



## YELLOW BOOK ONLINE USER GUIDE

Welcome to the American Chemical Society's online Yellow Book Program (<https://www.yellowbook.acs.org>), providing a centralized web application where you can manage your entire Yellow Book record including updating your Contact Information, your Yellow Book Biography (**excluding** your ACS Local Section and Technical Division Service, and ACS National Service records) and your annual Committee Preference Selections.

We've attempted to make accessing and using this online system as easy as possible. You have the ability to deselect your first committee preference choice, if you're completing a term; the options to decline service on a committee, indicate your willingness to serve on any committee, and indicate if you are interested on serving on an Elected Committee (ConC, CPC, and N&E); along with an auto-save and session time-out features.

For your convenience, this Online User Guide (attached) will walk you through the process. The preference choices are still the same. If you need personal assistance, please contact the Office of the Secretary at [secretary@acs.org](mailto:secretary@acs.org) or 800-227-5558, x4461.

**IMPORTANT:** If you have not served on an ACS committee or held an elected office in your local section and/or division, please contact [secretary@acs.org](mailto:secretary@acs.org) to request a Yellow Book database record be created for you.

### LOGGING IN

Logging in is simple! To comply with the updated security settings for the online Yellow Book, ACS has implemented single sign-on for the online Yellow Book. The log-in page resembles the other ACS login pages.

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## YELLOWBOOK HOME SCREEN

1. Once you log into Yellow Book, you will see the *updated* home screen showing your information, with links to edit your Contact Information, Current Committee Assignments, Committee Preferences and Biography.
2. You will also see highlighted areas showing the dates when information was last updated, term expiration dates for your current Committee(s), and the current Preference Selection deadline.

Edit or change by clicking on the "edit" button.

Your current contact information is shown

Current committee assignment will be displayed **only** if you have a current committee assignment

Information last updated

**IMPORTANT:** If the edit link to your committee preferences is not “live”, contact the Office of the Secretary at [secretary@acs.org](mailto:secretary@acs.org) or 800-227-5558, x4461.

Link must be “live” in order to edit your committee

## CONTACT INFO UPDATE SCREEN

My Contact Information

Profile  
Dr

Full Name

Organization  
DUVY-COF@

Department  
Dept of Chem

Address \*  
1 Forestry Dr#123324

Address 2:  
address testing@

City \*  
Gyrouse

Country/Territory/Area\*  
UNITED STATES

State  
New York

Zip Code/Postal  
testing purpose@

Phone  
(315)530-7047

Fax

Email  
testingmaXXX@ef.edu

Check this box to make the above contact information my primary ACS address. I understand I will receive invoices, member correspondence, and C&M at this address.

Submit Cancel

Changes made on this form will be written back to your YellowBook record. If the proposed changes should also be made in your official ACS Member Record, you **MUST** also check the box before saving.

**IMPORTANT:** If you cancel before submitting, your INFORMATION WILL NOT BE SAVED!!

## CURRENT COMMITTEE

This section on the home page shows the current committee(s) on which you are serving and their term expiration dates. Use the information in the section to help you fill out your upcoming committee preferences.

Current Committee(s)

You are currently serving on

1. Local Section Activities (LSAC), as Member Your term expires: 12/31/2020

Committee term expiration date

To edit your committee preferences for the upcoming year, click on the "edit" link

If the selection period is open, you will see the message below with the deadline date

Committee Preferences [edit](#)

To ensure consideration, please submit your preference form by July 1, 2021

## COMMITTEE PREFERENCES

The system will only show those committees for which you are eligible for the coming term year, based on term limitations and other factors.

IF YOU ARE CURRENTLY SERVING ON A COMMITTEE and the term is not expiring this year, it WILL show as your first choice (1<sup>st</sup>). You **do not** need to re-choose this committee for the coming year.

The system requires you to **select an additional committee preference** (2, 3 or 4), along with your current preference.

