Working on Committees/Working Groups
When you first log in to beta.incose.org, you will see the Home Page.

Before accessing the Working Group section, you have to go into Update Profile.
In *Update Profile*, make sure the information on your Portal Home Page is up to date.
Once you have updated your information, and hit **Save** at the bottom, you will be at your Portal Home Page.
To view your own Committees/Working Groups, look on left, towards the bottom of the page, under the **My Committees/Working Groups** section, and select **View My Committees/Working Groups**

If you are part of a committee, the name of the Committee/Working Group will appear under here.

If you want to see all the members in that committee, just click on the link that says **(view committee)**
Click on Browse / Join a Working Group to join and/or see the individuals in a Committee/Working Group.

Scroll down to find the Committee/Working Group you would like to see or join and select.
At the bottom of the Committee Page, you can click on *Join this Committee* if you want to join

*Please note: if *Join this Committee* is not listed, than the Committee/Working Group is a closed group and is not available for you to join.

Once you click on *Join this Committee*, at the top of the page, a pop-up box will ask: “Are you sure you want to join this committee?”

- Just click on “OK” to join

Once you join the Committee/Working Group, you will see this at the top of your portal home page:
If you want to leave a Committee/Working Group, scroll down to the bottom of the portal home page and click on *Remove Myself from this Committee*.

Once you click on *Remove Myself from this Committee*, at the top of the page, a pop-up box will ask: “Are you sure you want to remove yourself from this committee?”

- Just click on “OK” to remove yourself from the Committee/Working Group.

Once you have removed yourself from the Committee/Working Group, you will see this at the top of your portal home page:
When you are done with the Committees/Working Groups, you can log out by clicking on *Logout* in the upper Right corner.

*Please Note: When you log out of your Portal Home Page, you will still be logged into beta.incose.org. You must log out of beta.incose.org. separately.*

To log out of beta.incose.org, go to the top Right corner and click on *Sign Out*.