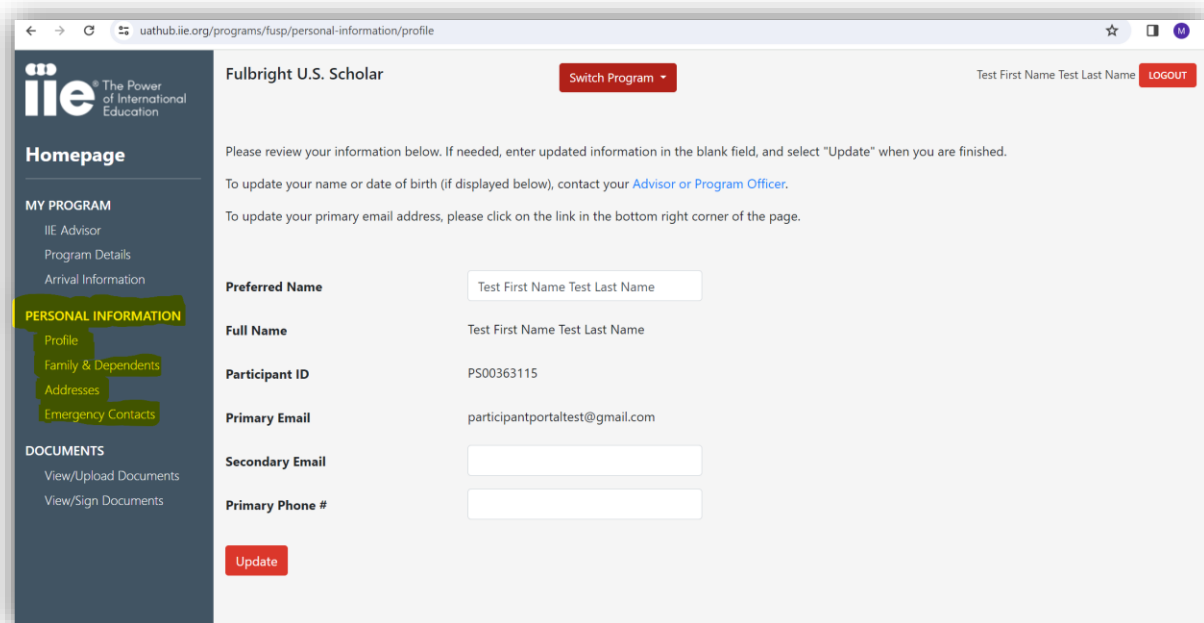
The screenshot shows an email composition window overlaid on the Fulbright portal. The window title is "Untitled - Message (HTML)". The menu bar includes File, Message, Insert, Draw, Options, Format Text, Review, and Help. The ribbon contains various tools like Paste, Basic Text, Names, Include, Loop Components, Tags, Dictate, All Apps, Sensitivity, Editor, Immersive Reader, New Scheduling Poll, Copilot for Sales, Dynamics 365, Viva Insights, and Attach from Box. The email fields are: **From**: test@iie.org, **To**: FulbrightScholarAdvisingAF@iie.org, **Cc**: (empty), **Bcc**: (empty), and **Subject**: (empty). The body of the email contains the text "test".

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 regional contact information under the **IIE Advisor** submenu. You can also find your IIE Advisor on our website: [Fulbright U.S. Scholar Program Staff](#).



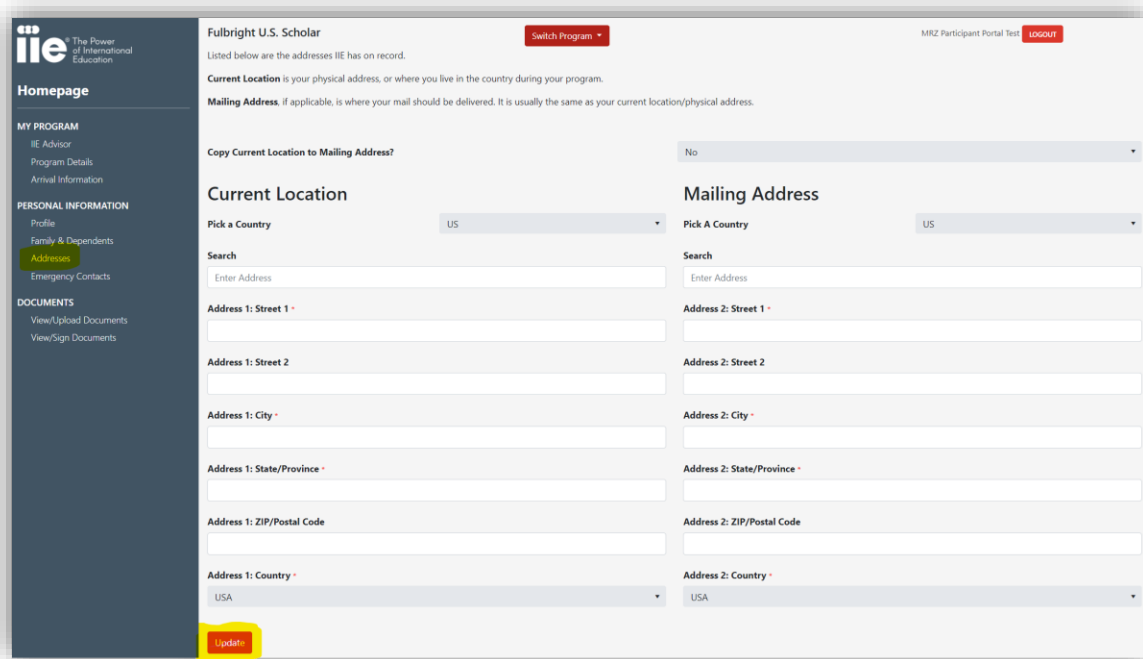
Your on-file address, name, and other contact information can be reviewed by clicking on “Profile”, “Family & Dependents”, “Addresses”, and “Emergency Contacts” under the **Personal Information** section.

