

## To Become a “Friend” of ADC40 (or to update your contact information and interests)

- Being a Friend *gets you on our email list* for announcements of upcoming events and related professional news. Committee and subcommittee meetings and conferences are generally open to all with an interest in the profession.
- Being a Friend *lets us know of your interests* and how you might want to get more involved.
- Being a Friend *makes you eligible* to be considered for committee membership.

Please follow these two steps (\*\*step 1 is especially important if you are updating your contact info, because we do not get a notice at the committee level if you only do step 2\*\*):

1. Step 1: Fill in your information and interests (for internal committee use only) at: <https://goo.gl/forms/oArY6H4AalcsMlkq1>. If you can't access Google surveys on your device, contact Bill Bowlby at [wbowlby@bowlbyassociates.com](mailto:wbowlby@bowlbyassociates.com) for an alternative approach.
2. Step 2: Create or update your user profile at [www.myTRB.org](http://www.myTRB.org). To do either, please see TRB's instructions starting on the next page. Once you are logged into your profile, you can designate yourself a Friend of ADC40 by doing the following:

The image shows two screenshots from the MyTRB portal. The top screenshot is a navigation menu with 'Committees' highlighted. A dropdown menu is open, showing 'My Committees', 'Become a Friend of a Committee' (highlighted with a red box), and 'Chair's Dashboard'. The bottom screenshot is the 'Self nomination as friends of committee' form. It includes a dropdown menu for 'Select a Committee' with 'ADC40 Standing Committee on Transportation-Related Noise and Vibration' selected, an 'Opt out of Member Nomination' checkbox, a 'Scope of Committee' description, and 'Submit' and 'Cancel' buttons.

Note that TRB's **Online Directory** does not list committee friends, just official members of committees, project-based committees and panels, and TRB sponsors, affiliates, representatives, volunteers and staff.

**Thank you and welcome to our committee and community! Hope to see you soon.**

# How to Log in to MyTRB

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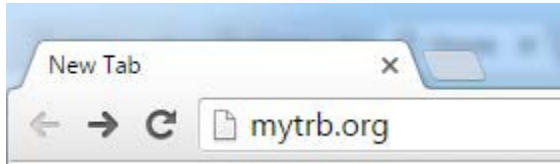
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*Last updated by Gareth Driver 7/22/2016*

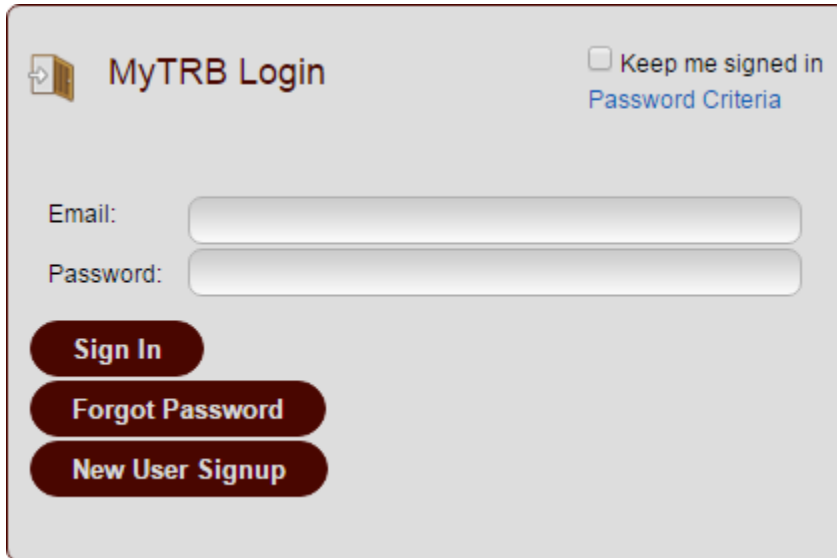
These instructions explain how to log in to the MyTRB site, whether you have logged in before or are an entirely new user.

## Navigate to the MyTRB Site

First, enter 'mytrb.org' (without the quotation marks) into your browser's address bar, and press Enter.



