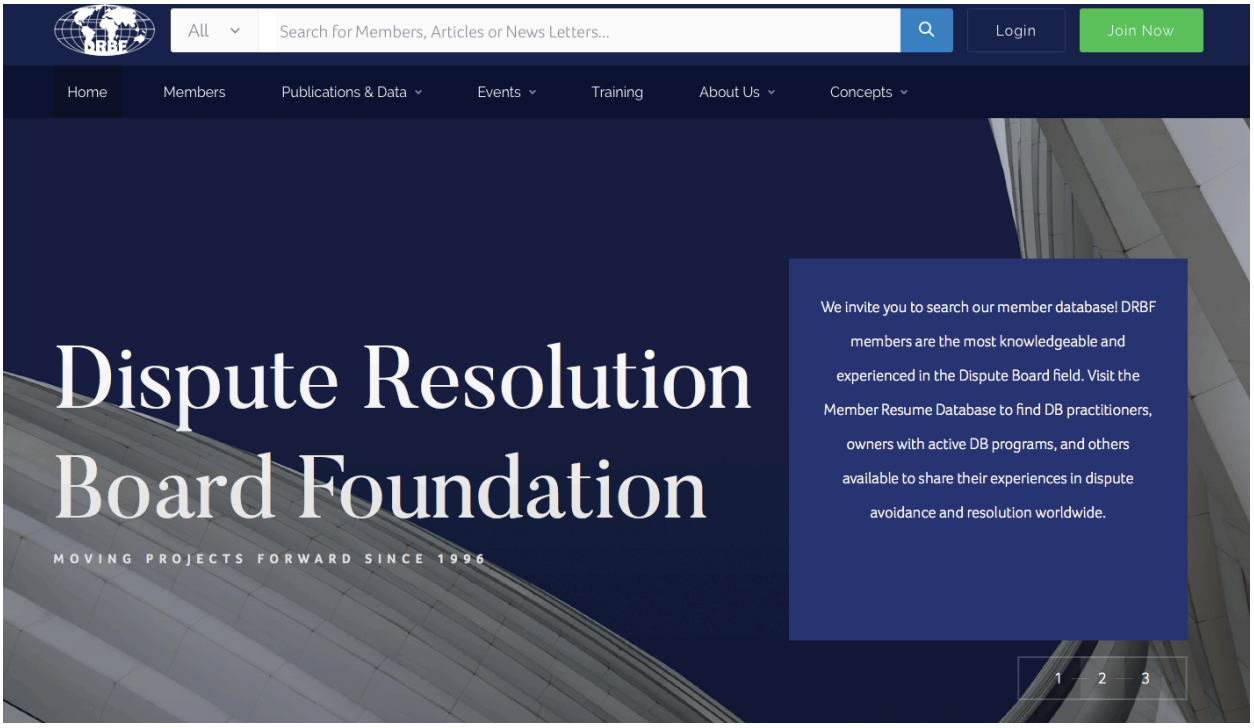
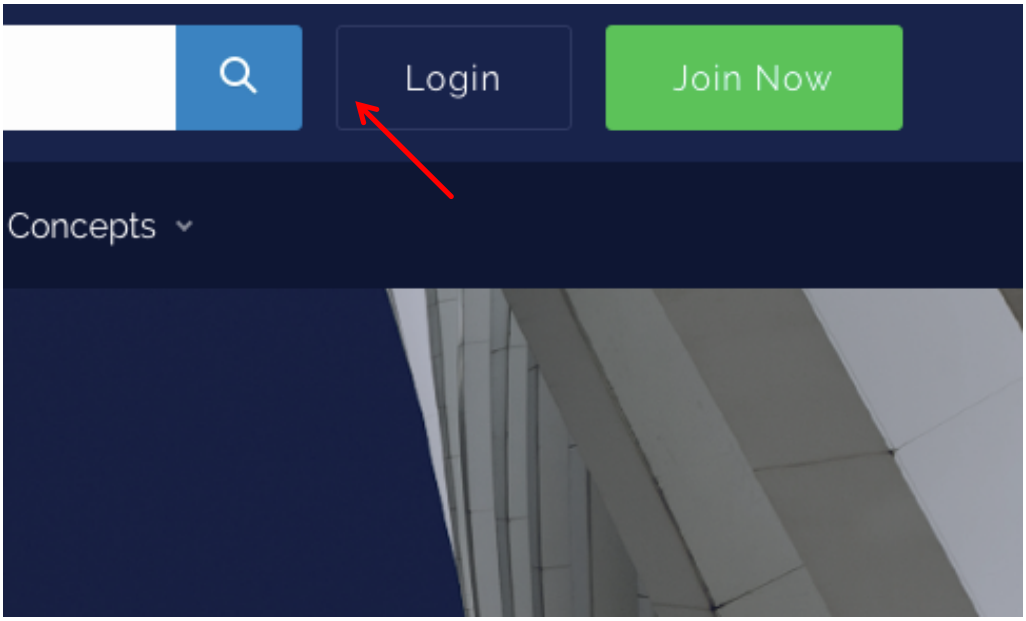
Member Resume Database User Guide for Members

