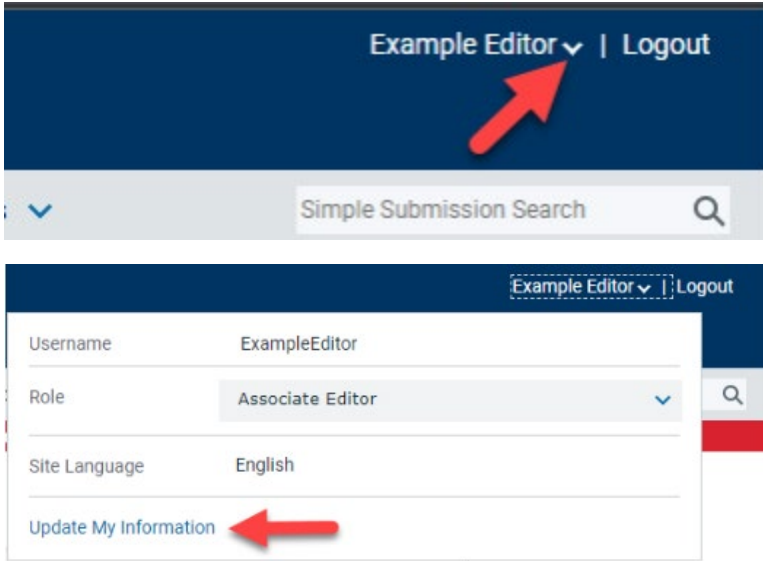


Updating Your Expertise and Preferred Committees

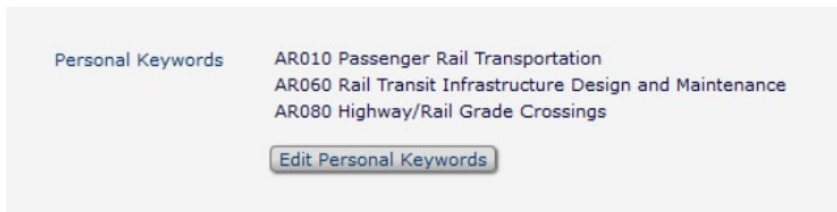
1. Once you've logged in, find your name in the upper right corner of the screen – it will have a downward facing arrow at the end. Click on it and then press Update My Information.



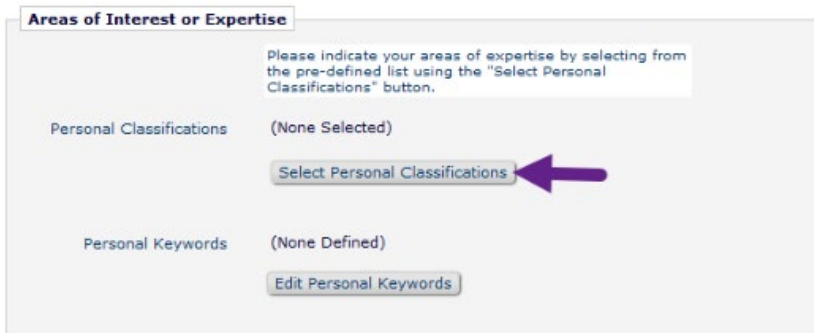
2. This will take you to a screen with several areas you can update, as broken down below. Any item that is in red and has an asterisk next to it is required and must be filled out before you can save.

Areas of Interest or Expertise

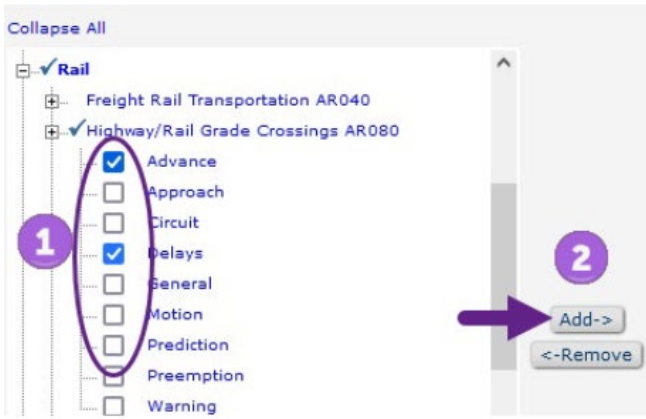
3. Scroll down to **Personal Keywords** to see a list of all committees that currently have you in their Reviewer Pool. Click on **Edit Personal Keywords** to add or remove committees. You will need to enter the committee code along with the name of the committee.



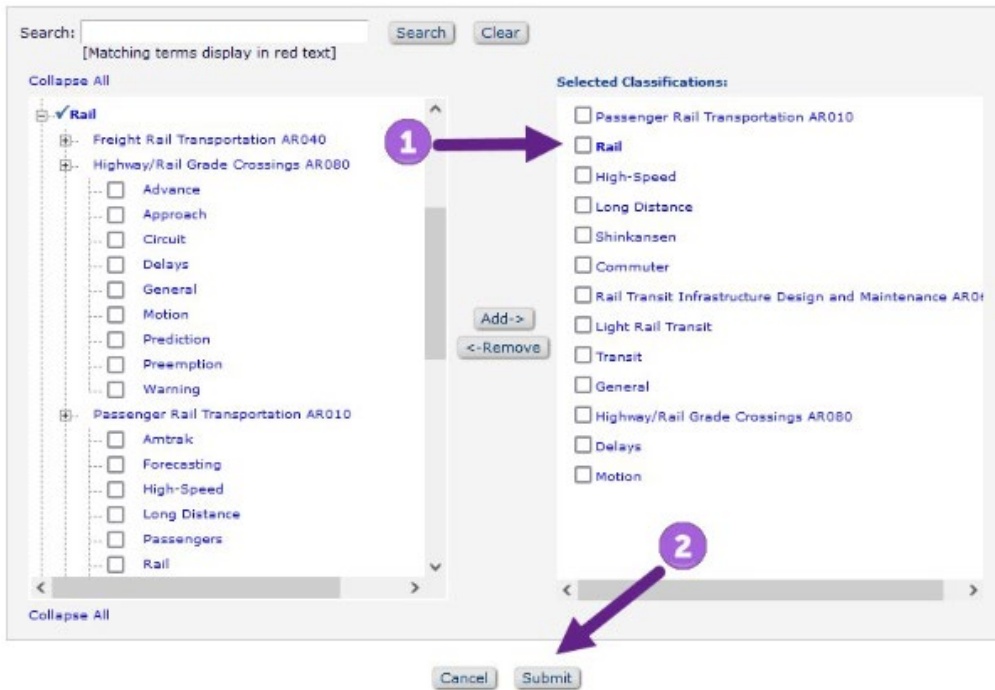
4. Click on **Select Personal Classifications** to further define your expertise as a reviewer.



5. Select only those classifications that reflect your ability to handle/review papers on that subject and click **Add**.



6. Review your selections and click Submit.



7. Scroll down to the bottom of the screen and click Submit to save all your changes.