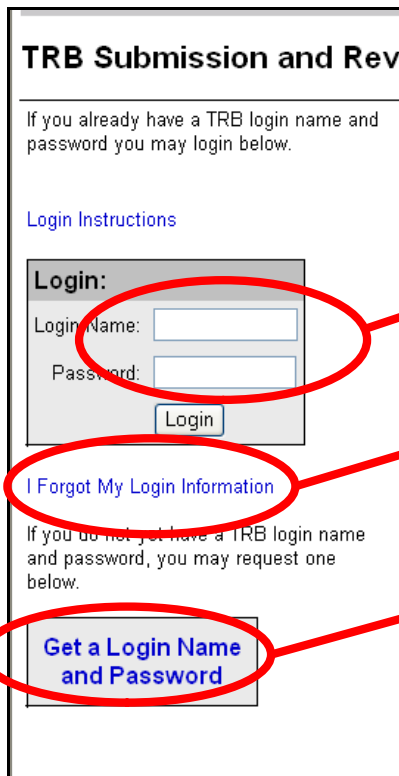


## STEPS FOR LOGIN AND PAPER SUBMITTAL

1. Go to the TRB homepage at <http://trb.org/> and select “Home” from the drop down list under the “Annual Meeting” header.



2. Click on “Paper Submittal” under 88<sup>th</sup> Annual Meeting.



- a. If you are a Returning Author and you know your login name and password, simply enter them into the fields in the Login box.

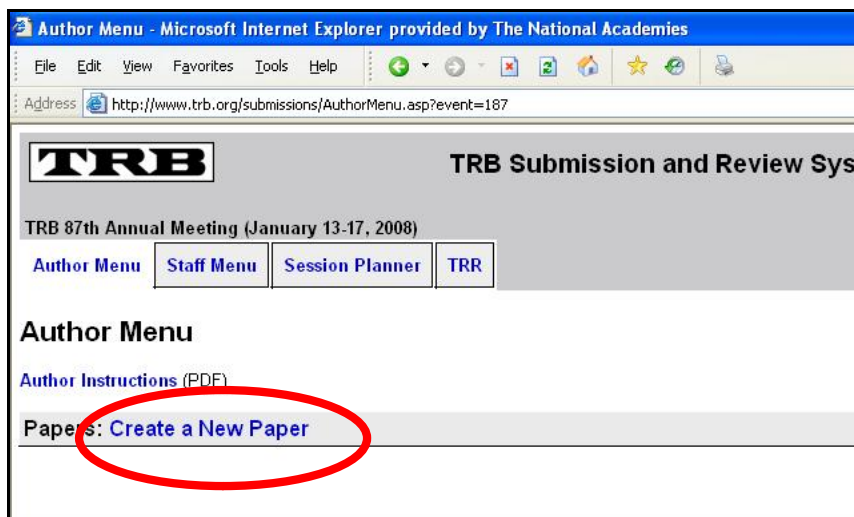
- b. If you are a Returning Author and you have forgotten your login name and password, click on **“I Forgot My Login Information”**. Enter your email address, and your login name and a temporary password will be emailed to you.
  - c. If you are a New Author, click on **“Get a Login Name and Password”**. You will be asked to enter your email address. A temporary login and password will be sent to your email inbox.
3. Once you are logged in, please note the **“Edit Your Profile”** option in the top right corner of your screen: Use this option to change your name, login, or other contact information.

The screenshot shows a profile editing form with the following fields:

- Prefix:
- First Name:
- Nickname:
- Middle Name:
- Last Name:  Suffix:

A **Save Changes** button is located at the bottom of the form.

4. Once you have successfully logged in, click on **“Author Menu”**
5. Click on **“Create a New Paper”** and fill out the requested information.



6. The Author List and Contact Information page allows you the opportunity to add and verify contact information for other authors who have contributed to the paper you are submitting. **“Click here to Add Another Author”** allows you to search for each name in the database.

Author Menu **TRR**

## Author List and Contact Information

07-0097: [Title of Paper](#)

Please enter the complete names and addresses for each coauthor listed on this paper. When you are finished click the ... at the bottom of the screen.

[Click Here to Add Another Author](#) **Add Additional Author**

	<u>Corresponding Author</u>	<b>Edit Your Info</b>
1	Ms. Jane Doe TRB 234 City, 20001 United States Phone: 5465 Email:	<a href="#">Edit Contact Info</a> <a href="#">Remove Author</a>

**DONE!**

[Author/Coauthor Information is Correct →](#)

- a. You can search for other authors from the **“Search for co-author”** tab. If you do **not** find a name with this search, only then enter new names and email addresses into the database.

**Add Author to Paper: 08-0003 - AM08 Guides and Templates Task Force Test Paper**

[Search for co-author](#)

**Co-author Person Search:**

Last Name (begins with):

First Name (begins with):

Organization (contains):

Email (exact match):

- When uploading a file, please notice that acceptable formats are .doc, .rtf, .txt, and .pdf if submittal is before midnight of July 28, 2008. Only .pdf is acceptable from July 29 through midnight of August 1, 2008.
- To approve your uploaded paper: 1) view and approve it or 2) do not approve it and resubmit a new version **“Now”** or **“Later”** but no later than midnight of July 28 for all acceptable file formats, and no later than midnight of August 1 for .pdf files.

**If you have any questions on paper submission, please contact Brie Schwartz at TRB: [BSchwartz@NAS.edu](mailto:BSchwartz@NAS.edu) or 202-334-3015**