

MYTRB CHAIR'S DASHBOARD INSTRUCTION GUIDE

TRB has developed an all new Chair's Dashboard in MyTRB that now provides a more efficient way for chairs to manage committees, subcommittees, and friends. There is also a new dynamic overview of current members that offers demographics and other reporting on the committee.

HOW TO ACCESS THE CHAIRS DASHBOARD IN MYTRB

Step 1: Go to www.MyTRB.org to log into the MyTRB Portal. If you do not have an account with MyTRB or have forgotten your password, click on "Create an Account" to register or reset your password.

Step 2: Once logged into the MyTRB Portal, click on "Chair's Dashboard" to begin managing committee members, friends, or subcommittees.

Step 3: There are three new options available within the dashboard for chairs to interact with:

- **MANAGE MEMBER:** Allows chairs to add or remove members, view pending interim appointments, view dropped members, and copy email addresses to clipboard to allow chairs to disseminate committee related correspondence.
- **MANAGE FRIENDS:** Allows chairs to view the current friends list and copy email addresses to clipboard to disseminate committee related correspondence.
- **MANAGE SUBCOMMITTEES:** Allows chairs to assign a subcommittee chair, view dropped members, and copy email addresses to the clipboard.

The screenshot shows the MyTRB portal interface. At the top, there is a header with the logos for The National Academies of Sciences, Engineering, and Medicine, and the Transportation Research Board (TRB). Below the header is a navigation bar with links: Home, Webinars, My Account, Store, Self Service, CRR Basics, Committees, Chairs Dashboard (highlighted with a green box), and Online Directory. Below the navigation bar is a secondary navigation bar with links: Manage Member, Manage Friends, and Manage Subcommittees (all three are highlighted with a green box). To the right of the navigation bar, there is a user profile section showing "David Willauer - Log Out". Below the navigation bar, there is a welcome message: "Welcome David Willauer to the MyTRB Portal." followed by a list of features available through the MyTRB portal. A green arrow points from the "Chairs Dashboard" link in the navigation bar to a text box that says "Once logged in, click on 'Chair's Dashboard'". Another green arrow points from the "Manage Member", "Manage Friends", and "Manage Subcommittees" links to a text box that says "New functionality available to manage members, friends, and subcommittees.".

Once logged in, click on "Chair's Dashboard"

New functionality available to manage members, friends, and subcommittees.

Welcome David Willauer to the MyTRB Portal.

Through the MyTRB portal you are able to:

- Update your profile;
- Become a friend of a standing committee;
- Accept nomination to a standing committee;
- Submit a panel nomination for participation in TRB's Cooperative Research Program;
- Order publications;
- Search the online directory of more than 8,000 TRB volunteers;
- Access features only available to standing committee members and chairs, and TRB staff;
- Visit the Career Center;
- Review Annual Meeting Calls for Papers (~May to August 1); and
- 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).
- To continue the paper review process, please go to Editorial Manager.

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

HOW TO NAVIGATE THROUGH “MANAGE MEMBERS”

The updated “Manage Member” dashboard allows chairs to use the drop down menu to select a committee they would like to take action on. Chairs can choose to view their current committee rosters, add or drop members, view pending drops, and view an overview or breakdown of the committee makeup.

The screenshot shows the 'Manage Members' dashboard. At the top, there are three buttons: 'Manage Member', 'Manage Friends', and 'Manage Subcommittees'. A callout points to a new dropdown menu below these buttons, labeled 'New dropdown menu to list multiple committees'. The dropdown menu is currently set to 'AT040 - Standing Committee on Transportation of Hazardous Materials'. A callout points to this dropdown, labeled 'View Committee Scope'. Below the dropdown, the committee name 'AT040 - Standing Committee on Transportation of Hazardous Materials' is displayed. A callout points to a search bar labeled 'Type to Filter', with the text 'Quickly filter and search rosters'. Below the search bar, the 'Responsible Staff Officer' is listed as Scott Babcock and 'Support Staff' as Rhonda Levinowsky, Ashley Vaughan. A callout points to a table of members, with the text 'TRB Staff Officer and Support Staff now available'. The table has columns for First Name, Last Name, Years Served, Region, Role, Slot Name, and Responsibility. The first four rows are expanded, showing details for Mohamed Ahmed, Robert Benedict, Erica Bickford, and Monica Blaney. On the right side, there is an 'Overview' section with a 'Member Count' of 23, and a list of filters: Gender, Slots, Regions, Company Categories, and Ethnicity.

