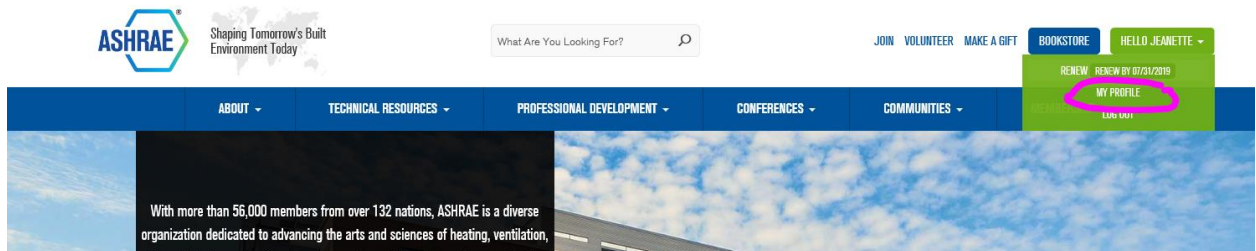


How to Update Your ASHRAE Biographical Information

1. Go to www.ashrae.org and logon to the ASHRAE website using your email address and password.
2. Once you have logged in, at the top of the page next click the drop down arrow and select "My Profile".



3. On the next screen, which is the ASHRAE Member Profile page. Click on the purple and white icon titled "Biographical Information".

Resources & Publications | Standards, Research & Technology | Education & Certification | Government Affairs | Society Groups | Membership & Conferences

ASHRAE Member Profile

[Home](#) | [Member Area](#) | ASHRAE Member Profile

- Renew Membership
- My Profile
- My Transactions
- Committees
- Regional
- Chapter
- Upcoming Events
- Shopping Cart

Membership | Contact Information | **Biographical Information** | Participation

MEMBERSHIP

Membership Information

ID:	8254579
Join Date:	07/07/2015
Paid Thru:	7/31/2017
Member Grade:	Associate
Status:	Active
Expiration Date:	7/31/2017
Original Election Date:	8/1/2015

[Display/Print My Profile \(Bio\)](#)

[Member Dues Renewal Notice](#)

[Renew Membership](#)

4. Once you click on “Biographical Information”, you will be taken to the “Biographical Info” Page where you can add, edit, and delete your biographical information.

Membership Contact Information **Biographical Information** Participation

BIOGRAPHICAL INFO

Employment +

<u>Job Title</u>	<u>Employer</u>	<u>Year From</u>	<u>Year To</u>	<u>Edit</u>	<u>Delete</u>
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Education +

<u>School Name</u>	<u>Major</u>	<u>Edit</u>	<u>Delete</u>
--------------------	--------------	-------------	---------------

5. *Example:* To **add** information to a section, click on the green plus sign in the top right corner of that section and a dialogue box will open up for you to enter your information. Click save once you are complete to return to the “Biographical Information” page to update more sections. See below.

Membership Contact Information Biographical Information Participation

BIOGRAPHICAL INFO

Employment

Job Title	Employer	Year From	Year To	Edit	Delete

Education

School Name	Major	Degree	Status	Graduate Year	Date From	Date To	Edit	Delete

Degrees Earned

Institution	Certificate Name

ASHRAE Certification

Certificate Name

*ASHRAE Certifications are awarded by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Add School

School Name School Not in List

Major Major Not in List

Degree

Status

Graduate Year

Date From

Date To

6. *Example:* To **edit** information that has been entered, click on the square with the pencil in it as shown in the picture.

Education

School Name	Major	Edit	Delete
University of Miami			

a. Once you do that and "Edit" box will appear to let you edit the information. When finish editing, click save.

Edit School

School Name: University of Miami School Not in List

Major: ARCH Major Not in List

Degree: PHd

Status: Currently Enrolled

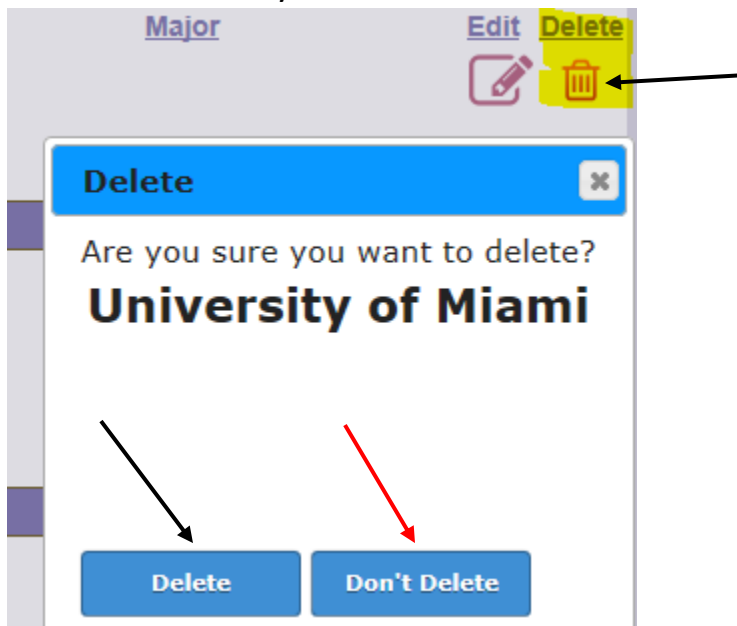
Graduate Year:

