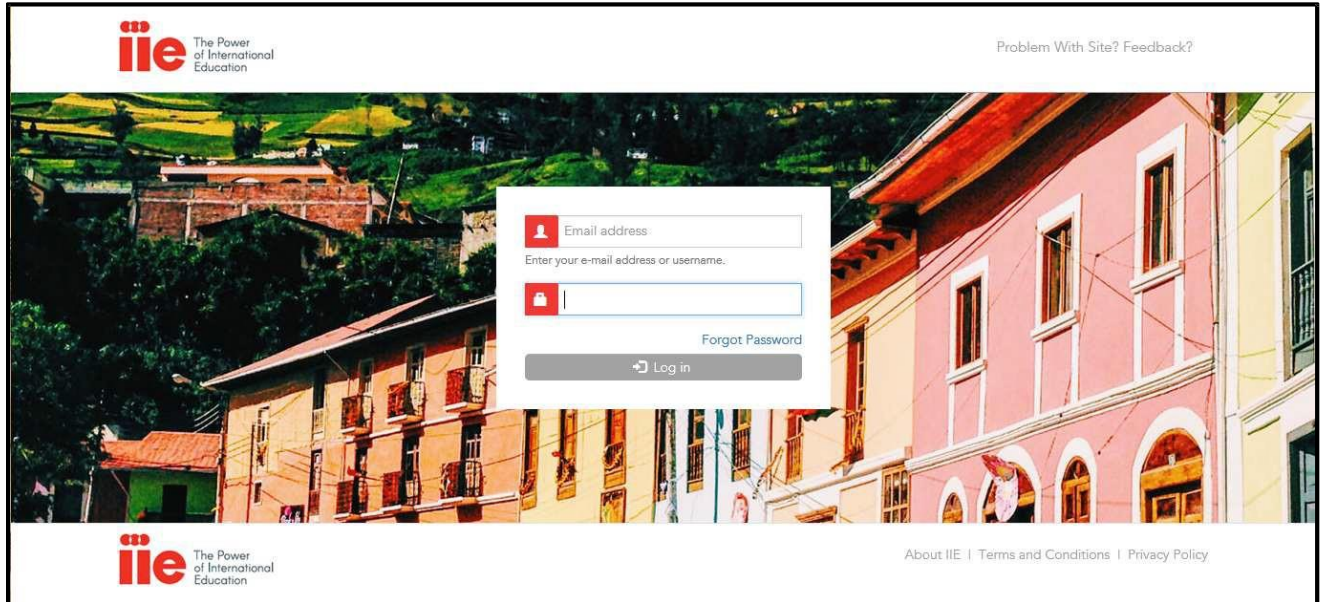


## Boren Awards Self-Service Portal Guide

### **STEP 1**

Log into the Self-Service Portal at: <http://connect.iie.org/>



### **STEP 2**

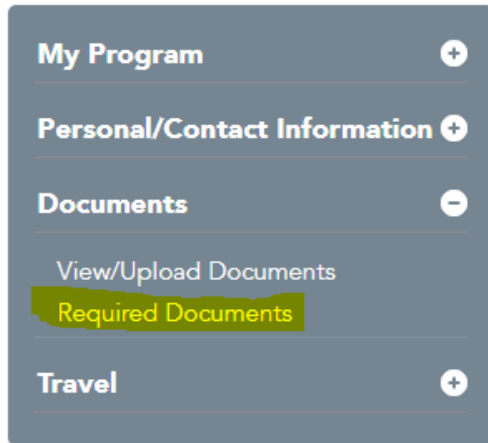
Make sure you are in the Boren program portal. You can find this at the very top of the landing page as soon as you log in. If you've had any other IIE administered grants in the past, they could possibly be listed in this drop-down list.



## Access and Uploading Documents

### **STEP 1**

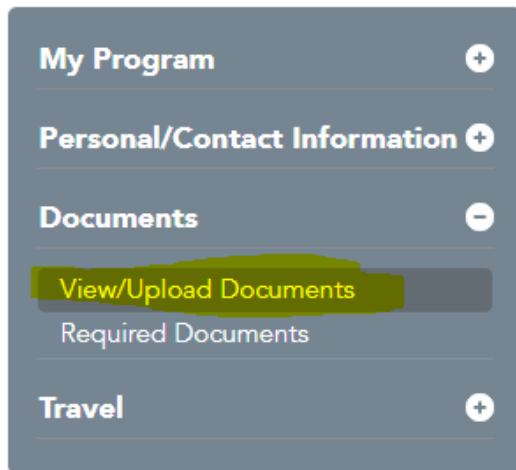
On the first page of your account, expand the Documents section by clicking on the + sign. Next click on **Required Documents**



Here you will find a list of all of the required documents PDFs which you will need to download, sign and submit back to the portal.