**Please note that dependent information may only appear if you are a grantee going to a Post country and your dependent is joining you.*



Review and Update Address

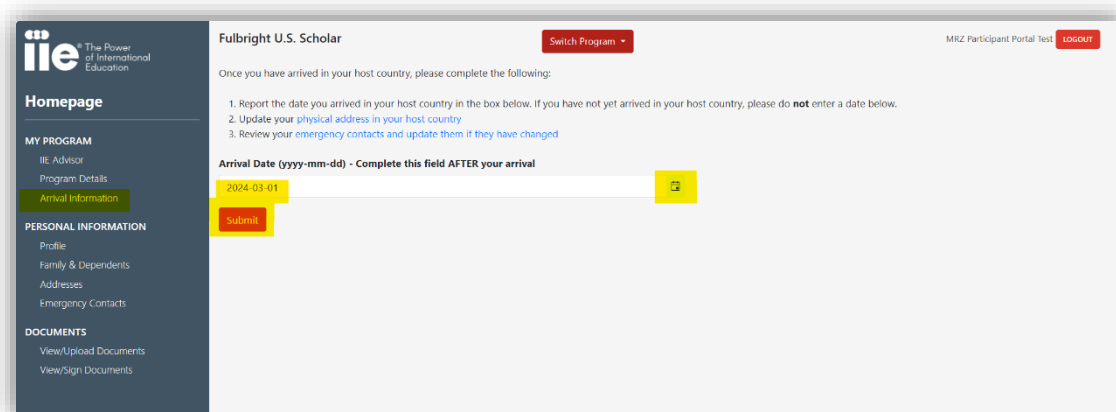
To review and update your address information, first click on **Addresses**. You will see a screen listing your U.S. (or other) mailing address, and your **current (physical) address**. The physical address is the address where you are residing while on-grant in your host country. To change either address at any time, update the existing address on the page and click the submit button at the bottom of the page.



The screenshot shows the 'Addresses' page for a Fulbright U.S. Scholar. The page is titled 'Fulbright U.S. Scholar' and includes a 'Switch Program' button. It explains that the 'Current Location' is the physical address and the 'Mailing Address' is where mail should be delivered. There are two main sections: 'Current Location' and 'Mailing Address'. Each section has a 'Pick a Country' dropdown (set to 'US'), a search field, and input fields for 'Street 1', 'Street 2', 'City', 'State/Province', and 'ZIP/Postal Code'. A 'Country' dropdown is also present for each section, set to 'USA'. A yellow 'Update' button is located at the bottom left of the form area.

Submit Required Arrival Information

Fulbright U.S. Scholar grantees are required to report their arrival date to IIE as soon as they have arrived in their host country. Go to the Arrival Information page under the My Program section to submit your arrival date. Please do not



The screenshot shows the 'Arrival Information' page for a Fulbright U.S. Scholar. The page is titled 'Fulbright U.S. Scholar' and includes a 'Switch Program' button. It instructs the user to complete the following steps: 1. Report the date you arrived in your host country in the box below. 2. Update your physical address in your host country. 3. Review your emergency contacts and update them if they have changed. There is a text input field for 'Arrival Date (yyyy-mm-dd) - Complete this field AFTER your arrival' with the date '2024-03-01' entered. A yellow 'Submit' button is located below the input field.

submit your arrival date until you have arrived in your host country.