Once the page loads, you will see the following dialogue box.

A screenshot of the MyTRB Login dialog box. The dialog box has a title bar with a folder icon and the text 'MyTRB Login'. In the top right corner, there is a checkbox labeled 'Keep me signed in' and a link 'Password Criteria'. Below the title bar, there are two input fields: 'Email:' and 'Password:'. At the bottom of the dialog box, there are three buttons: 'Sign In', 'Forgot Password', and 'New User Signup'.

If you are a new user and have never logged in before, follow the instructions immediately below. If you are a returning user, you may skip ahead to the section entitled 'Returning Users'.

## New Users

If you are a new user, click the "New User Signup" button at the initial login screen.

The image shows a login form titled "MyTRB Login". At the top right, there is a checkbox labeled "Keep me signed in" and a link "Password Criteria". Below the title are two input fields: "Email:" and "Password:". Underneath these fields are three buttons: "Sign In", "Forgot Password", and "New User Signup". The "New User Signup" button is highlighted with a red rectangular border, and a red arrow points to it from the right.

After clicking this button, you will see the following screen.

The screenshot shows a web page with a navigation bar at the top containing "Home", "Store", "Online Directory", and "Help". On the right side of the navigation bar, there is a "View Cart" icon with "0 Item" and a "Sign In" link. The main heading is "Forgot Password / New User Signup". Below the heading is a paragraph: "Please enter your Email and click submit. If an account exists, a unique link will be sent to your email that will allow you to set your password." There is an "Email:" input field and a "Submit" button below it.

### Email Check

Enter your email address and click "Submit." The system will first test to see whether you already have an existing account.

The screenshot shows the same web page as above, but with an error message. The error message is: "The email does not match a profile in the TRB database." Below the error message is a paragraph: "If you believe you are getting this message in error, please try again to ensure that you entered your email address correctly. If you continue to get this error, your profile may be attached to another email address. If you need assistance, please send a note to MyTRB@nas.edu or call 202-334-1738 from 8:00 a.m. to 5:00 p.m. ET Monday through Friday." The "Email:" input field now contains the text "nas@nas.edu". Below the input field are two buttons: "Retry Email" and "Create New Profile".

Next, click "Create New Profile".

## Enter Personal Information

A new user information entry screen will appear. Be sure to fill out the following required fields:

1. **First Name**
2. **Last Name**
3. **Email** – must be a valid email address.
4. **Password** – must be a minimum length of 6 characters with at least 1 upper and lower case letter and 1 number.
5. **Repeat Password** – must match Password exactly.
6. **Address**
7. **City**
8. **Country**
9. **ZIP or Postal Code**
10. **Area Code & Phone Number**

Once all required fields are entered, click the “Save” button to complete the process.



## Enter Company Information

Once you have clicked the “Save” button, you will be asked to enter your company information.

Home Store Online Directory Help

View Cart 0 Item Sign In

### New User

#### Company Information

Please click the Search button below to select your company. If you can not find your company in the list you will be able to add it or select "No Organization". Please note, employees of TRB Sponsors or Affiliates may be eligible for additional discounts and benefits.

\*My Company is: No Company Selected - Please Enter Company Name (or "No Organization").

Search Clear

Click the “Search” button to search for your organization in our records, or to create a new one if necessary.

Clicking the “Search” button will launch the Search or Add Company window. Enter all or a part of your company name and click “Search”.

If your search was successful, you should see your company listed.

Select	Company Name
<input type="checkbox"/>	Acme Innovation, Inc.

In that case, simply check the checkbox in the column labeled Select. Your updated company information will be populated under the “My Company Is:” field on the Company Information screen.

### Company Information

Please click the Search button below to select your company. If you can not find your company in the list you will be able to add it or select "No Organization". Please note, employees of TRB [Sponsors](#) or [Affiliates](#) may be eligible for additional discounts and benefits.

