



MYCIBSE USER GUIDE

CIBSE upgraded its IT systems on 26th July 2016 to improve core customer functions and increase efficiency and effectiveness. As part of this upgrade members and customers that were previously registered on the CIBSE website will need to verify their email address and re-set their password when logging back into MyCIBSE for the first time. This guide takes you step by step through the processes of re-registration and registration as a new user.

Contents

Re-register your details	3
Register as a new user	5

Need help?

T: +44 (0)20 8675 5211
E: websupport@cibse.org
www.cibse.org

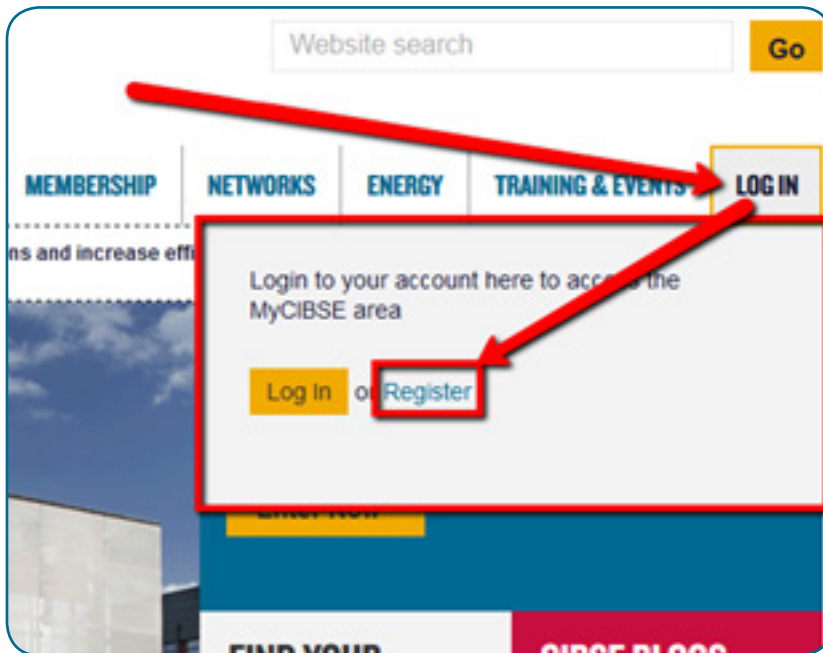


Re-register your details

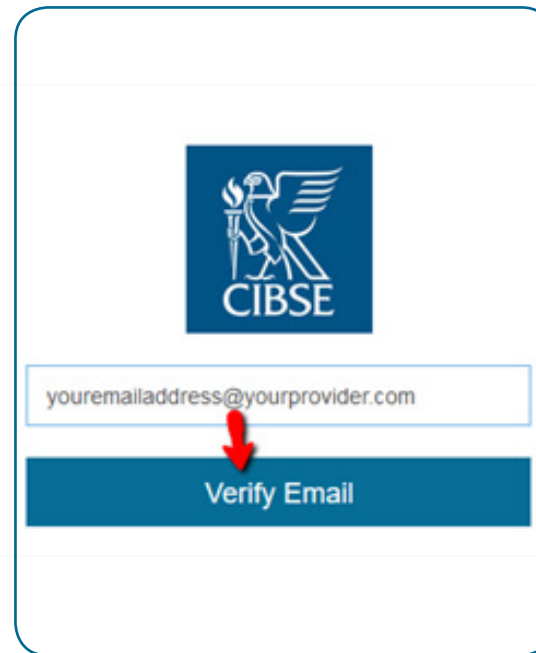
If you were already registered on the CIBSE website prior to the launch of the new MyCIBSE on 26th July 2016 then you will need to re-register. To re-register please follow these steps:

1. Go to www.cibse.org and select the **Login** menu option.
2. Select **Register**.
3. Enter your email address and select **Verify Email**. Please make sure you use the same email address that you previously used to access MyCIBSE.
4. If your email address is recognised then you will receive a **success notification**. If you are unsure what email address you used previously please email websupport@cibse.org.

1 & 2



3



4



Need help?

