



International Council on Systems Engineering

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# How to: Look for Individuals' INCOSE ID# with CAB Roster

[incose.org](http://incose.org)



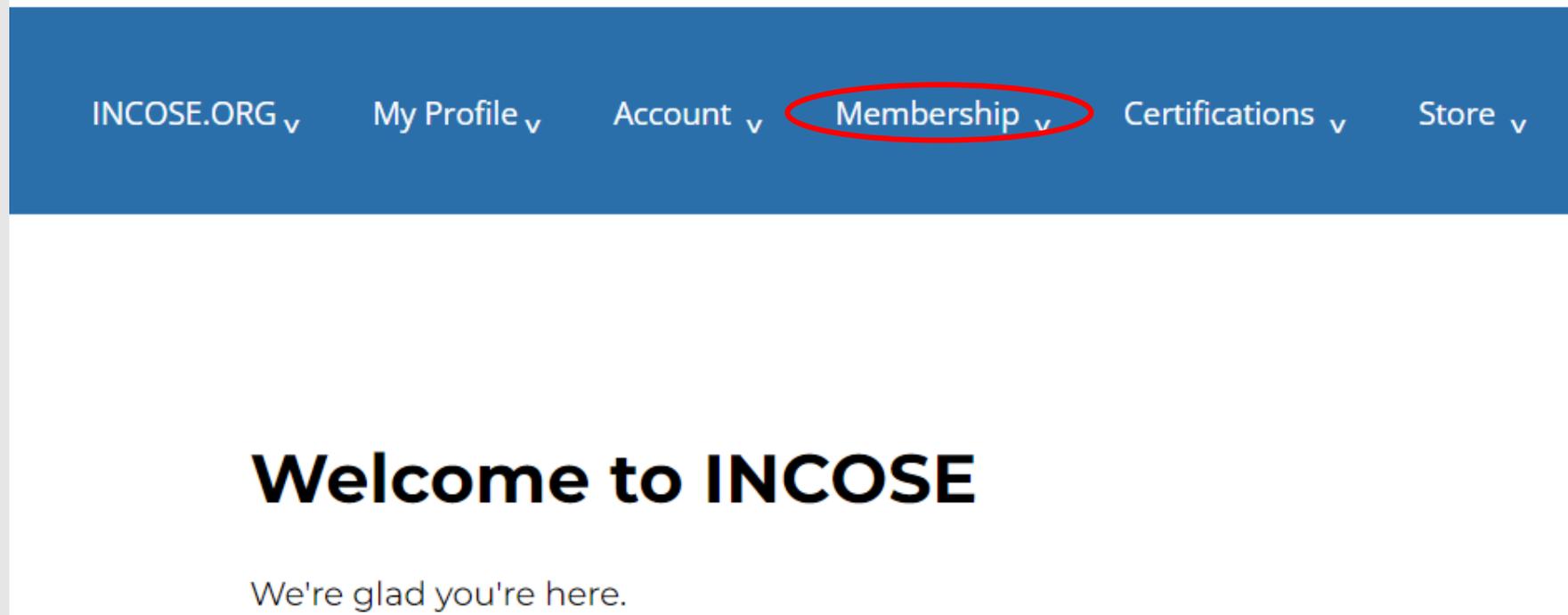
# General Information

- Only CAB Representatives and CAB Alternates can access the CAB Roster for their organization.