Submit Required Documents

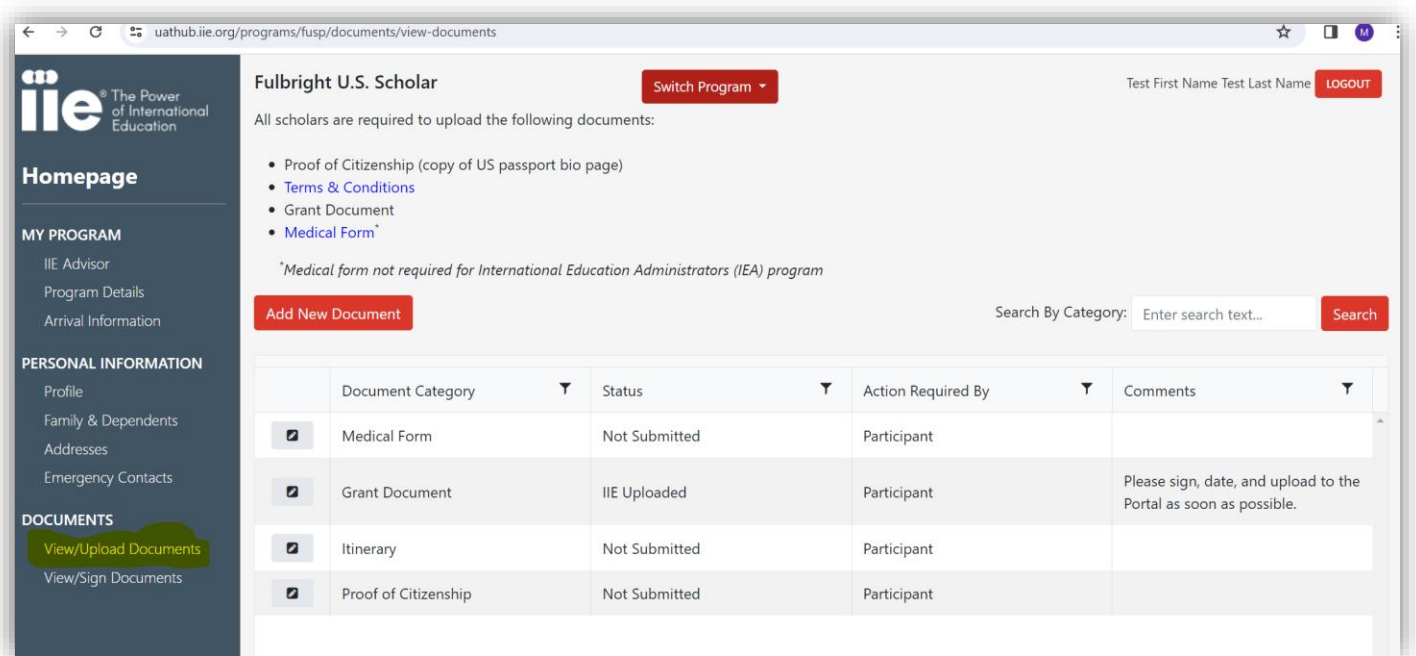
IIE is responsible for collecting required documents from all Fulbright U.S. Scholar participants as outlined on the U.S. Scholar Resources Page. If you have questions about which documents you are required to upload to the Portal, please contact your IIE Advisor for guidance.

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 “View/Upload Documents” under the Documents section.

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





Please note that this is not the page where you will access your Terms and Conditions Agreement. That will be under the “View/Sign Documents” section.




The screenshot shows the 'View Documents' page for a Fulbright U.S. Scholar. The page header includes the IIE logo, the user's name 'Test First Name Test Last Name', and a 'LOGOUT' button. The main content area lists required documents with their status and action required by. A table below the list shows the following data:

	Document Category	Status	Action Required By	Comments
<input checked="" type="checkbox"/>	Medical Form	Not Submitted	Participant	
<input checked="" type="checkbox"/>	Grant Document	IIE Uploaded	Participant	Please sign, date, and upload to the Portal as soon as possible.
<input checked="" type="checkbox"/>	Itinerary	Not Submitted	Participant	
<input checked="" type="checkbox"/>	Proof of Citizenship	Not Submitted	Participant	

To begin uploading documents, click the pencil icon to the left of the Document Category (e.g. Proof of Citizenship, Grant Document) column on your “View/Upload Documents” page.

	Document Category	Status	Action Required By	Comments
	Medical Form	Not Submitted	Participant	
	Grant Document	IIE Uploaded	Participant	Please sign, date, and upload to the Portal as soon as possible.
	Itinerary	Not Submitted	Participant	
	Proof of Citizenship	Not Submitted	Participant	

Once you have selected a document category, please carefully read the displayed instructions under the “Comments” section. Comments are also available on the main “View/Upload Documents” page under the “Comments” column next to the corresponding document category.



Homepage

MY PROGRAM

- IIE Advisor
- Program Details
- Arrival Information

PERSONAL INFORMATION

- Profile
- Family & Dependents
- Addresses
- Emergency Contacts

DOCUMENTS

- View/Upload Documents
- View/Sign Documents

Fulbright U.S. Scholar Switch Program Test First Name Test Last Name **LOGOUT**

Document Category Proof of Citizenship **Status** Not Submitted

Comments

Please submit your proof of citizenship (passport) to this document category.


File Upload

Select files...