## **STEP 2**

To upload your completed documents, expand the Documents section by clicking on the + sign. Then, click on **View/Upload Documents**



## **STEP 3**

Use the Documents Grid page to add a new document to your grid. You can also filter by document status to see the status of your already submitted documents here (all submitted documents will be reviewed by your Boren Advisor).

- My Program +
- Personal Information +
- Financial +
- Documents +
- Travel +

Documents

This page displays all items that IIE requires for your program. It also displays all the documents you have submitted, including non-required items. To see previous versions of an item, please click **View** on the grid below.

To update a new version of an existing document, for example, a signed Terms & Conditions or Travel Warning Waiver Form, please click **Update** on the grid below.

To upload an item that does not already appear on the grid below, please click **Add** and select the appropriate document category. Once you have selected the category, specific information about that document will appear.

Status Add

All

Show  entries

Document Category	Due Date	Status	View	Update
Affiliation		Pending Review	<a href="#">View</a>	<a href="#">Update</a>
Initial Report		Pending Review	<a href="#">View</a>	<a href="#">Update</a>

Previous  Next

#### **STEP 4**

Click the ADD button to begin uploading your document:

- My Program +
- Personal Information +
- Financial +
- Documents +
- Travel +

Documents

This page displays all items that IIE requires for your program. It also displays all the documents you have submitted, including non-required items. To see previous versions of an item, please click **View** on the grid below.

To update a new version of an existing document, for example, a signed Terms & Conditions or Travel Warning Waiver Form, please click **Update** on the grid below.

To upload an item that does not already appear on the grid below, please click **Add** and select the appropriate document category. Once you have selected the category, specific information about that document will appear.

Status **Add**

All

Show  entries

Document Category	Due Date	Status	View	Update
Affiliation		Pending Review	<a href="#">View</a>	<a href="#">Update</a>
Initial Report		Pending Review	<a href="#">View</a>	<a href="#">Update</a>

To add a new item, please select a document category below from the drop-down menu. Once you have selected the category, specific information about that document will appear.

Correctly categorizing your documents when you upload them will prevent delays in processing and delays in your payment.

After selecting the category, choose the correct file to upload matching the category.

Document Category \*

Final Report
File Name

Choose File

Test Final Report - Butler.docx

**Upload**

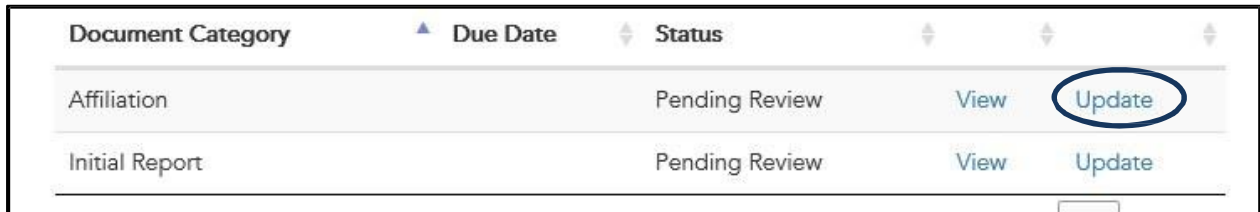
**Save**

Once you have selected your document, click upload and then Save. This will save your document to the library. This will also allow you to update/delete any documents if needed.