\*My Company is:

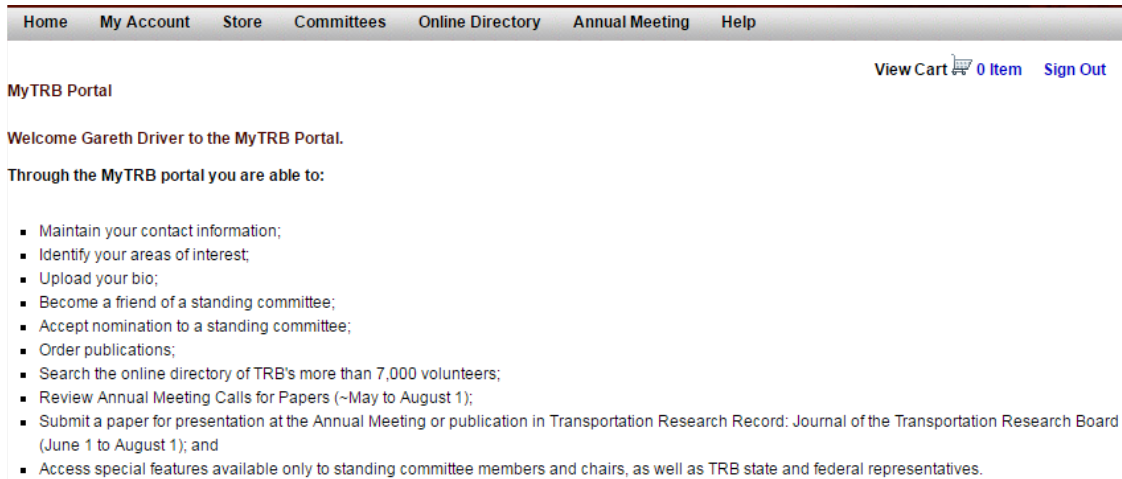
If, on the other hand, you do not see your company on the search list, simply enter your organization’s name in the “New Company” field and click the “Create New Company” button to add your organization’s details.

Once you are done, the “Search Or Add Company” window will close and you will see your organization populated in the “My Company Is:” field.

When you are done entering your company, click the “Submit” button at the lower right-hand side of the screen.

## Successful Login

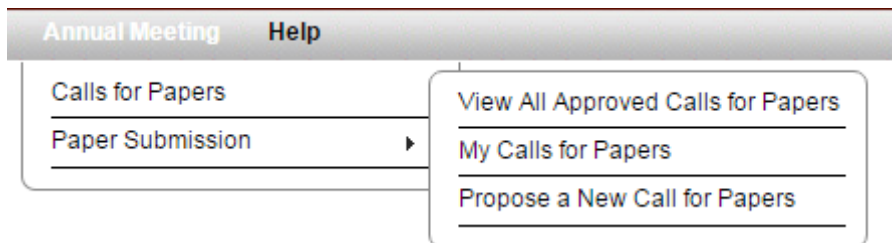
You will then be logged in successfully. You should see the following screen.



The screenshot shows the MyTRB Portal interface. At the top is a navigation bar with links: Home, My Account, Store, Committees, Online Directory, Annual Meeting, and Help. On the right side of the page, there is a shopping cart icon with '0 Item' and a 'Sign Out' link. The main content area is titled 'MyTRB Portal' and includes a welcome message: 'Welcome Gareth Driver to the MyTRB Portal.' Below this, it states 'Through the MyTRB portal you are able to:' followed by a bulleted list of features:

- Maintain your contact information;
- Identify your areas of interest;
- Upload your bio;
- Become a friend of a standing committee;
- Accept nomination to a standing committee;
- Order publications;
- Search the online directory of TRB's more than 7,000 volunteers;
- Review Annual Meeting Calls for Papers (~May to August 1);
- Submit a paper for presentation at the Annual Meeting or publication in Transportation Research Record: Journal of the Transportation Research Board (June 1 to August 1); and
- Access special features available only to standing committee members and chairs, as well as TRB state and federal representatives.

You can navigate the MyTRB site by hovering your mouse over the menu items at the top (e.g. Home, Annual Meeting, etc.) and clicking items from the pulldown menus that appear.