Allowed Extensions: .doc,docc,txt,rtf,pdf,zip,rar,png,jpg,bmp,jpeg

Files

Document Name	Created On	Document Size	Modified On



Homepage

MY PROGRAM

- IIE Advisor
- Program Details
- Arrival Information

PERSONAL INFORMATION

- Profile
- Family & Dependents
- Addresses
- Emergency Contacts

DOCUMENTS

- View/Upload Documents
- View/Sign Documents





Fulbright U.S. Scholar Switch Program Test First Name Test Last Name **LOGOUT**

All scholars are required to upload the following documents:

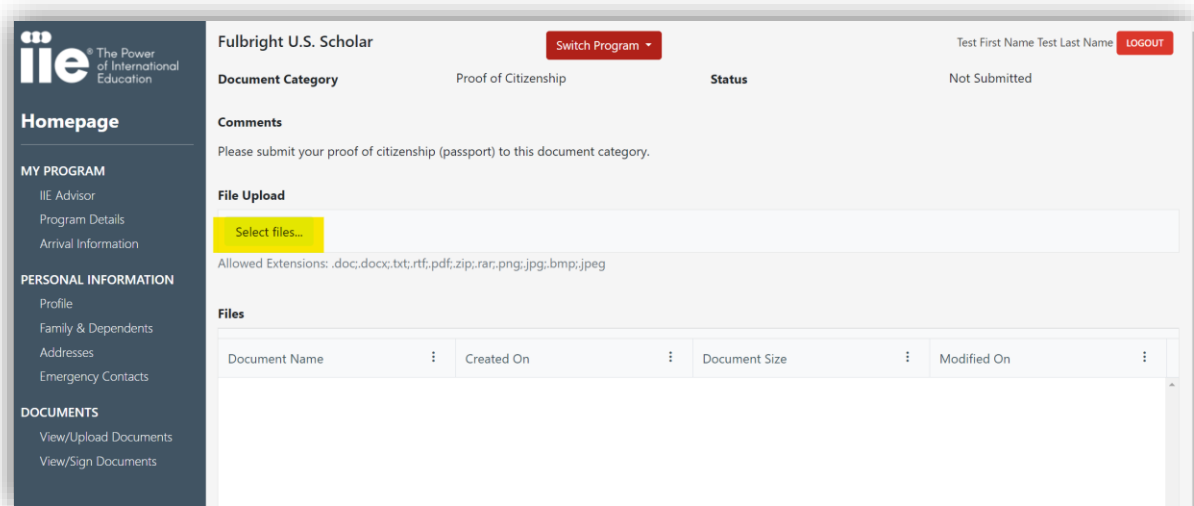
- Proof of Citizenship (copy of US passport bio page)
- [Terms & Conditions](#)
- Grant Document
- [Medical Form](#)

**Medical form not required for International Education Administrators (IEA) program*

Add New Document Search By Category: Enter search text... **Search**

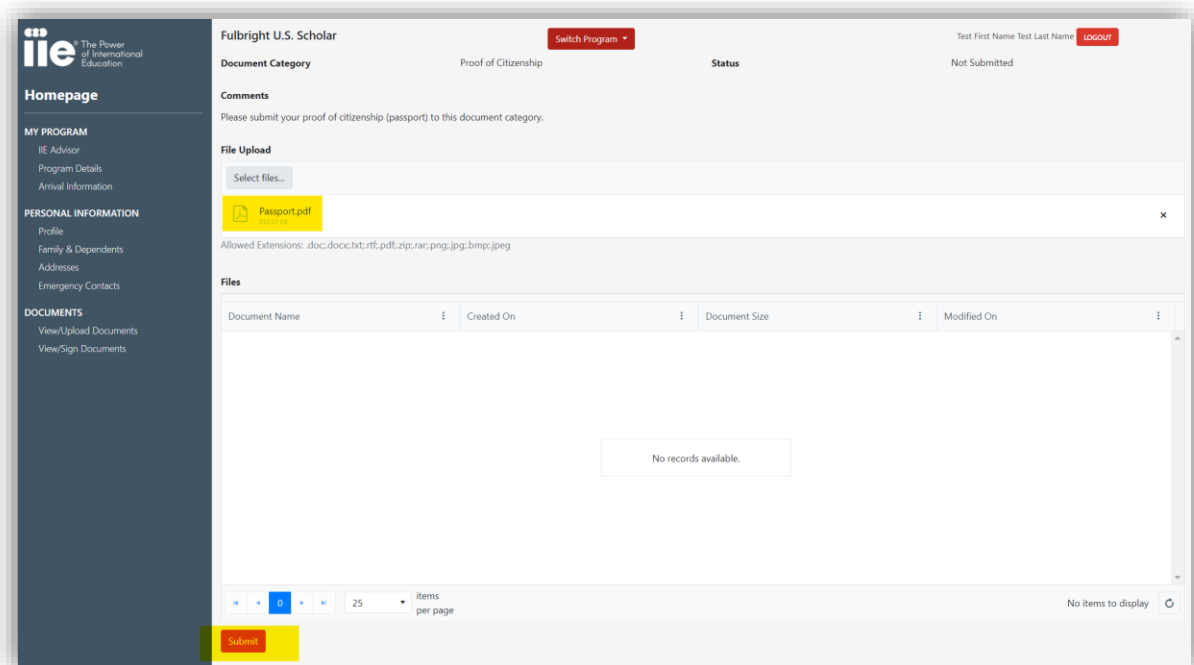
	Document Category	Status	Action Required By	Comments
	Medical Form	Not Submitted	Participant	
	Grant Document	IIE Uploaded	Participant	Please sign, date, and upload to the Portal as soon as possible.
	Itinerary	Not Submitted	Participant	
	Proof of Citizenship	Not Submitted	Participant	Please submit your proof of citizenship (passport) to this document category.