Preference	Committees		
1st	Budget and Finance (B&F) ⓘ	Currently Serving	Your term expires: 12/31/2021

Committee term expiration date

--	Science (COMSCI) ⓘ
--	Technician Affairs (CTA) ⓘ
--	Women Chemists (WCC) ⓘ

Continue Cancel

ⓘ Please select at least 2 regular committees to proceed

**NEW:** The system will also require that you select up to three (3) more preferences before continuing

### Update My Committee Preferences

ⓘ Please contact the Office of the Secretary at [secretary@acs.org](mailto:secretary@acs.org) with any questions you may have regarding your service on an ACS Committee.

**Preference Options:** ⓘ

- I have no particular committee preference at this time, but I am willing to serve on any committee for which there is an available opening
- I am not interested in serving on a committee at this time
- I would like to select my preference for the coming term

The committees for which you are eligible to participate are noted below. Your current committee assignment will automatically appear as your first choice. Please select a minimum of 2, but no more than 4 committee preferences.

Preference	Committees
--	Education (SOCED) ⓘ
--	Chemical Safety (CCS) ⓘ
--	Membership Affairs (MAC) ⓘ
--	Local Section Activities (LSAC) ⓘ
--	Analytical Reagents (CAR) ⓘ

1) willing to serve on any committee; 2) not interested in serving on a committee at this time, 3) you can select your own committee preferences

You must select no less than two (2), but no more than four (4) committee preferences

If you have no particular preference at this time, but are willing to serve on a committee where there is an opening, you can click on the first button under “Preference Options”, and provide your qualifications. *This is a mandatory field, and the system will not let you proceed unless you provide your qualifications.*

The screenshot shows the 'Update My Committee Preferences' form. At the top, there is a yellow banner with contact information for the Office of the Secretary. Below this, the 'Preference Options' section has three radio buttons. The first option, 'I have no particular committee preference at this time, but I am willing to serve on any committee for which there is an available opening', is selected. Below the options is a text box labeled 'Interest, Expertise & Motivation'. A red box highlights this text box with the text 'Must provide your qualifications'. Another red box to the right explains the character limit: 'No fewer than 50 and no more than 500 characters. You cannot proceed to the next step unless you have the minimum or maximum characters required'. At the bottom, there are 'Continue' and 'Cancel' buttons.

Alternatively, if after reviewing the choices you decide you do not want to serve on a committee for the coming year, you can click the second button under “Preference Options” and provide an explanation in the text box. *This is a mandatory field, and the system will not let you proceed unless you provide an explanation.*

The screenshot shows the 'Update My Committee Preferences' form. The second radio button, 'I am not interested in serving on a committee at this time', is selected. Below the options is a text box labeled 'Please provide reason(s)'. A red box highlights this text box with the text 'Must provide a reason'. Another red box to the right explains the character limit: 'No fewer than 50 and no more than 500 characters. You cannot proceed to the next step unless you have the minimum or maximum characters required'. At the bottom, there are 'Continue' and 'Cancel' buttons.

IF YOU DO NOT SEE a committee listed and would like to clarify your eligibility, please contact the Office of the Secretary at [secretary@acs.org](mailto:secretary@acs.org).

**IMPORTANT:** You cannot change your **current** committee assignment unless you are at the end of your first or second term or you have reached the statutory limit on that committee. If you would like to resign from your current committee, please contact [secretary@acs.org](mailto:secretary@acs.org).

**Current Committee(s)**

You are currently serving on

1. Local Section Activities (LSAC), as Member Your term expires: 12/31/2020

Committee term expiration date

**NEW:** You can choose to **decline your reappointment** if you **have not** reached the statutory limit on your assigned committee. You must also provide an explanation as to why you prefer a new committee. *This is a mandatory field, and the system will not let you proceed unless you provide an explanation.*

Preference: Decline Re-appointmen

Committees: Local Section Activities (LSAC) Currently Serving Your term expires: 12/31/2020

Why do you prefer a new committee?