The screenshot shows a dropdown menu for the 'Annual Meeting' link. The menu items are: 'Calls for Papers', 'Paper Submission', 'View All Approved Calls for Papers', 'My Calls for Papers', and 'Propose a New Call for Papers'. The 'View All Approved Calls for Papers' item is highlighted.

## Returning Users

First, enter your email and password in the appropriately marked fields.



The login form consists of two input fields. The first field is labeled 'Email:' and the second field is labeled 'Password:'. Both fields are empty and have a light gray background.

Next, click the 'Sign In' button.



At that point, the MyTRB welcome page should load.

Home My Account Store Committees Online Directory Annual Meeting Help

View Cart 0 Item Sign Out

Welcome Gareth Driver to the MyTRB Portal.

Through the MyTRB portal you are able to:

- Maintain your contact information;
- Identify your areas of interest;
- Upload your bio;
- Become a friend of a standing committee;
- Accept nomination to a standing committee;
- Order publications;
- Search the online directory of TRB's more than 7,000 volunteers;
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- Access special features available only to standing committee members and chairs, as well as TRB state and federal representatives.

If you have problems, issues, or suggestions for enhancement to the MyTRB portal, please contact us at [MyTRB@nas.edu](mailto:MyTRB@nas.edu) or call 202-334-1738 from 8:00am to 5:00pm ET Monday through Friday.

If you do not see this page, the next two sections will show you how to troubleshoot the most common issues – forgotten password and unrecognized email address.

## Forgotten Password

If you have entered the wrong password, you will see the following upon trying to log in.

MyTRB Login  Keep me signed in  
[Password Criteria](#)

You have 2 more login attempts before your account is disabled

[Forgot Password](#)

Email:

Password:

[Sign In](#)

[Forgot Password](#)

[New User Signup](#)

Note the message: “You have 2 more login attempts before your account is disabled”.

You may try to log in once again, if you remember the correct password or believe you made a simple typo. Be aware, however, that your account will be locked if you exceed the allowed number of tries.

If your account is locked, contact the MyTRB Helpdesk at [MyTRB@nas.edu](mailto:MyTRB@nas.edu) or 202-334-1738.



If you do not remember your password or have run out of tries before your account is locked, simply click the “Forgot Password” link or button.

MyTRB Login  Keep me signed in Password Criteria

You have 2 more login attempts before your account is disabled

[Forgot Password](#)

Email:

Password:

**Sign In**

**Forgot Password**

**New User Signup**

Either the link or the button will bring you to this screen.

[View Cart](#) 0 Item [Sign In](#)

## Forgot Password / New User Signup

Please enter your Email and click submit. If an account exists, a unique link will be sent to your email that will allow you to set your password.

Email:

**Submit**

Enter your email address and click “Submit”. The following message will appear, and instructions for resetting your password will be emailed to you within a few minutes.

[Home](#) [Store](#) [Online Directory](#) [Help](#)

[View Cart](#) 0 Item [Sign In](#)

## Forgot Password / New User Signup

Please enter your Email and click submit. If an account exists, a unique link will be sent to your email that will allow you to set your password.