## **STEP 5**

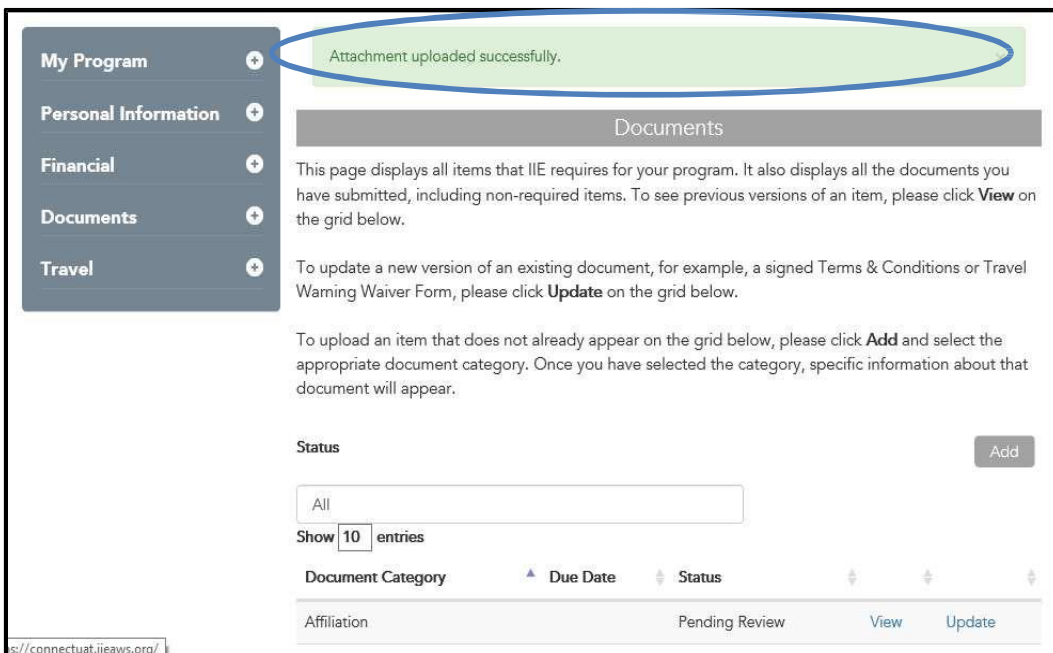
How Do I Modify or Upload a New Document Version?

To upload a new version of an item already listed on your Document Grid, you can click on **Update** and upload a newer version of that document.



Document Category	Due Date	Status		
Affiliation		Pending Review	View	Update
Initial Report		Pending Review	View	Update

The system will alert you when a new document is uploaded successfully



Attachment uploaded successfully.

### Documents

This page displays all items that IIE requires for your program. It also displays all the documents you have submitted, including non-required items. To see previous versions of an item, please click **View** on the grid below.

To update a new version of an existing document, for example, a signed Terms & Conditions or Travel Warning Waiver Form, please click **Update** on the grid below.

To upload an item that does not already appear on the grid below, please click **Add** and select the appropriate document category. Once you have selected the category, specific information about that document will appear.

Status

All

Show 10 entries

Document Category	Due Date	Status		
Affiliation		Pending Review	View	Update

[s://connectust.iieaws.org/](https://connectust.iieaws.org/)

## **STEP 6**

How do I check the status of my submitted documents?

You can check your submission by going back to the Documents page, by going back to your homepage and clicking on **Documents** → **View/Upload Documents**

Document Category	Due Date	Status		
Affiliation		Pending Review	View	Update
Initial Report		Pending Review	View	Update

**NOTE:** Upon submission of your document, the status will automatically be *pending review* until it has been reviewed and updated by your Boren Advisor.

## Submitting Contact Information

### **STEP 1**

To submit your current physical address, the address of where you are living while on your overseas programs, click on the **+** on the **Personal/Contact Information** section and click on **Addresses**, and then click on **Add New Addresses**. Please be sure to enter a valid phone number where you can be reached in case of emergency. This is a **REQUIRED** field and it is extremely imperative that you keep it as current as possible:

**My Program** +

**Personal/Contact Information** -

Profile

Addresses

Emergency Contacts

**Documents** +

**Travel** +

Addresses

Listed below is the address IIE has on record as your **current physical addresses**.

Your **current physical address** is the address where you are living during your program and it is the address we would use to contact you in an emergency.

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

### **STEP 2**

To submit your Emergency Contacts Information, click on the **+** on the **Personal/Contact Information** section and click on **Emergency Contacts** and then click on **Add a New Emergency Address:**

**My Program** +

**Personal/Contact Information** -

- Profile
- Addresses
- Emergency Contacts**

**Documents** +

**Travel** +

## Emergency Contacts

All Boren Awardees are required to submit the following **Emergency Contact Information**

- **Emergency Contacts Home – TWO required**

1) One **U.S.-based** contact person for your study abroad program. This contact should be either the program provider or a study abroad advisor from your home university, if you have direct enrolled in an overseas institution.

2) One **U.S.-based** emergency contact. If at any point we cannot reach you while you are overseas, we will reach out to this person. Therefore, this should be someone with whom you are in regular contact (parent, adult sibling, family member, close friend, etc.).

- **Emergency Contact Host – ONE required**

1) This is the contact person at the **overseas** base of your study abroad program. If you will have multiple study abroad programs, you may enter more than one contact person.

[Add a New Emergency Contact](#)

**If you have any questions, please feel free to email your Boren regional Advisor.**