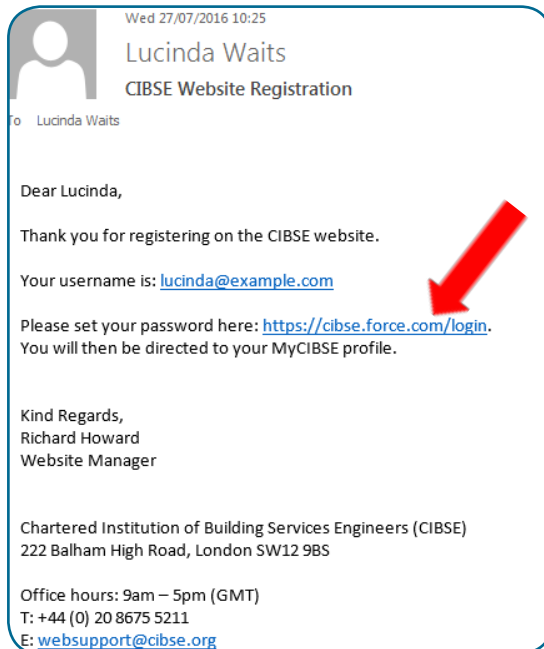
T: +44 (0)20 8675 5211
E: websupport@cibse.org
www.cibse.org



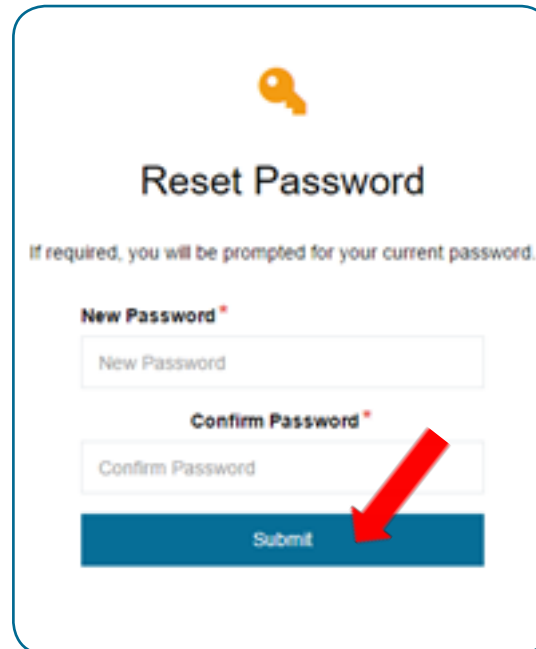
Re-register your details

5. Please check your email for an email with the subject heading **Website Registration Successful**
6. Select the link to reset your password.
7. You will then be promoted to enter a new password. **Enter and confirm your new password** and select **Submit**.
8. You will then be redirected to your **MyCIBSE profile**.

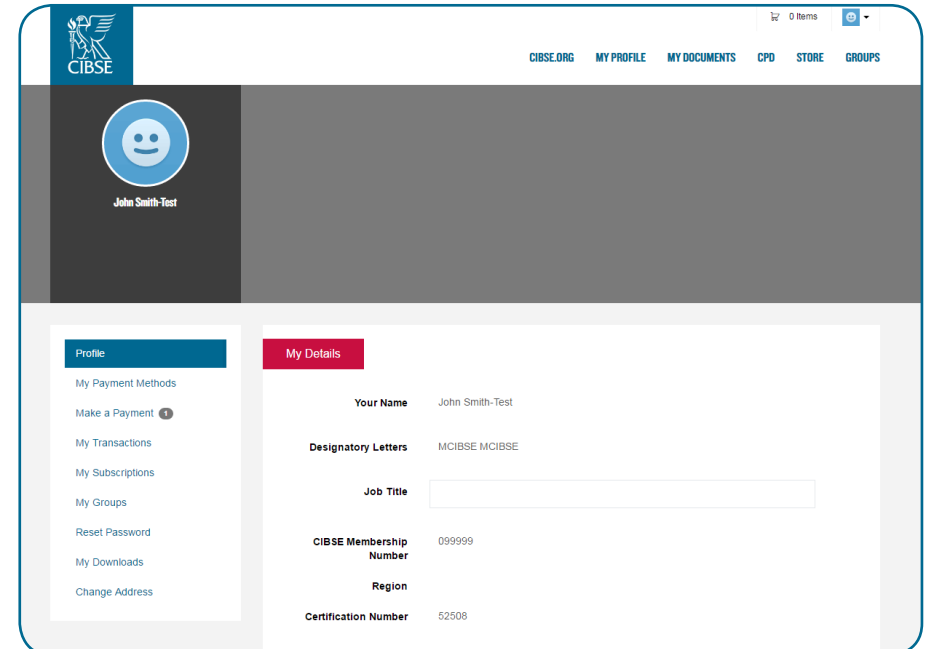
5 & 6



7



8



Need help?