# Step 1

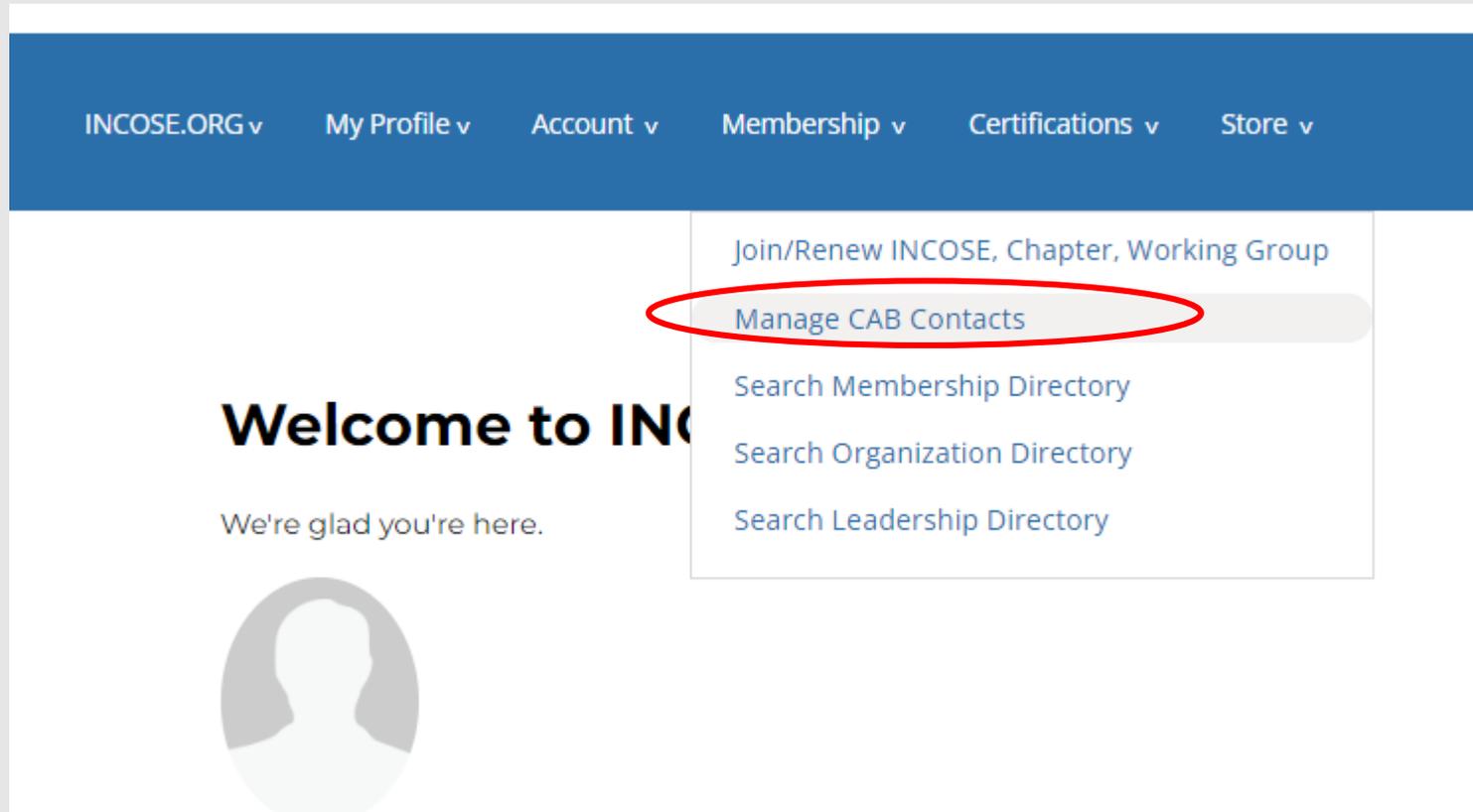
Log in to [www.incose.org](http://www.incose.org) and go to your profile home at <https://portal.incose.org>.

From the banner menu, click on “Membership.”



# Step 2

Click on “Manage CAB Contacts.”



The screenshot shows the INCOSE user interface. At the top, there is a dark blue navigation bar with the following items: INCOSE.ORG v, My Profile v, Account v, Membership v, Certifications v, and Store v. Below this bar, a dropdown menu is open, listing several options. The option "Manage CAB Contacts" is highlighted with a red oval. Other options in the menu include "Join/Renew INCOSE, Chapter, Working Group", "Search Membership Directory", "Search Organization Directory", and "Search Leadership Directory". On the left side of the page, there is a "Welcome to INCOSE" message and a placeholder for a user profile picture.

# Step 3

The full list of CAB associates from your organization is displayed. To find an individual, type individual's name in the field on the top right. The INCOSE ID# is available on the first column.

## Manage My Organization's Contacts

[YOUR ORGANIZATION NAME]

Contacts

Filter on name, job title, or email address

#	Name	Title	Role(s)	Membership Status	
411106	[REDACTED]	Product Development Engineer	CAB Associate	Active	Remove
280573	[REDACTED]	Analyst	CAB Associate	Active	Remove
414965	[REDACTED]	Product Development Engineer	CAB Associate	Active	Remove
404234	[REDACTED]	Lean Consultant	Affiliated	Active	Remove
416229	[REDACTED]		CAB Associate	Active	Remove

# Step 3 – More information

Role(s) information: *Affiliated* means the individual is from the same organization but is not a CAB associate.

Membership Status: *Non-member* means the individual has an INCOSE account but is not a CAB associate or member. *Inactive* means the individual was a member in the past but is not currently active.

#	Name	Title	Role(s)	Membership Status
411106	Alex Manoel da Costa, MBA	Product Development Engineer	CAB Associate	Active
280573	[REDACTED]	Analyst	CAB Associate	Non-member
414965	[REDACTED]	Product Development Engineer	CAB Associate	Active
404234	[REDACTED]	Lean Consultant	Affiliated	Non-member
416229	[REDACTED]		CAB Associate	Active
279013	[REDACTED]	Product Development Engineer	CAB Associate	Active
308381	[REDACTED]	Product development Engineer	Affiliated	Inactive
401749	[REDACTED]		Affiliated	Active
416060	[REDACTED]	Product Engineer	CAB Associate	Active



# Any Questions?

**Certification Office**  
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**For more information visit**  
[www.incose.org/certification](http://www.incose.org/certification)