To **upload** a document click “Select Files” under the File Upload section. This will open a dialog box where you can navigate to the desired file and select it for upload.



The preferred document file name format is: ***Grantee Last Name_First Name_Document Type***

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

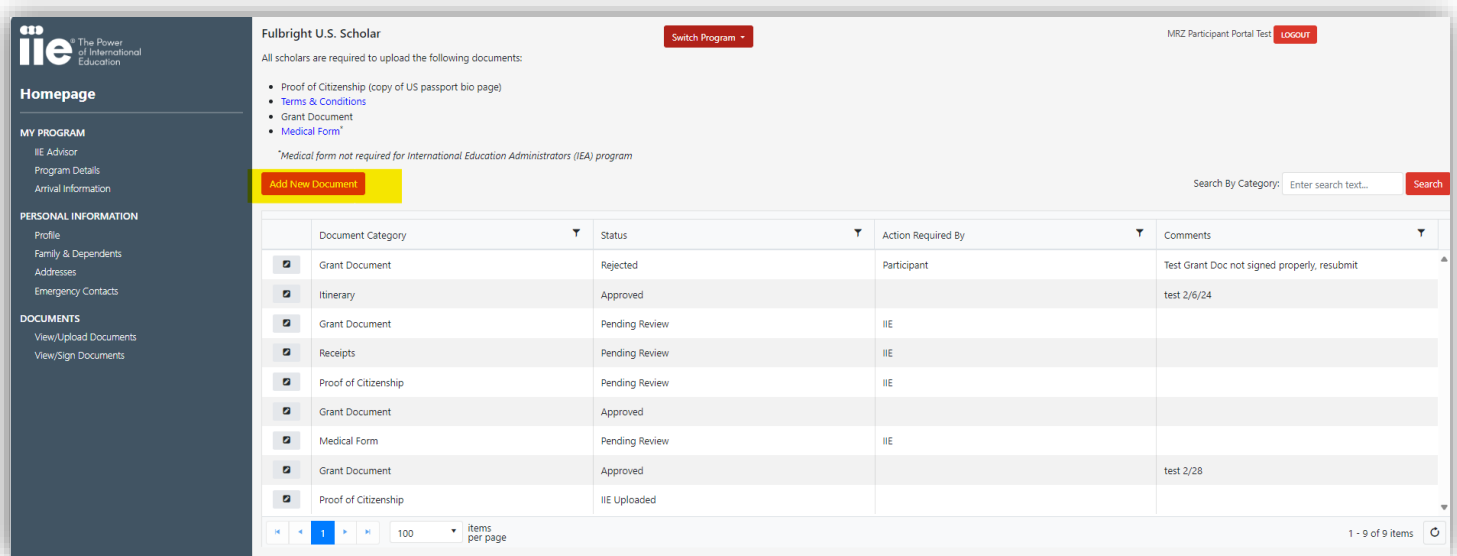


You may only update files to Document Categories with a status of “IIE Uploaded,” “Not Submitted,” “Pending Review,” or “Rejected.” To update an existing document in one of the above statuses, follow the procedure above.

**Please note, if you must update a file with an “Approved” or “Approved with Conditions” status, please contact your IIE Advisor for further instructions.*

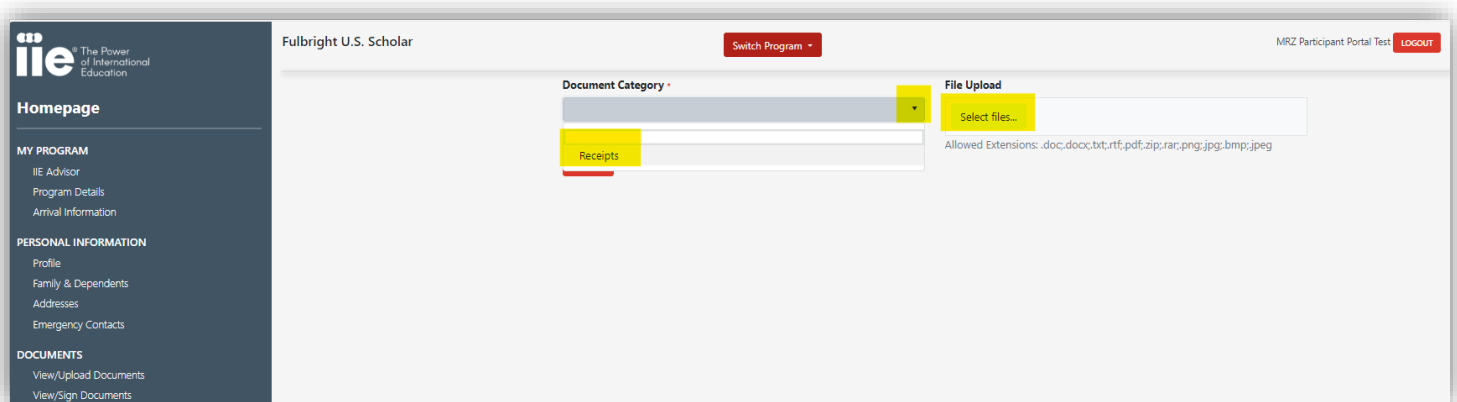
Fulbright U.S. Scholars should only upload required documents that are added to their “View/Upload Documents” list. However, some grantees may be required to upload receipts. Grantees should only upload receipts via the “Add New Document” button if prompted by their IIE Advisor.

