

# Become a “Friend” of ADC40!

## (Or – update your contact information and interests as needed)

- 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.
- Lets us know of your interests and how you might want to get more involved.
- Makes you eligible to be considered for committee membership.

### Please follow these two steps:

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. Create or update your user profile at [www.myTRB.org](http://www.myTRB.org). To do so, please see the instructions starting on the next page.
3. Once logged in to your profile, make yourself a Friend of ADC40:

The image shows a screenshot of the MyTRB portal. The top navigation bar includes 'Home', 'My Account', 'Store', 'Self-Service', 'Committees', 'Online Directory', 'Annual Meeting', 'Webinar', and 'Help'. The 'Committees' menu is open, showing options for 'My Committees', 'Become a Friend of a Committee', and 'Chair's Dashboard'. Below the navigation, a welcome message for Bill Bowlby is displayed. The main content area is titled 'Self nomination as friends of committee'. It includes a dropdown menu for selecting a committee, currently set to 'ADC40 Standing Committee on Transportation-Related Noise and Vibration'. There is an 'Opt out of Member Nomination' checkbox. The 'Scope of Committee' is described as looking at transportation-related noise and vibration and evaluating alternative strategies and control techniques. At the bottom, there are 'Submit' and 'Cancel' buttons.

Note that the **Online Directory** only lists official members of committees, project-based committees and panels, and TRB sponsors, affiliates, representatives, volunteers and staff, not committee Friends.

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

# How to Log in to MyTRB

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## Table of Contents

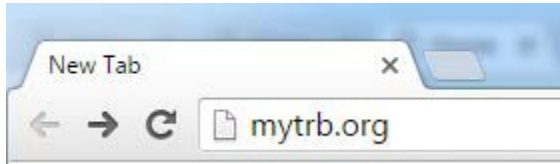
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*Last updated by Gareth Driver 7/22/2016*

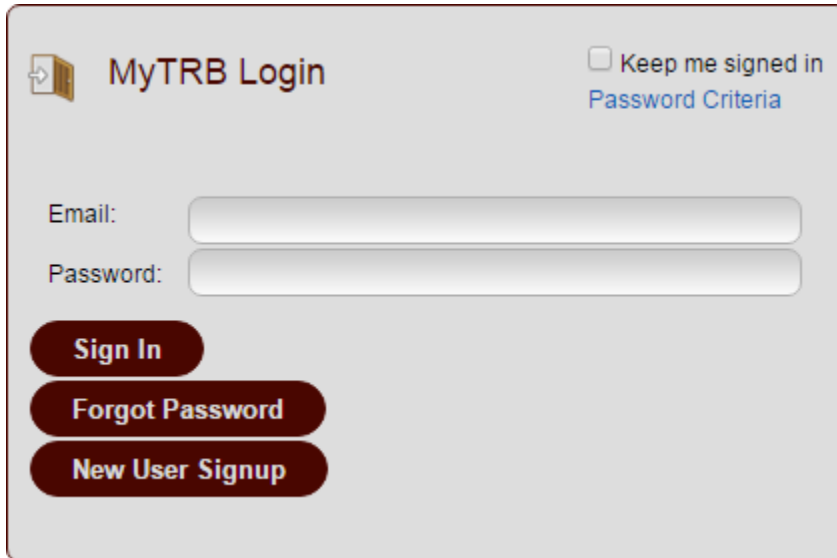
These instructions explain how to log in to the MyTRB site, whether you have logged in before or are an entirely new user.

## 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 light gray background and a dark border. At the top left is a small icon of a folder with an arrow pointing out, followed by the text 'MyTRB Login'. At the top right is a checkbox labeled 'Keep me signed in' with the text 'Password Criteria' below it. Below the header are two input fields: 'Email:' followed by a text box, and 'Password:' followed by a text box. Below the input fields are three dark red buttons with white text: '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.

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

Email:

Password:

**Sign In**

**Forgot Password**

**New User Signup** ←

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

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.

Email:

**Submit**

**Email Check**

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

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.