I prefer another committee

Why you prefer a new

Committee term expiration date

No fewer than 50 and no more than 500 characters. You cannot proceed to the next step unless you have the minimum or maximum characters required

For each Committee on which you would like to serve, please indicate your preference. You can choose no less than two (2), but no more than four (4) committees depending on your current committee status.

During the process, if you would like more information on any given committee, you can hover over the information icon that shows the committee name, term limits, requirements, and expertise needed.

If a committee requires a Conflict of Interest statement, it will be marked with a yellow warning triangle.

Choose your committee preference choices. No less than 2, but no more than 4

Preference: 1st

Committees: Budget and Finance (B&F) Local Section Activities (LSAC) Currently Serving Your term expires: 12/31/2020

Indicates a Conflict of Interest requirement

The information icon shows the committee name, term limits, requirements, and expertise needed

Committee: Community Activities (CCA)  
 Term Duration: 3-3 year terms  
 Requirements: ACS member  
 Expertise Needed:  
 • Interest and experience with community outreach; Experience with National Chemistry Week, Chemists Celebrate Earth Week, Kids and Chemistry, or International Chemistry Festivals is a plus.

If you are a **Councilor** and would like to be considered for an Elected Committee (*Committee on Committees, Council Policy Committee, or Nominations & Elections*) you can select “yes” or “no”. If you would like to be considered, select your Elected Committee preference in rank order (1, 2 or 3). Your name will be forwarded to the appropriate nominating committee.

**As a reminder, Elected Committee membership is determined by vote of the Council, not the Committee on Committees (ConC).**

Select “yes” or “no”

I would also like to be considered for an Elected Committee (Committee on Committees, Council Policy Committee, or Nominations & Elections)

Yes  No

Preference	Committees
--	Committee on Committees (ConC) ⓘ
--	Council Policy (GPC) ⓘ
--	Nominations and Elections (N&E) ⓘ

Continue Cancel

The information icon shows the committee name, term limits, requirements, and expertise needed

Choose your Elected Committee preferences (1, 2 or 3)

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If you select “no”, you can click “Continue” and proceed to the next step.

I would also like to be considered for an Elected Committee (Committee on Committees, Council Policy Committee, or Nominations & Elections)

Yes  No

Continue Cancel

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Once you have selected your preferences you can click “Continue” and proceed to the next step.

Preference Options: ⓘ

I have no particular committee preference at this time, but I am willing to serve on any committee for which there is an available opening

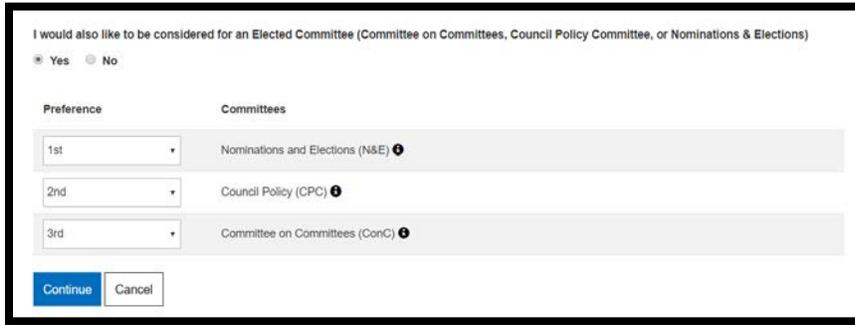
I am not interested in serving on a committee at this time

I would like to select my preference for the coming term

The committees for which you are eligible to participate are noted below. Your current committee assignment will automatically appear as your first choice. Please select a minimum of 2, but no more than 4 committee preferences.