1. **Go to our new site at:** http://drb.org/

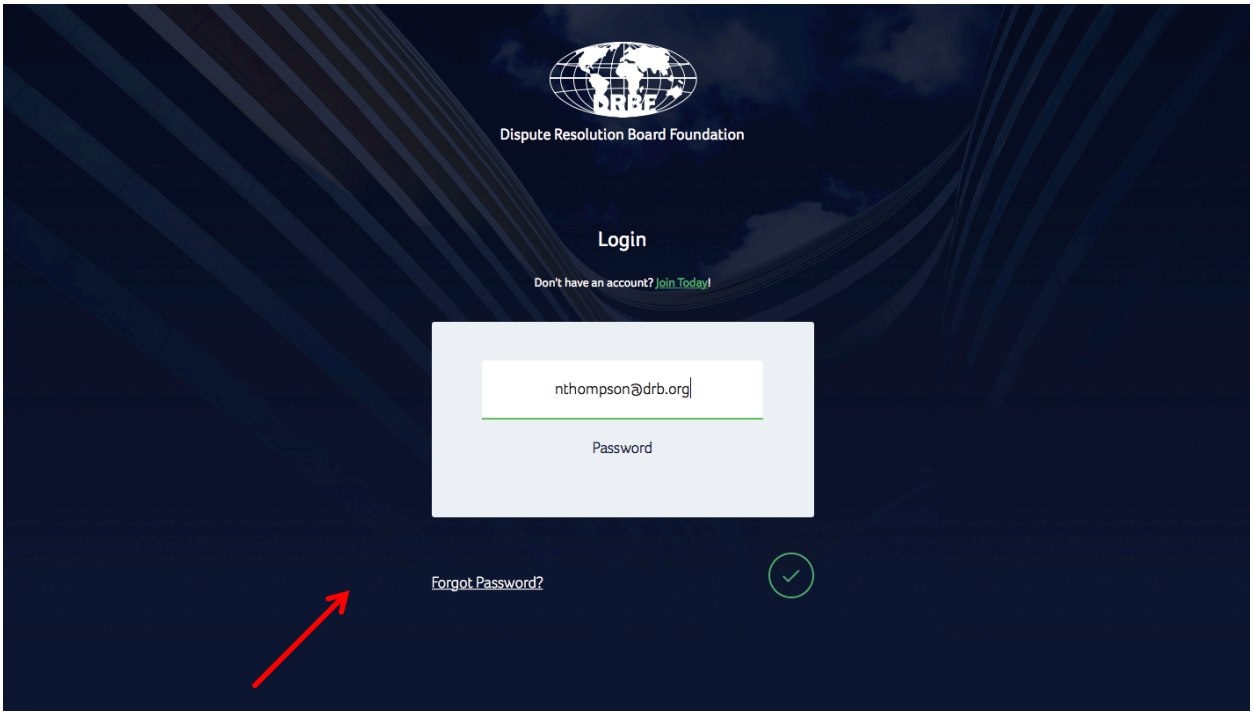


(homepage)

