To Become a "Friend" of AEP80 (formerly ADC40), or to update your contact information and interests…
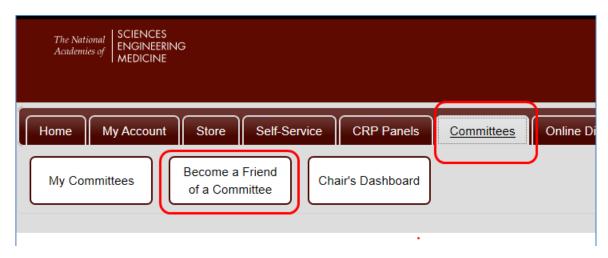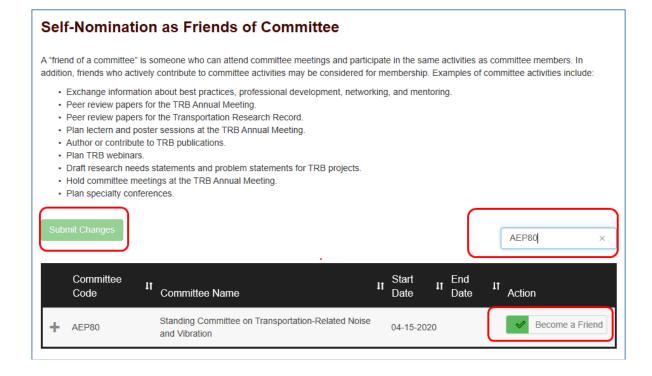
➢ Being a Friend *gets you on our email list* for announcements of upcoming events and related professional news. Committee and subcommittee meetings and conferences are generally open to all with an interest in the profession.

➢ 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 your email address or a notice that you've signed up as a Friend 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 for an alternative approach.

2. Step 2: Create or update your user profile at 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 AEP80 by doing the following:

Self-Nomination as Friends of Committee

A "friend of a committee" is someone who can attend committee meetings and participate in the same activities as committee members. In addition, friends who actively contribute to committee activities may be considered for membership. Examples of committee activities include:

- Exchange information about best practices, professional development, networking, and mentoring.
- Peer review papers for the TRB Annual Meeting.
- Peer review papers for the Transportation Research Record.
- Plan lectern and poster sessions at the TRB Annual Meeting.
- Author or contribute to TRB publications.
- Plan TRB webinars.
- Draft research needs statements and problem statements for TRB projects.
- Hold committee meetings at the TRB Annual Meeting.
- Plan specialty conferences.

Submit Changes

AEP80 ✕

Committee Code	⇅	Committee Name	⇅	Start Date	⇅	End Date	⇅	Action
➕ AEP80		Standing Committee on Transportation-Related Noise and Vibration		04-15-2020				✔ Become a Friend

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 transportation noise community! Hope you'll get involved.

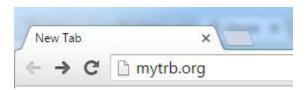# How to Log in to MyTRB

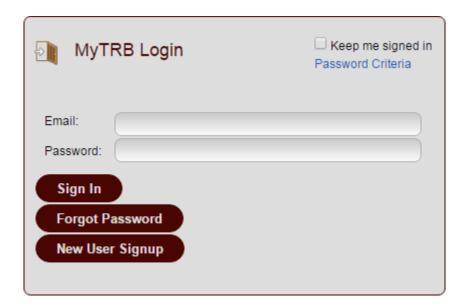## Table of Contents

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.

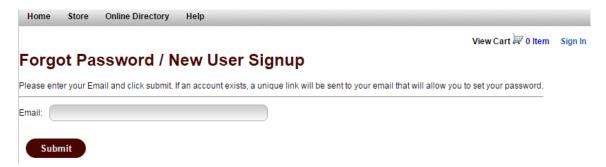Once the page loads, you will see the following dialogue box.

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.

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

Email Check

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

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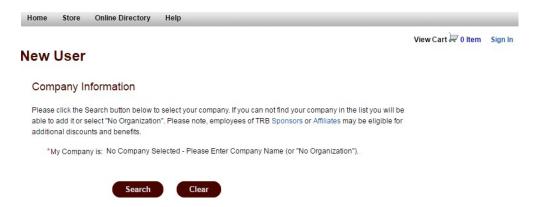
1. **First Name**
2. **Last Name**
3. **Email** – must be a valid email address.
4. **Password** – must be a minimum length of 6 characters with at least 1 upper and lower case letter and 1 number.
5. **Repeat Password** – must match Password exactly.
6. **Address**
7. **City**
8. **Country**
9. **ZIP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

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.