Manage Member Manage Friends Manage Subcommittees

New dropdown menu to list multiple committees

Manage Members

AT040 - Standing Committee on Transportation of Hazardous Materials

View Committee Scope

AT040 - Standing Committee on Transportation of Hazardous Materials

This committee is concerned with the protection of human health and the environment through the safe packaging, handling and transportation of hazardous materials, and effective response to hazardous materials incidents. The focus will be on risk management process development; type and extent of hazards associated with materials shipments; conditions and forces encountered during transportation of hazardous materials; legal and regulatory controls affecting hazardous materials; support and training for state and local hazardous materials transportation and emergency response; tools and technology to support risk assessment; and risk communication.

Responsible Staff Officer: Scott Babcock
Support Staff: Rhonda Levinowsky, Ashley Vaughan

Type to Filter

Quickly filter and search rosters

TRB Staff Officer and Support Staff now available

First Name	Last Name	Years Served	Region	Role	Slot Name	Responsibility
+	Mohamed	Ahmed	1			
+	Robert	Benedict	1			
+	Erica	Bickford	4	Unknown	Vice Chair	Main Member
+	Monica	Blaney	1	Unknown	Member	International Member

Overview

Member Count 23

Members from Overrepresented Companies 5

Nine or More Years 0

> 2 Committee Memberships 0

- Gender
- Slots
- Regions
- Company Categories
- Ethnicity

If you would like to view more details on a specific member, click on the “+” to expand the row to see more information such as contact information, company, age, location, etc.

The screenshot shows the expanded details for a member. The table has columns for First Name, Last Name, Years Served, Region, Role, Slot Name, and Responsibility. The first row is expanded, showing details for Robert Benedict. A callout points to the '+' icon in the first column, with the text 'Click on a “+” to expand a row to view more details'. The expanded details include: Email (rbenedict@pennstate.edu), Phone Number (717-863-1000), Company Name (Penn State Harrisburg), Title (Associate Vice President), Age (38 years of age or older), Ethnicity (White), Gender (Male), City (Harrisburg), State (PA), and Country (United States). On the right side, there is an 'Overview' section with a 'Member Count' of 23, and a list of filters: Gender, Slots, Regions, Company Categories, and Ethnicity.

First Name	Last Name	Years Served	Region	Role	Slot Name	Responsibility
+	Robert	Benedict	1	Unknown	Member	Main Member
+	Erica	Bickford	4	Unknown	Vice Chair	Main Member
+	Monica	Blaney	1	Unknown	Member	International Member

Click on a “+” to expand a row to view more details

Overview

Member Count 23

Members from Overrepresented Companies 5

Nine or More Years 0

> 2 Committee Memberships 0

- Gender
- Slots
- Regions
- Company Categories
- Ethnicity

- **COMMITTEE OVERVIEW:** The overview of the committee now allows chairs to interact with specific groupings within their committees. For example, if a chair would like to view the list of members from specific regions or other demographics.

First Name	Last Name	Years Served	Region	Role	Slot Name	Responsibility
+	Mohamed	Ahmed	1	Unknown	Member	Main Member
+	Robert	Benedict	1	Unknown	Member	Main Member
+	Michael	Bronzini	4	Unknown	Member	Main Member
+	Kurt	Eichenlaub	4	Unknown	Member	Main Member
+	Andy	Elkins	4	Unknown	Member	Main Member
+	Khalid	Farrag	1	Unknown	Member	Main Member
+	Marc	Fialkoff	1	Unknown	Member	Young Member
+	William	Holk	1	Unknown	Member	Main Member
+	Mark	Lepofsky	7	Unknown	Member	Main Member
+	Xiang	Liu	4	Unknown	Member	Young Member

Overview

Member Count	23
Members from Overrepresented Companies	5
Nine or More Years	0
> 2 Committee Memberships	0
▼ Gender	
Male	15
Female	7
Prefer Not to Answer	0
Not Specified	1
▼ Slots	
Main Member	18
International Member	3
Young Member	2
Staff/OT Member	0
► Regions	
► Company Categories	
► Ethnicity	
Add Member	
Pending Interim Appointments	
View Dropped Members	
Copy Emails to Clipboard	

Click on a “hyperlinked” number to view a list of members within that category. For example, if a user clicks “15” next to males, a list of member who identify as male would appear. See example to the above.

