How to View Your Committees

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Last updated by Gareth Driver 7/22/2016
Log in to MyTRB
The first step is to log in to MyTRB. If you are unsure of how to do this, you can either follow the user guide, or else contact the MyTRB Helpdesk at MyTRB@nas.edu or 202-334-1738.

Navigate from the Main Menu
Once you have logged in, you will see the following menu toward the top of your browser window. Hover your mouse over “Committees” and then click the menu item “My Committees”.

The My Committees Screen
Once you click there, the My Committees screen will load.

My Committees

By default, the My Committees screen displays current committees only.

Display Past Committees
To display past committees, click the dropdown that says “Current” and select “Past”.

Welcome Gareth Driver to the MYTRB.
through the MyTRB portal you are a
You can also select “All” to view past and current committees in a single list.

**Display Committee Record**

From the main My Committees screen, you can click the blue link of any committee name to view the corresponding committee record.

The committee record displays the committee start date, end date (if any) as well as committee scope – a description of the committee’s scope and purpose.

You can view all current members of the committee by clicking the “Current Members” link, and all current friends by clicking the “Current Friends” link.

You can return to the main My Committees screen by clicking the Back button on your browser.
**Unfriend a Committee**

Once you have viewed your committees, you may decide you no longer wish to remain a friend of all of them. It is easy to remove yourself from one or more selected committees.

First, click the checkbox to the right of the committee you wish to unfriend.

Be sure that the checkbox is in its “checked” state. You may select more than one committee for removal.

Once you have done this, click the “Remove Friend Status” button at the bottom of the list of committees.

![Remove Friend Status button]

After you click the button, the screen will refresh and the committee(s) in question will be gone from the current list.

Remember that you may view your past committees, including ones you recently unfriended, by selecting “Past” or “All” from the dropdown. See section “Display Past Committees” above.

**Sort Your Committees**

By default, committees are sorted ascending by name. You can verify this by observing the small upward-pointing triangle next to the header of the “Name” column.

![Sorted Committees table]
To sort by term, committee code or by your role on the committee, click the column header of one of those columns. The small triangle will appear next to the corresponding column header and the rows will re-sort.

To reverse the order of sorting, from ascending to descending, simply re-click an already selected column header. The small triangle icon will reverse, as will the order of sorting.

Further Help
If you have any questions concerning this guide, viewing committees, or MyTRB in general, please contact the MyTRB Helpdesk at MyTRB@nas.edu or 202-334-1738.