All India Institute of Speech and Hearing: Mysuru-06

Library and Information Centre

<u>Faculty Profile Updating Instruction Manual</u>

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)
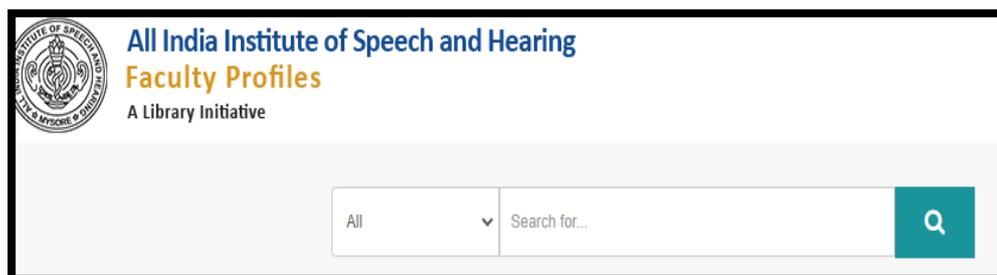
Figure 1

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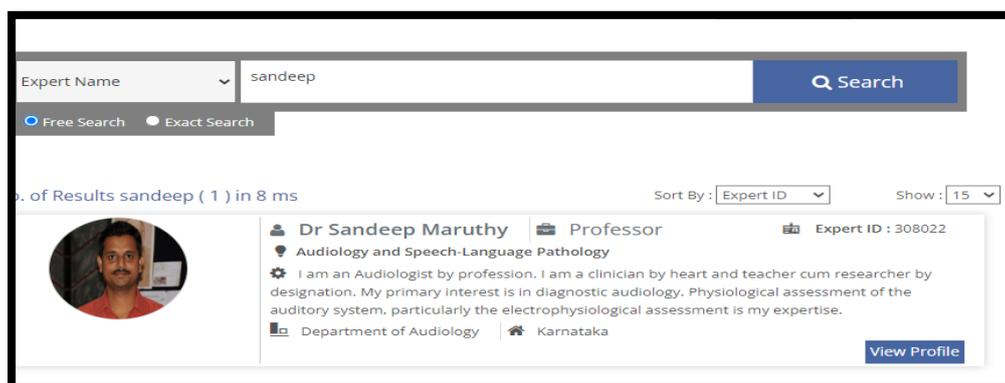
Figure 2

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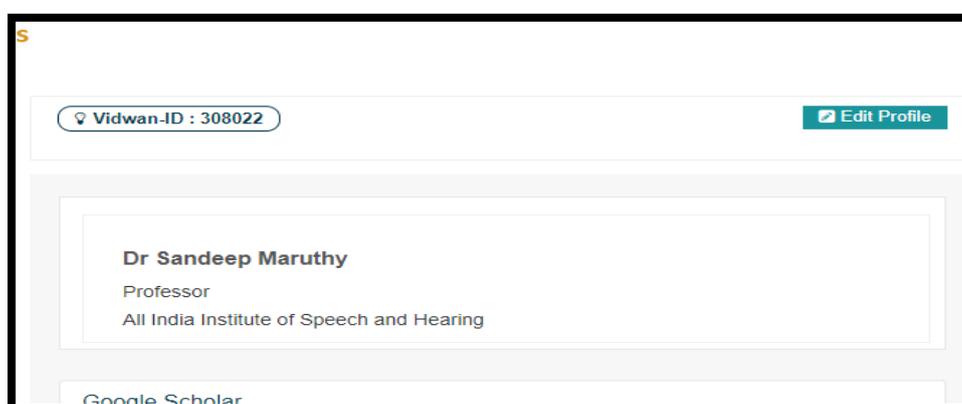
Figure 3

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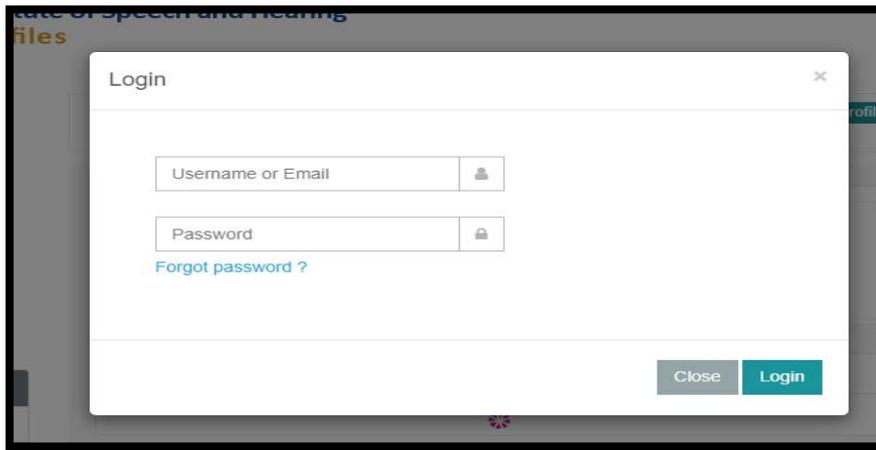
Figure 4

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.