- **ADD MEMBER:** Click on “Add Member” to appoint new members to the committee. Chairs can either filter search through a current committee friend’s list, search other people who are not affiliated with the committee, or add a new member entirely.
- **VIEW PENDING INTERIM APPOINTMENTS:** Click on “Pending Interim Appointments” to view a list of interim adds.

Pending Interim Appointments

Close

During the intervening time between committee rotations, committee chairs may nominate additional members to fill any available membership positions (i.e. slots) within their committees. Committee chairs may nominate members in one of two ways: 1) Submit a nomination through their Chair Dashboard within MyTRB; or 2) Submit a nomination via email to their respective TRB Staff Officer

Type to Filter

First Name	Last Name	Region	Status
+ No Pending Interim Appointments Found.			

- **VIEW DROPPED MEMBERS:** Click on “View Dropped Members” to view members who are being removed from the committee.

Dropped Members

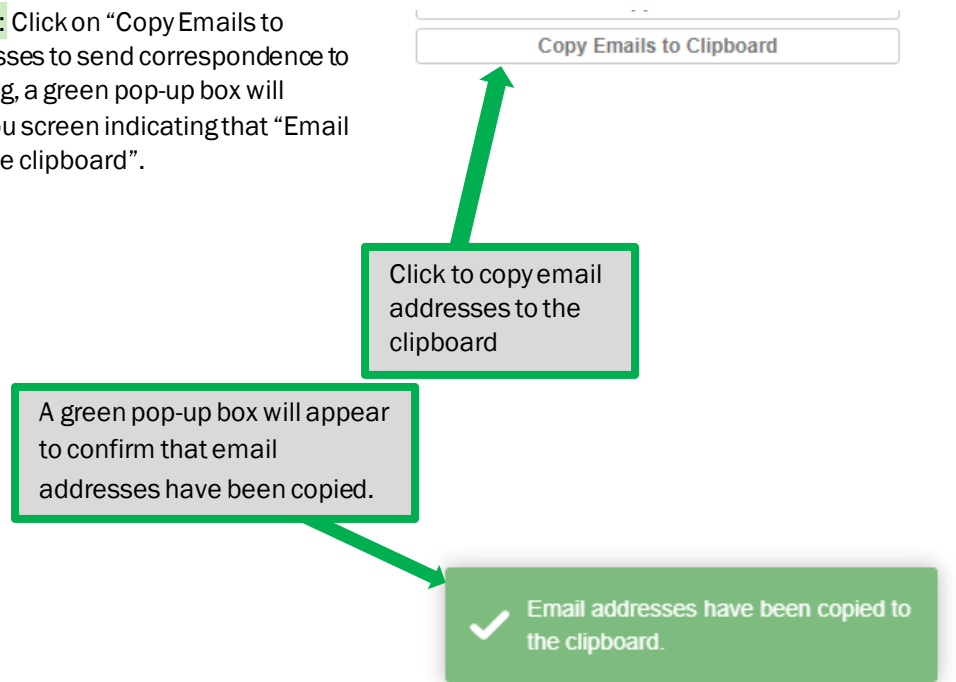
Close

Committee chairs may recommend to drop a member of the committee in one of two ways: 1) Submit a nomination through their Chair Dashboard within MyTRB; or 2) Submit a nomination via email to their respective TRB Staff Officer

Type to Filter

First Name	Last Name	Region	Status
+ No Dropped Members Found.			

- **COPY EMAILS TO CLIPBOARD:** Click on “Copy Emails to Clipboard” to access email addresses to send correspondence to committee members. After clicking, a green pop-up box will appear near the bottom right of you screen indicating that “Email addresses have been copied to the clipboard”.



HOW TO NAVIGATE “MANAGE FRIENDS”

The “Manage Friends” dashboard allows chairs to view the current committee friends list and offers a dynamic friend count for gender, regions, organization type, and other demographics. Chairs are able to copy email addresses to the clipboard if they would like to access them to disseminate committee related materials.