Date From: 08/01/1998

Date To: 05/31/2002

Save Cancel

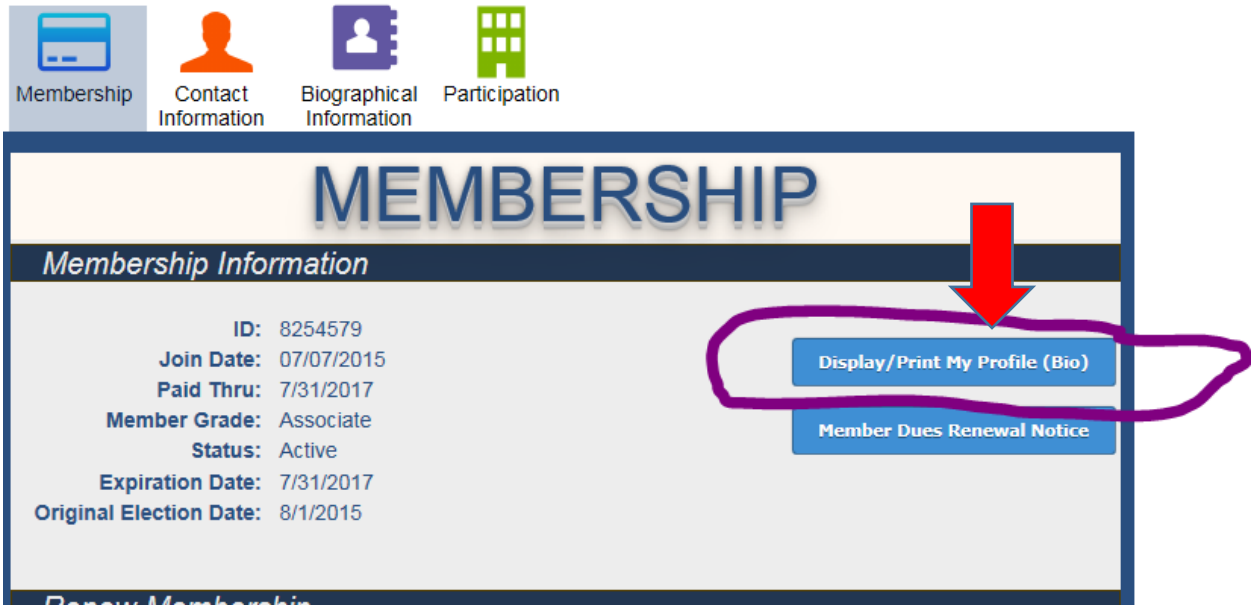
7. Likewise, if you need to **delete** an entry, click on the “trashcan icon” under delete. You will then see a “Delete” dialogue box in which you can proceed to delete the entry or click “Don’t Delete” if delete was selected in error.



8. Once you have entered and/or updated all of your info it is automatically save to the system and your member profile.

Printing Your Bio

In order to print your bio, click on the “Membership Icon” and then click on the blue “Display/Print My Profile (Bio)” button.



The screenshot shows a user interface for a membership profile. At the top, there are four navigation icons: a blue membership card icon labeled 'Membership', an orange person icon labeled 'Contact Information', a purple person icon labeled 'Biographical Information', and a green building icon labeled 'Participation'. Below these is a large header area with the word 'MEMBERSHIP' in blue. Underneath the header is a section titled 'Membership Information' containing the following details:

ID:	8254579
Join Date:	07/07/2015
Paid Thru:	7/31/2017
Member Grade:	Associate
Status:	Active
Expiration Date:	7/31/2017
Original Election Date:	8/1/2015

At the bottom of the membership information section, there are two blue buttons: 'Display/Print My Profile (Bio)' and 'Member Dues Renewal Notice'. A red arrow points down to the 'Display/Print My Profile (Bio)' button, which is also circled in purple.