2. **Next, go to the top right side of the screen and click Login**

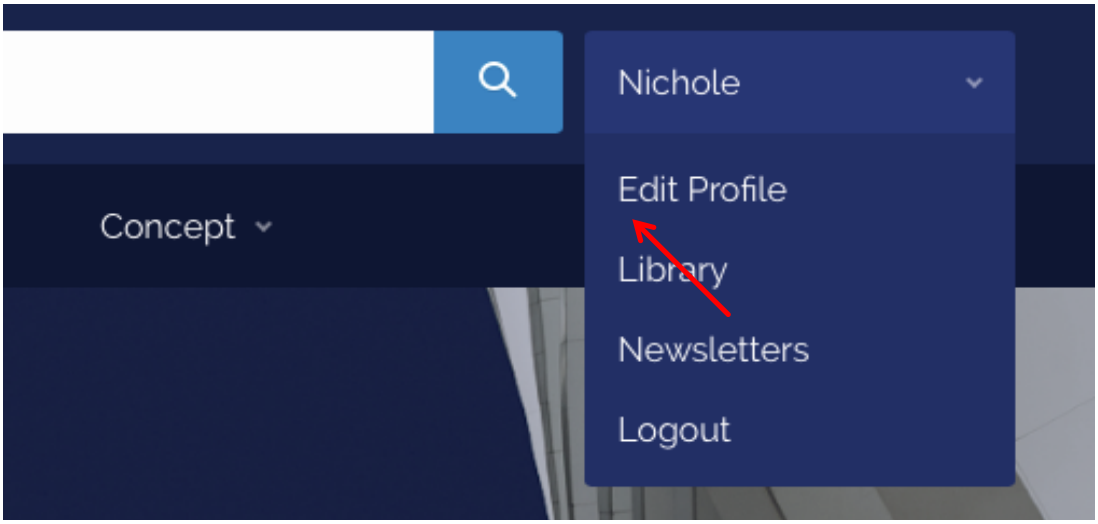


3. **Login in with your current DRBF Membership credentials (email and password)**