Manage Friends

AT040 - Standing Committee on Transportation of Hazardous Materials

AT040 - Standing Committee on Transportation of Hazardous Materials

Type to Filter

	First Name	Last Name	Gender	Region	Company Categories	Ethnicity	Other Committees
+	Mohamed	Ahmed	Male	Unknown	U.S. DOT	White	1
+	Mohamed	Ahmed	Male	Unknown	U.S. DOT	White	1
+	Alice	Alpour	Female	Unknown	Academia	White	1
+	Benjamin	Barrett	Male	Unknown	Contractor / Consultant	Not Specified	0
+	Erica	Bickford	Female	Unknown	Other U.S. Federal Government	White	0
+	Derek	Bryant	Male	Unknown	Industry	Not Specified	0
+	Donald	Chiarella	Male	Unknown	State Highway / Transportation	White	0

Overview

Friend Count 141

- Gender
- Regions
- Company Categories
- Ethnicity

Copy Emails to Clipboard

New dropdown menu to list multiple committees

Friend count available when expanded.

HOW TO NAVIGATE “MANAGE SUBCOMMITTEES”

The “Manage SubCommittees dashboard allows chairs to access current rosters and email addresses for SubCommittees. Chairs can also assign a chair from the “Parent Committee” to chair a subcommittee and view dropped members.

Manage SubCommittees

[Help](#)

AT040(2) - Subcommittee on the Transport of Energy Products

AT040(2) - Subcommittee on the Transport of Energy Products

Type to Filter

	First Name	Last Name	Region	Role	Date Added	Company
+	Mark	Lepofsky	Unknown	Chair	4/8/2021	FACTOR, Inc.
+	William	Holik	Unknown	Chair	1/12/2017	Texas A&M University

Overview

Member Count 2

Add Chair

View Dropped Members

Copy Emails to Clipboard

- **ADD CHAIR:** Click on “Add Chair” to appoint a new chair to a subcommittee. Chairs must search through parent committee members in order to appoint a new chair to a subcommittee

Parent Committee Members					Close
A “Parent Committee Member” is someone who is a Chair, Cochair, Member, Vice Chair or a Secretary in the parent committee.					Type to Filter
	First Name	Last Name	Region		
+	Mark	Lepofsky	United States	Current Member	
+	Khalid	Farrag	United States		+
+	Michael	Bronzini	United States		+
+	Monica	Blaney	United States		+
+	Mohamed	Ahmed	United States		+
+	David	Berling	United States		+
+	Melissa	Williams	United States		+
+	Barbara	Di Bacco	United States		+
+	Ann	Decker	United States		+

- **VIEW DROPPED MEMBERS:** Click on “View Dropped Members” to view members who are being removed from the committee.
- **COPY EMAILS TO CLIPBOARD:** Click on “Copy Emails to Clipboard” to access email addresses to send correspondence to committee members. After clicking, a green pop-up box will appear near the bottom right of you screen indicating that “Email addresses have been copied to the clipboard”.

Home | My Account | Store | Self Service | CNV Tables | Committees | Chairs Dashboard | Chair Directory | Annual Meeting | Webinars

Dropped Members

Close

Committee chairs may recommend to drop a member of the committee in one of two ways: 1) Submit a nomination through their Chair Dashboard within MyTRB; or 2) Submit a nomination via email to their respective TRB Staff Officer

Type to Filter

First Name	Last Name	Region	Status
+ No Dropped Members Found.			

Manage Member | Manage Friends | Manage Subcommittees

Manage SubCommittees

Help

AT040(2) - Subcommittee on the Transport of Energy Products

AT040(2) - Subcommittee on the Transport of Energy Products

Type to Filter

	First Name	Last Name	Region	Role	Date Added	Company
+	Mark	Lepofsky	Unknown	Chair	4/8/2021	FACTOR, Inc.
+	William	Holik	Unknown	Chair	1/12/2017	Texas A&M University

Overview

Member Count 2

Add Chair

Email addresses have been copied to the clipboard.

NEED HELP?

Within the “Chair’s Dashboard”, there is a blue Help Button on every page to assist you along the way. After clicking the button, a pop-up box will appear with contact information for MyTRB Helpdesk and a list of Frequently Asked Questions.

[Manage Member](#)[Manage Friends](#)[Manage Subcommittees](#)

Click the blue “help” button for assistance.

Help

Manage Members

AT040 - Standing Committee on Transportation of Hazardous Materials

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Help

Helpdesk Email Address: mytrb@nas.edu

Helpdesk Telephone Number: 202-334-1738

Helpdesk Operating Hours: Monday-Friday 8am-5pm.

Frequently Asked Questions

- ▶ 1 How can I propose an interim drop for TRB to review?
- ▶ 2 How can I propose an appointment for TRB to review?
- ▶ 3 Where can I find detailed information (email, company, etc) for a Member?
- ▶ 4 How can I sort and filter on the displayed Members?