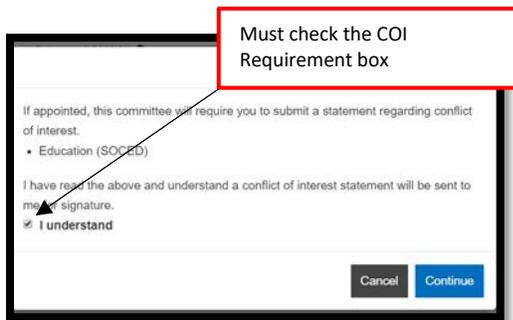
Preference	Committees
1st	Local Section Activities (LSAC) ⓘ
2nd	Education (SOCED) ⓘ
3rd	Membership Affairs (MAC) ⓘ
4th	Chemical Safety (CCS) ⓘ

**PLEASE NOTE:** The preference selection for Elected Committees will be included only if you're a Councilor and have selected this option.



### CONFLICT OF INTEREST ACKNOWLEDGEMENT

If any committee has a Conflict of Interest (COI) requirement, a modal box will show and you must **acknowledge and agree** to the COI statement before you will be allowed to continue.



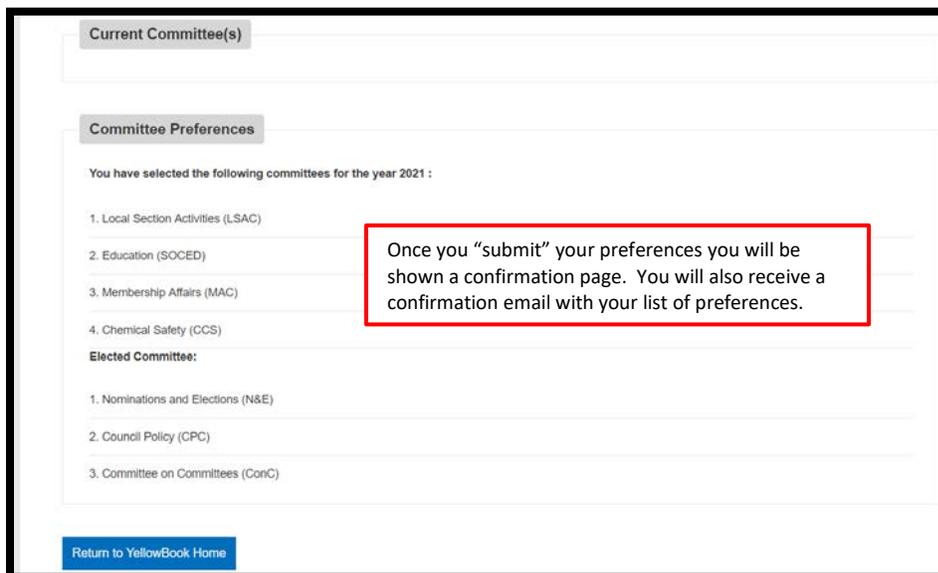
### QUALIFICATIONS AND EXPERTISE:

If you would like to be considered for an appointment, you are **required** to provide specific details/rationale about your qualifications/expertise for each committee preference. *This is a **mandatory field**, and the system will not allow you proceed unless it is complete.*



## CONFIRMATION PAGE

Once you click “submit”, you will be shown a confirmation page with your choices. You will also receive an email summarizing your committee preferences. At this point you can return to the Yellow Book Home page where your coming year Committee Preferences will now display.



**Current Committee(s)**

**Committee Preferences**

You have selected the following committees for the year 2021 :