In order to upload receipts, click the “Add New Document” button.



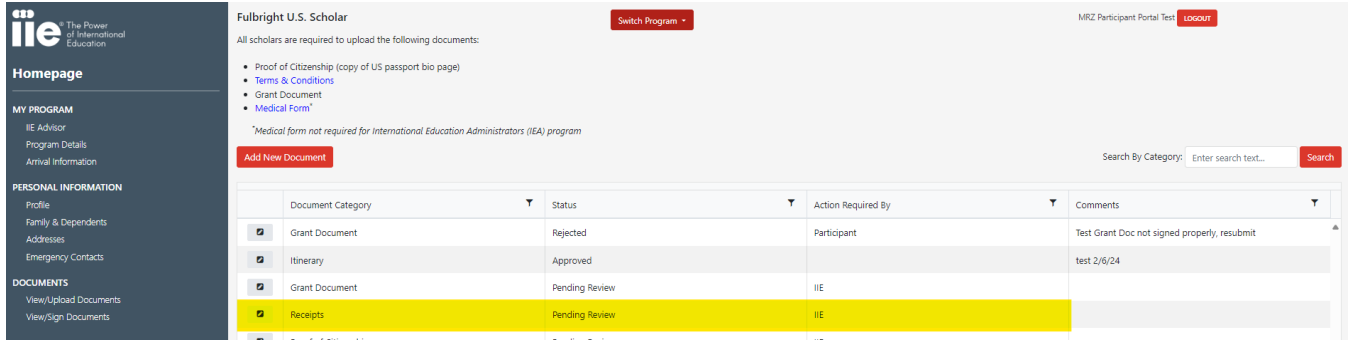
The screenshot shows the Fulbright U.S. Scholar portal interface. On the left is a navigation sidebar with sections: MY PROGRAM (IIE Advisor, Program Details, Arrival Information), PERSONAL INFORMATION (Profile, Family & Dependents, Addresses, Emergency Contacts), and DOCUMENTS (View/Upload Documents, View/Sign Documents). The main content area is titled "Fulbright U.S. Scholar" and includes a "Switch Program" button and a "Logout" button. Below the header, there is a list of required documents: Proof of Citizenship (copy of US passport bio page), Terms & Conditions, Grant Document, and Medical Form. A note states: "Medical form not required for International Education Administrators (IEA) program". A yellow "Add New Document" button is visible. Below this is a table with columns: Document Category, Status, Action Required By, and Comments. The table contains 9 rows of document submissions with various statuses like Rejected, Approved, Pending Review, and IIE Uploaded. At the bottom right of the table, it says "1 - 9 of 9 items".

Then click the drop down arrow under “Document Category” and select “Receipts.” Then click “Select files...” under the File Upload section and click “Submit.”



This screenshot shows the document upload process in the Fulbright U.S. Scholar portal. The "Document Category" dropdown menu is open, and "Receipts" is selected. To the right, the "File Upload" section is active, showing a "Select files..." button and a list of allowed file extensions: .doc, .docx, .txt, .rtf, .pdf, .zip, .rar, .png, .jpg, .bmp, .jpeg. The navigation sidebar and header elements are consistent with the previous screenshot.

The uploaded receipts file will then appear in the Document Submission list.



Fulbright U.S. Scholar MRZ Participant Portal Test **Logout**

All scholars are required to upload the following documents:

- Proof of Citizenship (copy of US passport bio page)
- [Terms & Conditions](#)
- Grant Document
- Medical Form*

*Medical form not required for International Education Administrators (IEA) program