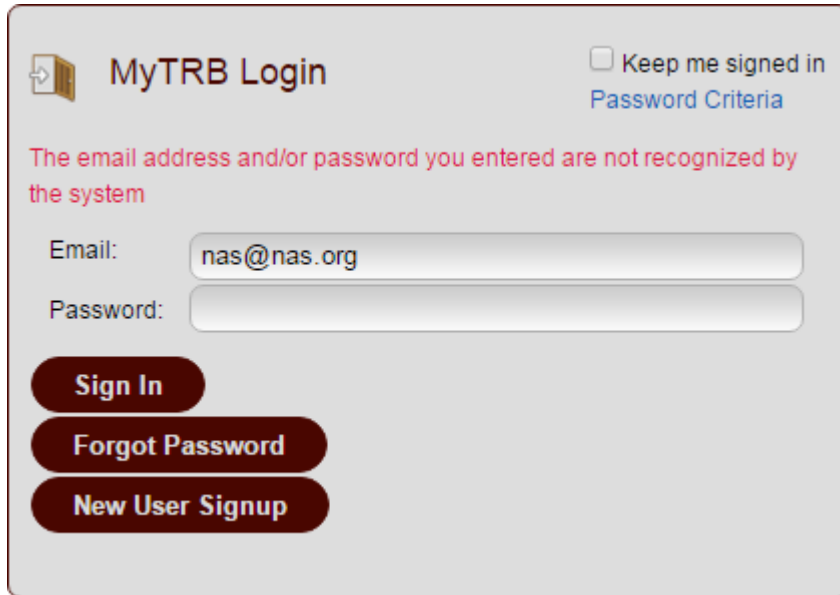
We have sent an email to GDriver@nas.edu with a unique link to reset your password. If you no longer have access to this email box, please send a note to MyTRB@nas.edu or call 202-334-1738 from 8:00 a.m. to 5:00 p.m. ET Monday through Friday for assistance.

Email:

If you do *not* receive this message, the problem may be an incorrect email address rather than a forgotten password. In that case, follow the instructions in the section below.

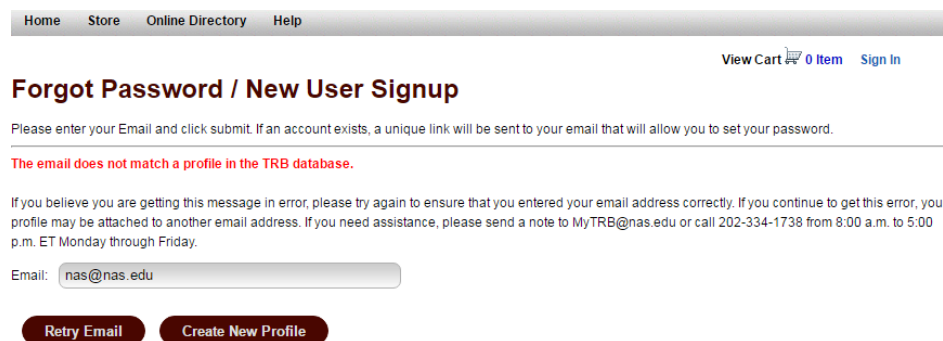
## Unrecognized Email Address

At the initial login screen, if you enter an email address that is not in the system, you will get the following message.



The screenshot shows the MyTRB Login interface. At the top left is a folder icon and the text "MyTRB Login". To the right is a checkbox labeled "Keep me signed in" and a link "Password Criteria". Below this is a red error message: "The email address and/or password you entered are not recognized by the system". Underneath are two input fields: "Email:" with the value "nas@nas.org" and "Password:". At the bottom are three buttons: "Sign In", "Forgot Password", and "New User Signup".

If you click on "Forgot Password" and attempt to enter the same address, you will get this error message.



