

All India Institute of Speech and Hearing: Mysuru-06

Library and Information Centre

Faculty Profile Updating Instruction Manual

1. Go to www.aiish.ac.in and click **Faculty Profile System** link available on the left side bar
2. Search for your first name by selecting the 'Expert Name' field from the pop-down menu of the search box (Figure 1)

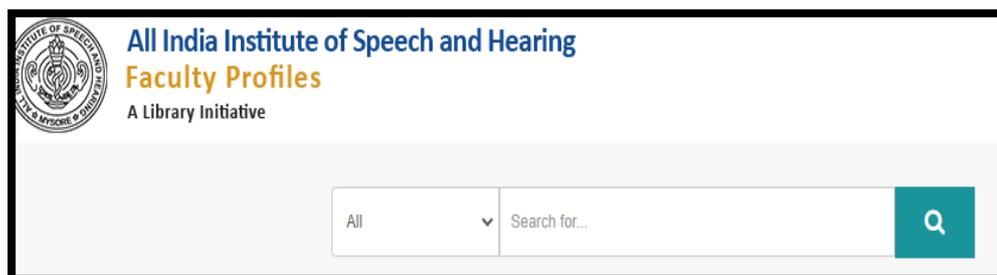


Figure 1

3. From the resulting Profile Page (Figure 2), click the tab, **View Profile**

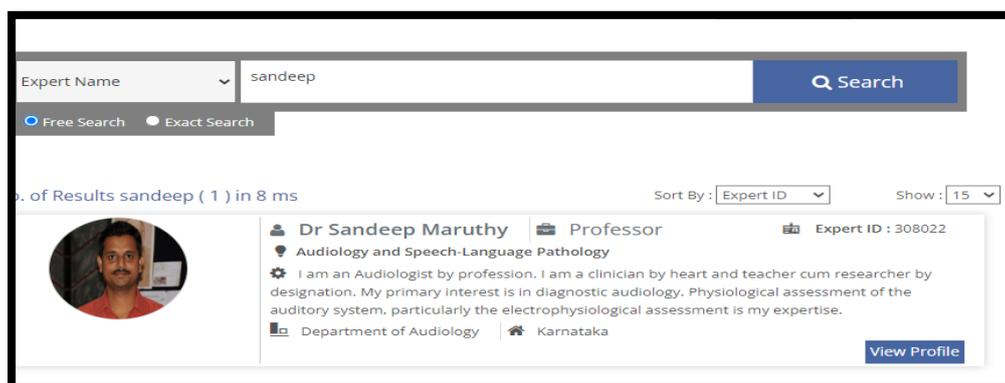


Figure 2

4. From the resulting page (Figure 3), click the tab **Edit Profile**

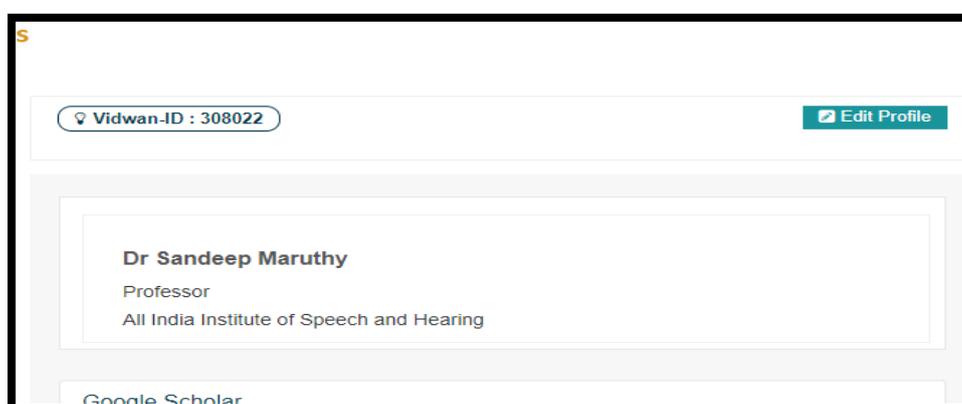
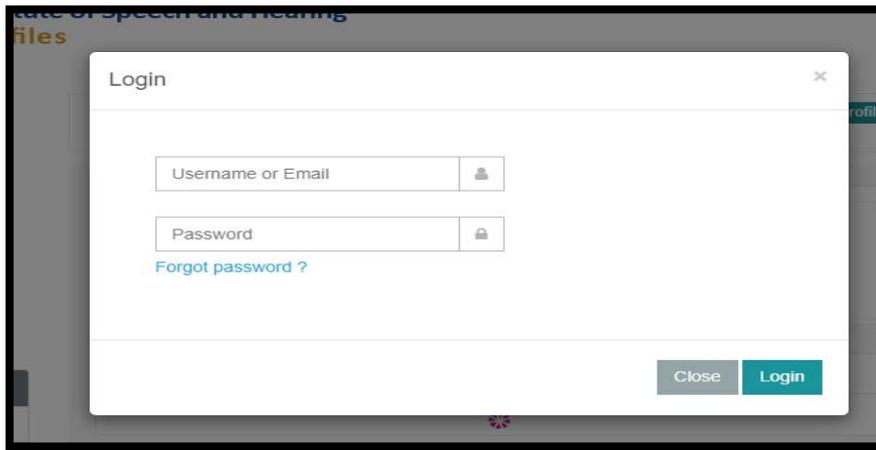


Figure 3

5. Now, the system will prompt for '**Username and Password**' (Figure 4). Click the **Forgot password** option.



The image shows a 'Login' dialog box with a white background and a grey border. At the top left, it says 'Login' and has a close button (X) at the top right. Below the title bar, there are two input fields: 'Username or Email' with a person icon on the right, and 'Password' with a lock icon on the right. Below the password field is a blue link that says 'Forgot password?'. At the bottom right of the dialog, there are two buttons: a grey 'Close' button and a green 'Login' button.

Figure 4

6. In the resulting **Password Recovery** box (Figure 5), enter your AIISH email id and reset the account using the auto-generated email message
7. Now, login using the new password created and the email id as username and update/edit the required entries.