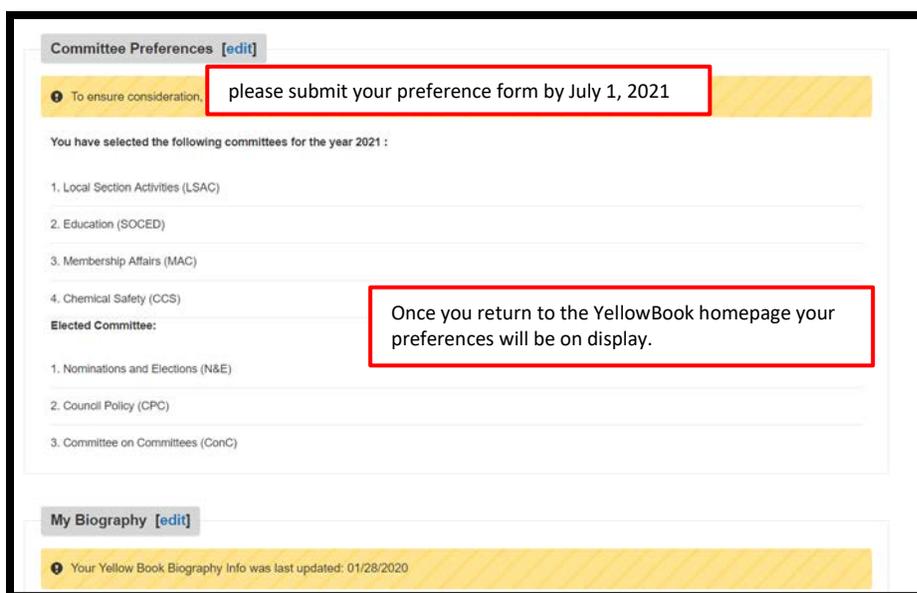
1. Local Section Activities (LSAC)
2. Education (SOCED)
3. Membership Affairs (MAC)
4. Chemical Safety (CCS)

**Elected Committee:**

1. Nominations and Elections (N&E)
2. Council Policy (CPC)
3. Committee on Committees (ConC)

[Return to YellowBook Home](#)

Once you “submit” your preferences you will be shown a confirmation page. You will also receive a confirmation email with your list of preferences.



**Committee Preferences** [\[edit\]](#)

To ensure consideration, please submit your preference form by July 1, 2021

You have selected the following committees for the year 2021 :

1. Local Section Activities (LSAC)
2. Education (SOCED)
3. Membership Affairs (MAC)
4. Chemical Safety (CCS)

**Elected Committee:**

1. Nominations and Elections (N&E)
2. Council Policy (CPC)
3. Committee on Committees (ConC)

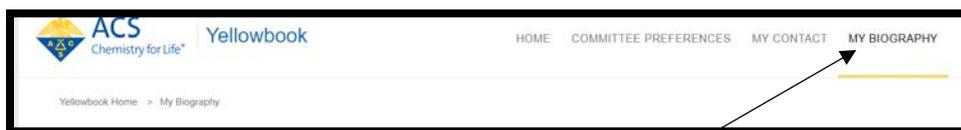
**My Biography** [\[edit\]](#)

Your Yellow Book Biography Info was last updated: 01/28/2020

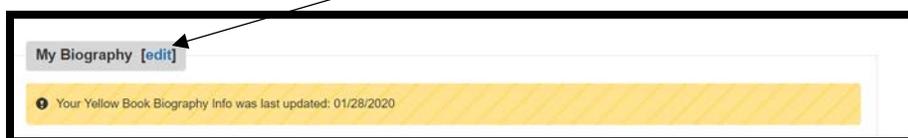
Once you return to the YellowBook homepage your preferences will be on display.

## YOUR BIOGRAPHY

Updating your biography (excluding ACS Local Section and Division Offices, ACS National Service records that are already on file)



Click on the [Edit] link or the My Biography button at the top of the page to enter the edit screen