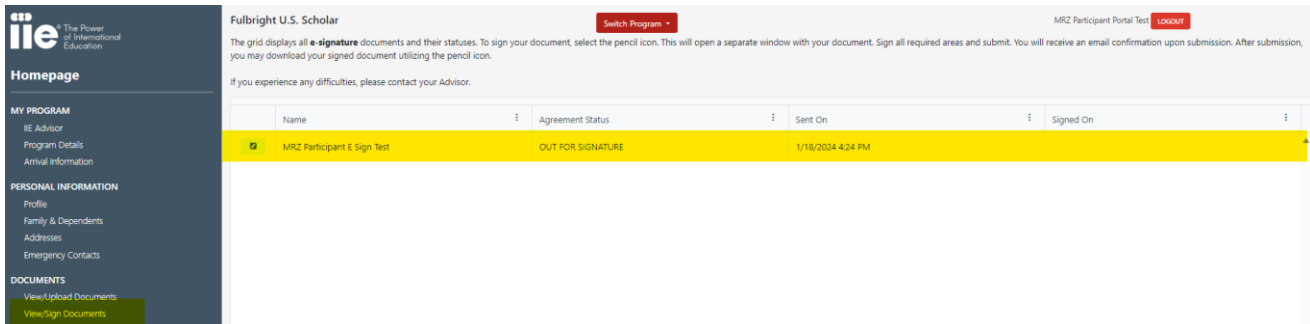
[Add New Document](#) Search By Category: **Search**

	Document Category	Status	Action Required By	Comments
<input checked="" type="checkbox"/>	Grant Document	Rejected	Participant	Test Grant Doc not signed properly, resubmit
<input checked="" type="checkbox"/>	Itinerary	Approved		test 2/6/24
<input checked="" type="checkbox"/>	Grant Document	Pending Review	IIE	
<input checked="" type="checkbox"/>	Receipts	Pending Review	IIE	

Sign Required Documents

All grantees are required to e-sign a Terms and Conditions document. This document will be sent as an agreement via email to grantees. In addition to receiving an email prompting you to sign the agreement, you may also access the Terms and Conditions agreement pre- or post-signing it via the IIE Participant Portal.

Navigate to the “View/Sign Documents” section of the Documents category. If you have been sent a Terms and Conditions agreement to sign it will appear in the list.



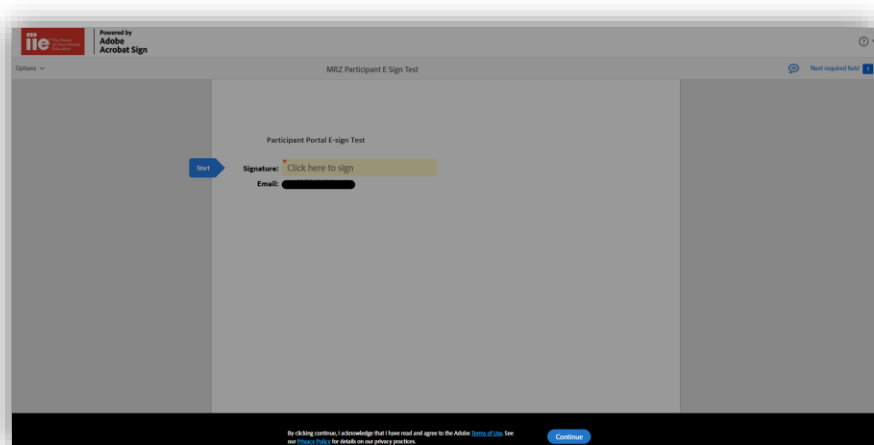
Fulbright U.S. Scholar MRZ Participant Portal Test **Logout**

The grid displays all **e-signature** documents and their statuses. To sign your document, select the pencil icon. This will open a separate window with your document. Sign all required areas and submit. You will receive an email confirmation upon submission. After submission, you may download your signed document utilizing the pencil icon.

If you experience any difficulties, please contact your Advisor.

Name	Agreement Status	Sent On	Signed On
<input checked="" type="checkbox"/> MRZ Participant E Sign Test	OUT FOR SIGNATURE	1/18/2024 4:24 PM	

Click the pencil icon next to the name column to view or sign the document. If you have not yet signed the agreement, Adobe Acrobat Sign will load and request that you initial and sign the document in all required fields.



Powered by **Adobe Acrobat Sign**

MRZ Participant E Sign Test

Participant Portal E-sign Test

Next Next required field

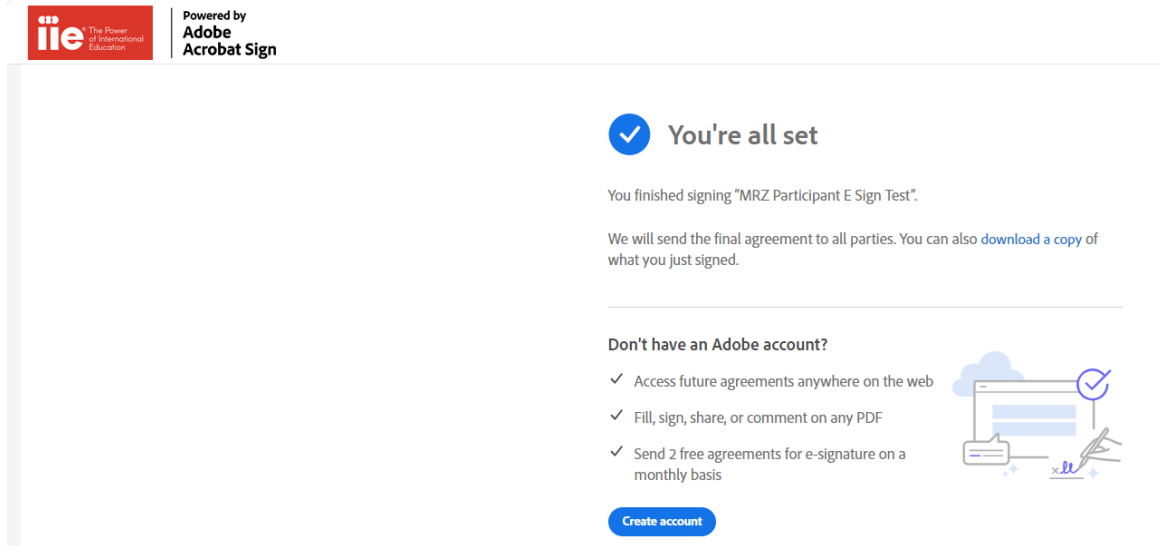
Signature: [Click here to sign](#)