**The email does not match a profile in the TRB database.**

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.

Email:

**Retry Email** **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 'Paper Submission' item has a right-pointing arrow next to it, indicating it is the active item.

## 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;
- 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.

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.

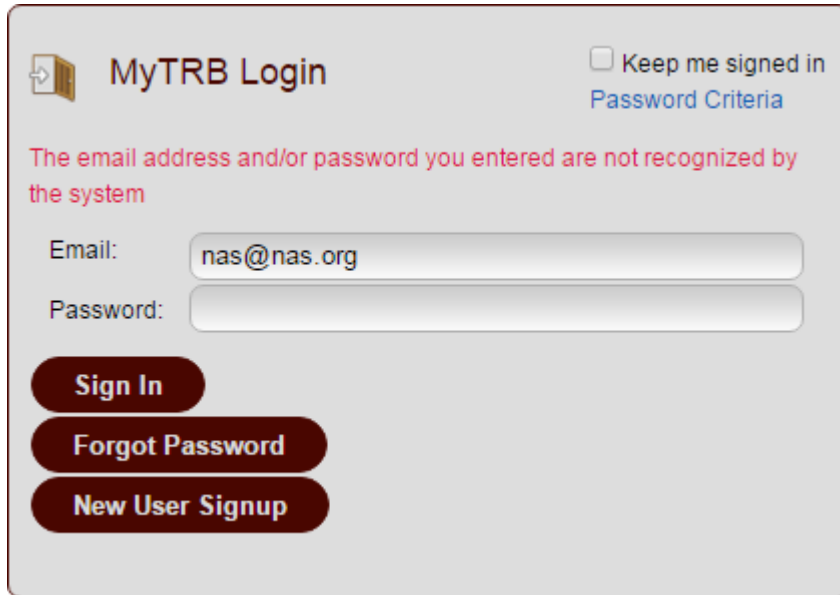
We have sent an email to GDriver@nas.edu with a unique link to reset your password. If you no longer have access to this email box, please send a note to MyTRB@nas.edu or call 202-334-1738 from 8:00 a.m. to 5:00 p.m. ET Monday through Friday for assistance.

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.



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

The email address and/or password you entered are not recognized by the system

Email:

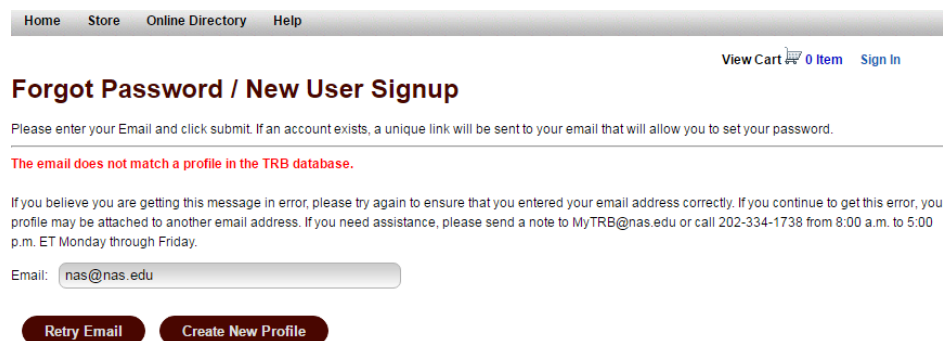
Password:

**Sign In**

**Forgot Password**

**New User Signup**

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



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.

The email does not match a profile in the TRB database.

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.

Email:

**Retry Email** **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 'View 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:

- 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.

At the bottom of the page, a note states: '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.'

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 close-up of the 'Annual Meeting' menu item in the top navigation bar. A pulldown menu is open, displaying three options: 'Calls for Papers', 'Paper Submission', and 'Propose a New Call for Papers'. The 'Paper Submission' option has a right-pointing arrow next to it. A separate box on the right side of the pulldown menu contains three additional options: 'View All Approved Calls for Papers', 'My Calls for Papers', and '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.