**Update My Yellowbook Biography**

Any changes you make on this page will be auto-saved

Year of Birth: 1949

**Academic Record**  
Tulane Univ., B.S., 1984; Univ. of Wisc., Ph.D., 1986.  
446 characters left

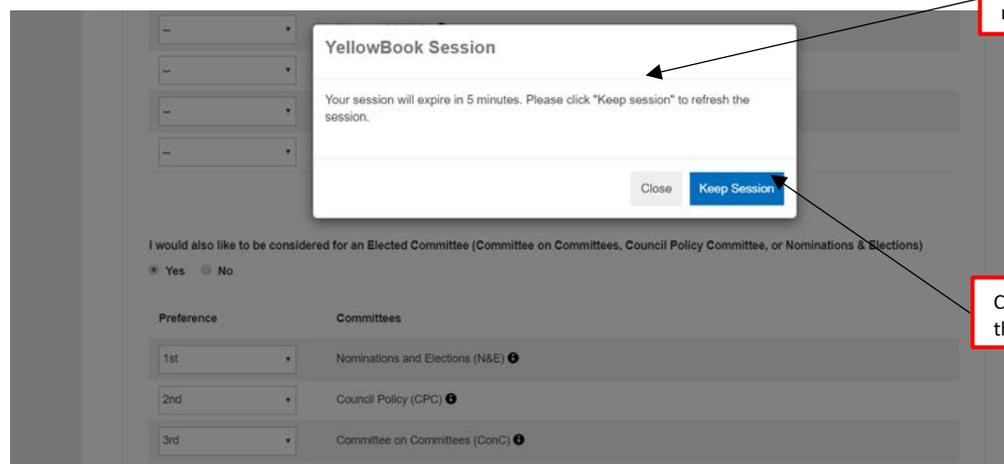
**Honors**  
Phi Beta Kappa; Sigma Xi; Phi Eta Sigma; Tulane Univ Scholar, 1981-86.  
430 characters left

**Professional Position**  
Consultant, 2011 to date;  
474 characters left

Year of birth is only editable if we do not have one on file. Please enter the YEAR ONLY if this field is blank.

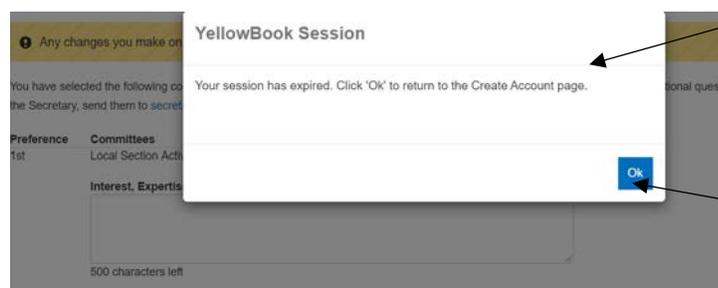
For the biography sections any information on file will be populated. You can delete/add/change as you wish

Along with the auto-save feature, there is also a time-out feature if you are inactive for 15 minutes. You will receive a 5 minute warning before the session expires. If you wish to continue, click on the “Keep Session” button.



NEW: Time-out feature, after 15 minutes of inactivity.

Click the “Keep Session” button to keep the session active.



Message you will see once the session has expired.

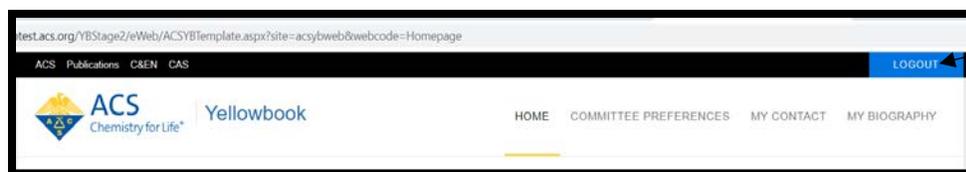
Click “OK” to return to the home log-in page.

## CONCLUSION

It's that easy to update your Yellow Book record and choose your committee preferences for the coming year. If at any time during the process you need help or have questions, please contact the Office of the Secretary 800-227-5558, x4461 or email ([secretary@acs.org](mailto:secretary@acs.org)).

## LOGGING OFF

Click the logout button to close out this session. We hope this guide has been informative and helpful.



Close out of your session