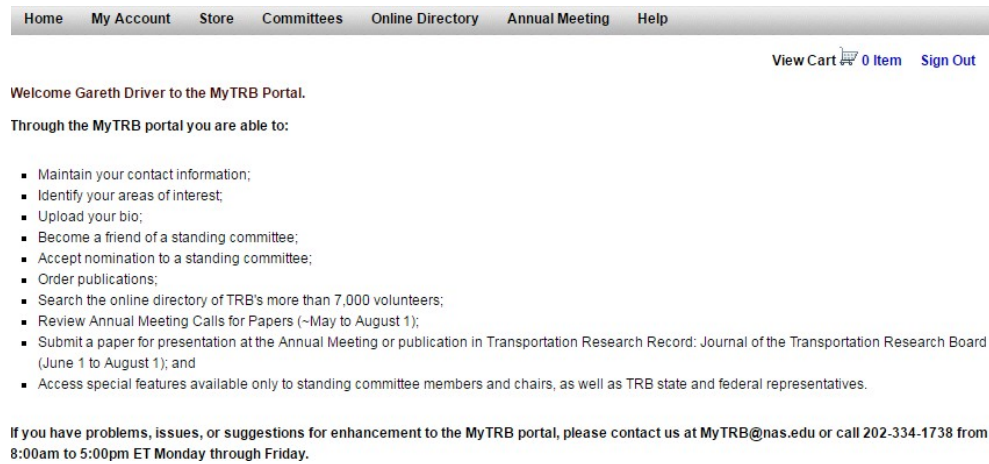
The screenshot shows the "Forgot Password / New User Signup" page. At the top is a navigation bar with "Home", "Store", "Online Directory", and "Help". On the right is "View Cart 0 Item" and "Sign In". The main heading is "Forgot Password / New User Signup". Below it is the instruction: "Please enter your Email and click submit. If an account exists, a unique link will be sent to your email that will allow you to set your password." A red error message follows: "The email does not match a profile in the TRB database." Below this is a paragraph of text: "If you believe you are getting this message in error, please try again to ensure that you entered your email address correctly. If you continue to get this error, your profile may be attached to another email address. If you need assistance, please send a note to MyTRB@nas.edu or call 202-334-1738 from 8:00 a.m. to 5:00 p.m. ET Monday through Friday." Underneath is an "Email:" input field with the value "nas@nas.edu". At the bottom are two buttons: "Retry Email" and "Create New Profile".

Note that whereas you are limited to three tries for a forgotten password, you have an unlimited number of tries for your email.

However, if you continue to have difficulty remembering the correct email address, please contact the MyTRB Helpdesk at [MyTRB@nas.edu](mailto:MyTRB@nas.edu) or 202-334-1738 for assistance in locating your profile.


## Successful Login

Once you have resolved any issues with regards to your password or email address and successfully logged in, the following screen will appear.



The screenshot shows the MyTRB portal interface. At the top is a navigation bar with links: Home, My Account, Store, Committees, Online Directory, Annual Meeting, and Help. On the right side of the navigation bar, there is a shopping cart icon with '0 Item' and a 'Sign Out' link. Below the navigation bar, a welcome message reads: 'Welcome Gareth Driver to the MyTRB Portal.' Underneath, it states: 'Through the MyTRB portal you are able to:' followed by a bulleted list of user capabilities. At the bottom of the page, there is a contact information note.

Home My Account Store Committees Online Directory Annual Meeting Help

View Cart  0 Item Sign Out

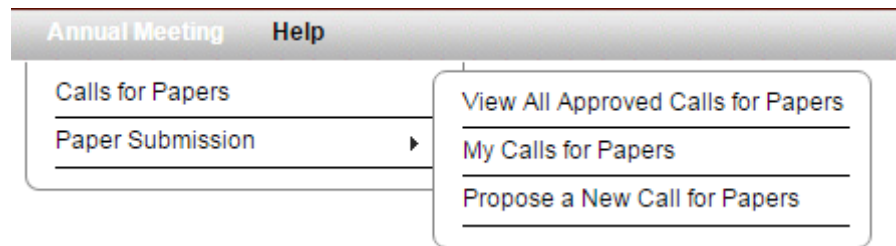
Welcome Gareth Driver to the MyTRB Portal.

Through the MyTRB portal you are able to:

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You can navigate the MyTRB site by hovering your mouse over the menu items at the top (e.g. Home, Annual Meeting, etc.) and clicking items from the pulldown menus that appear.



The screenshot shows a pulldown menu for the 'Annual Meeting' item. The menu is open, displaying a list of options. The 'Paper Submission' option is highlighted with a right-pointing arrow. A sub-menu is visible to the right of the 'Paper Submission' option, containing three items: 'View All Approved Calls for Papers', 'My Calls for Papers', and 'Propose a New Call for Papers'.

Annual Meeting Help

Calls for Papers

Paper Submission ▶

View All Approved Calls for Papers

My Calls for Papers

Propose a New Call for Papers

## Further Help

If you have any questions concerning this guide, logging in, or MyTRB in general, please contact the MyTRB Helpdesk at [MyTRB@nas.edu](mailto:MyTRB@nas.edu) or 202-334-1738.