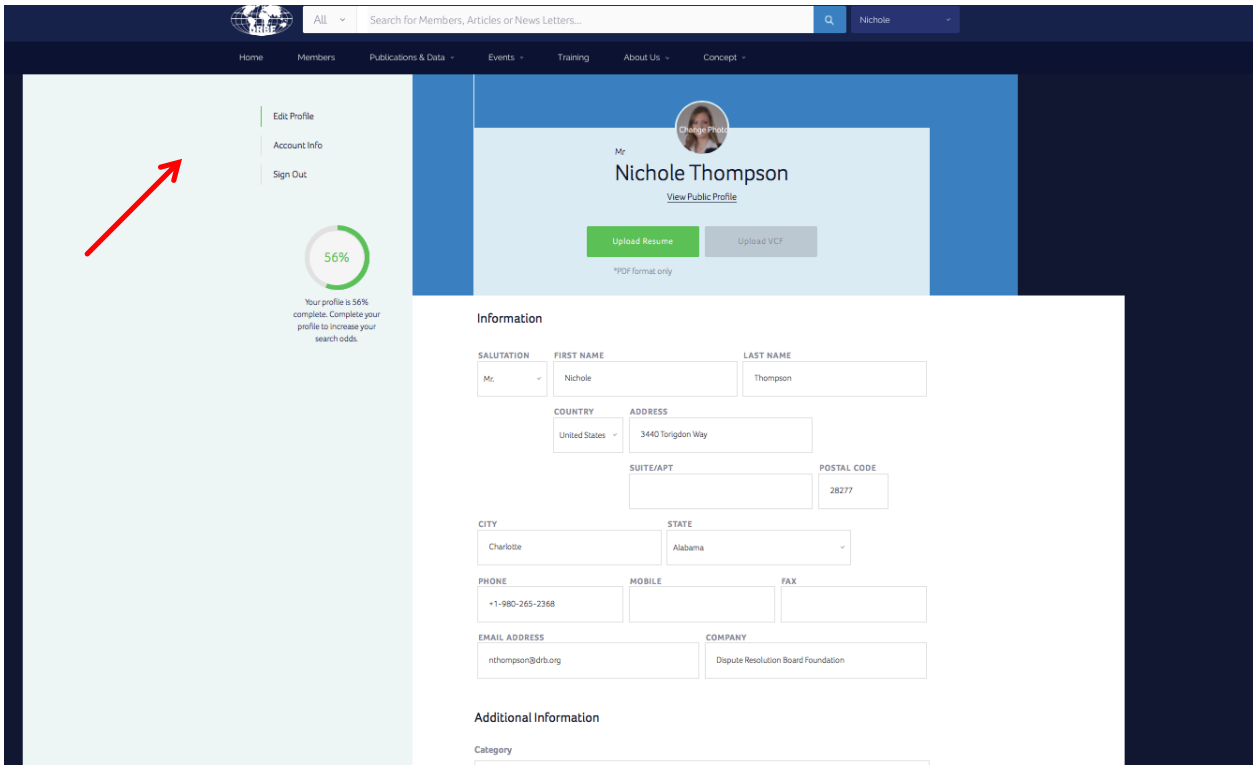


4. **If you have forgotten your password, click the Forgot Password link. An email with steps to reset your password will be sent to your email address associated with your DRBF Membership. If you are not sure which email the DRBF has on file please contact Kim Peterson KPeterson@drb.org or Nichole Thompson NThompson@drb.org.**

5. **Once logged in, at the top right side of the screen hover your cursor over your name, and you will find a drop-down menu including an option to edit profile; choose to Edit Profile.**



6. **You will be directed to your profile page where you can update and edit away!**



(home page view of your edit profile page)

7. **In the Edit Profile page, you have the options to:**

- Add an image, upload a PDF of your resume/CV, or add a VCF file
  (A VCF file is an acronym for Virtual Contact File. VCF files, also commonly referred to as vCards, are the standard file format that is used to store contact information for individuals and businesses in a digital file format. This is an added feature but not required.)

- Update your information including your name, address, phone, fax, email, and company.

Under Additional Information you can add/edit:

- Brief Summary – tell us a little bit about yourself but leave the details to your resume.

- Panel Listings – please provide any panel listing that apply to you.

- Categories – Select work categories from the list (you can add/select more than one category):
  - Airport
  - Building
  - Bridge and highway
  - Dam
  - Port
  - Power
  - Rail
  - Tunnel
  - Water/Wastewater
  - Other

- Dispute Board Trainings – provide an up-to-date list of your Dispute Board Training.

- Dispute Board Experiences – provide an up-to-date list of your dispute Board Experience.

- Geographical Areas of Interest – select areas that apply to you, you many add more than one.

- Publications – provide a list of any of your publications (note: If you have articles or papers of interest to the DRBF membership, please send them to Nichole or Ann for upload to the DRBF library (insert hyperlink) found on the website).

- Positions held – provide positions held professionally or within the DRBF.

- Professional Qualifications – provide any professional qualifications.

- Technical/Related Expertise – provide any technical related experiences.

- Educational Qualifications – provide your educational qualifications and background.

- Languages – provide language details you would like listed on your profile. Proficiency levels are listed 1-5 with 5 being maximum fluency in the selected language, you may add more than one language.

- Search Keywords
    - A search keyword looks for words anywhere in the member's profile. Keyword searches are a good substitute for a subject search when a member does not know the standard subject heading. Keywords may also be used as a substitute for a title or author search when you have incomplete title or author information. An example for a keyword would be area of disciplines applied to a member when another member searches for them. List words that other members might use to find you such as: DAB, DB, states, countries, and regions that apply to you, power, rail, tunnel, etc.

- Upload Video – if there are any videos that reflect your work or disciple, add it here.

- Website – provide a personal or company website if relevant.

- Password Change – it is here you can change your password.

MAKE SURE YOU SAVE CHANGES AND
SIGN OUT AFTER UPDATING YOUR PROFILE!!