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.
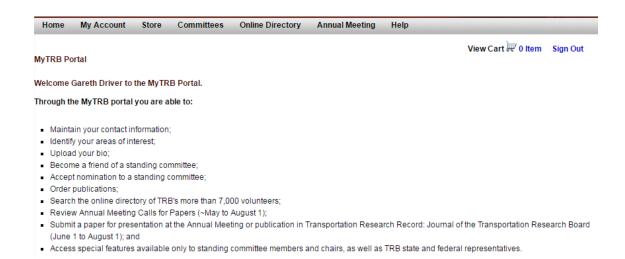

If, on the other hand, you do not see your company on the search list, simply enter your organization's name in the "New Company" field and click the "Create New Company" button to add your organization's details.

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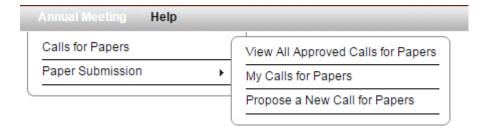
When you are done entering your company, click the "Submit" button at the lower right-hand side of the screen.

Successful Login

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

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.

Returning Users

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

Next, click the 'Sign In' button.

At that point, the MyTRB welcome page should load.

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.
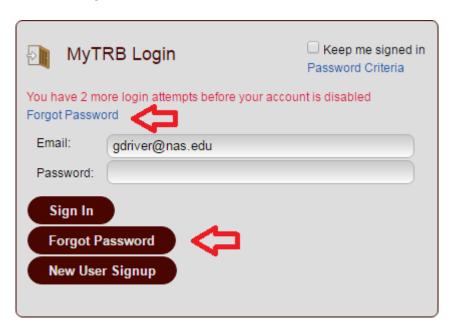

Note the message: "You have 2 more login attempts before your account is disabled".

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 or 202-334-1738.
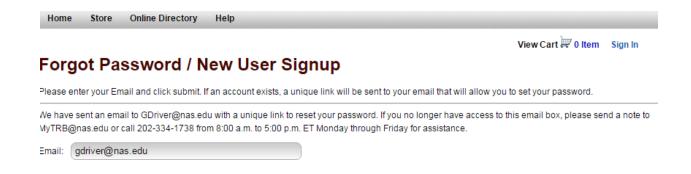
If you do not remember your password or have run out of tries before your account is locked, simply click the "Forgot Password" link or button.

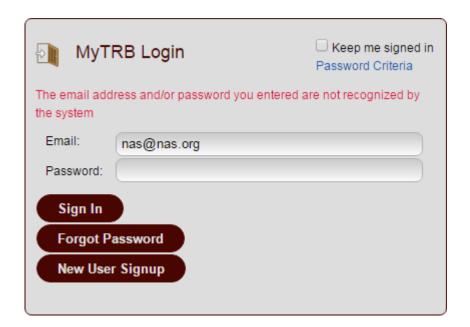Either the link or the button will bring you to this screen.

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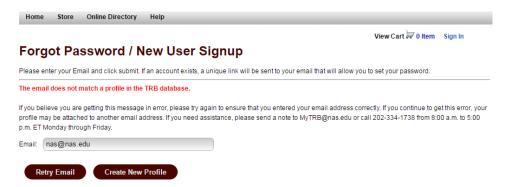
If you do *not* receive this message, the problem may be an incorrect email address rather than a forgotten password. In that case, follow the instructions in the section below.

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.

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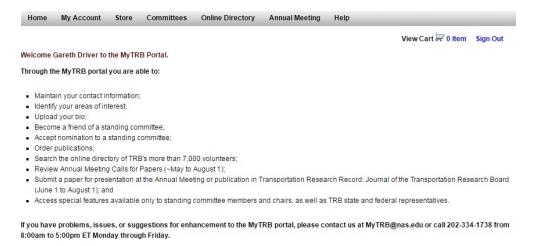

Note that whereas you are limited to three tries for a forgotten password, you have an unlimited number of tries for your email.
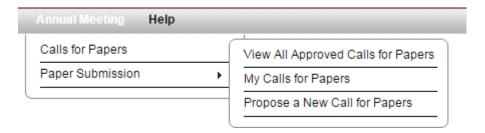
However, if you continue to have difficulty remembering the correct email address, please contact the MyTRB Helpdesk at MyTRB@nas.edu or 202-334-1738 for assistance in locating your profile.

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.

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.

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 or 202-334-1738.