Email:

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.


Continue

Once you have successfully signed and submitted the document, this page will appear. You may close out of this tab to return to the IIE Participant Portal.



 The Power of International Education

Powered by
Adobe
Acrobat Sign

 **You're all set**

You finished signing "MRZ Participant E Sign Test".

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis

[Create account](#)

Frequently Asked Questions

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

A: Contact your IIE Advisor for further assistance if the below FAQs do not answer your question.

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.

Q: I want to change my primary email address.

A: It is not recommended to change your primary email unless absolutely necessary. If you must change your primary email, please review the below.

- 1) If you are being paid via IIEpay/Zelle, your email address in the participant portal MUST match the email address you use for your bank and Zelle accounts. Therefore, you will need to update the email address associated with your IIEpay/Zelle account through your bank.
- 2) In order to change your primary email address, navigate to the bottom right footer of any page in the Participant Portal. Click "Change Primary Email."

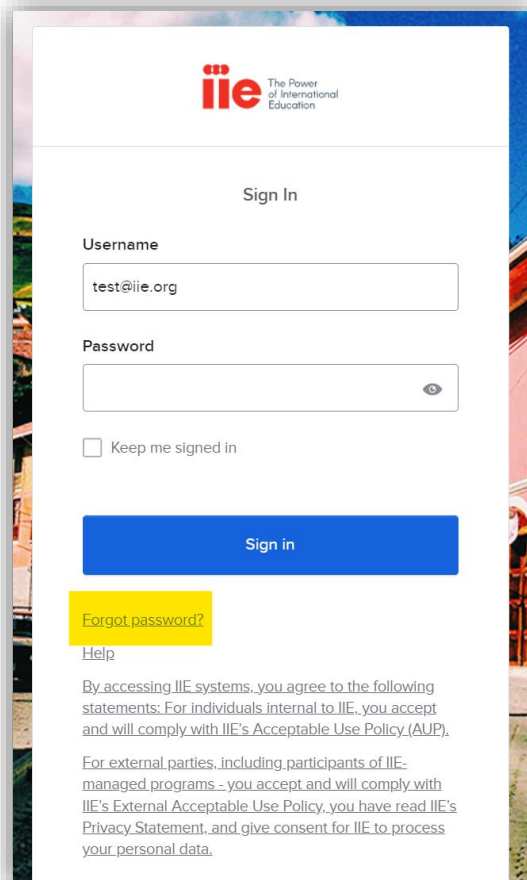
Please note, as soon as you change your email address, you will be logged out of the portal and your current OKTA account will no longer work to access it.

[Change Primary Email](#) | [About IIE](#) | [Terms and Conditions](#) | [Privacy Policy](#)

- 3) Log out of OKTA and fully close out of the browser you are using.
- 4) Go into your new email account to find a message from noreply@okta.com
- 5) Create a new OKTA account, following the steps above, where you can again access the portal. All documents you uploaded will still be there.
 - Important: It may take up to five minutes for your new portal access to be fully activated after you activate your new OKTA account.
 - If you have trouble accessing OKTA or the portal, please try an incognito/private browser, or another browser.
 - If you have any problems, please email your IIE Advisor with screenshots and an explanation of what happened.

Q: I forgot my password.

A: If you have forgotten your password at any time, please use the "forgot password" on the Okta login page. If you have also forgotten your Okta security question(s), please email your advisor for help in resetting these. Please note requests submitted over the weekend may have a delayed response.



The screenshot shows the IIE Sign In page. At the top is the IIE logo with the tagline "The Power of International Education". Below the logo is the "Sign In" heading. There are two input fields: "Username" with the value "test@iie.org" and "Password" which is currently empty. Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. A yellow box highlights the "Forgot password?" link. Below this link is a "Help" link and a paragraph of text: "By accessing IIE systems, you agree to the following statements: For individuals internal to IIE, you accept and will comply with IIE's Acceptable Use Policy (AUP). For external parties, including participants of IIE-managed programs - you accept and will comply with IIE's External Acceptable Use Policy, you have read IIE's Privacy Statement, and give consent for IIE to process your personal data."