T: +44 (0)20 8675 5211
E: websupport@cibse.org
www.cibse.org


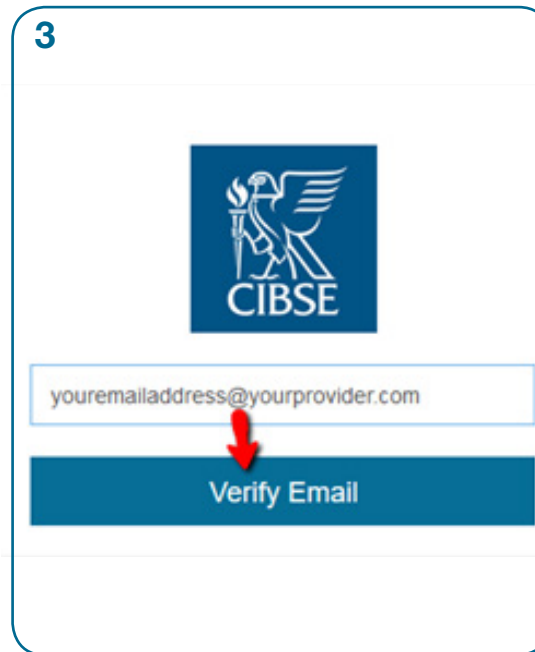
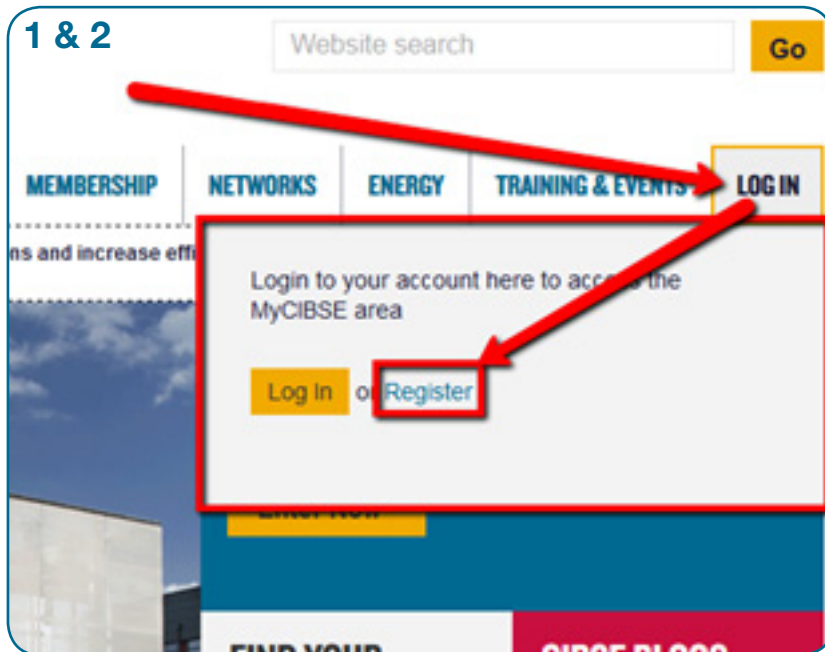
The Chartered Institution of Building Services Engineers (CIBSE)
Registered as a Charity in England No. 278104



Register as a new user

To register as a new user on MyCIBSE please follow these steps:

1. Go to **www.cibse.org** and select the **Login** menu option.
2. Select **Register**.
3. Enter your email address and select **Verify Email**.
4. Complete the details and select **Register**.



4

Please complete the form below to register. I understand and consent to the information provided on this form being processed by the Chartered Institution of Building Services Engineers (CIBSE) for its sole use and that of its associated organisations for the purpose of promoting, delivering and improving my experience of CIBSE and its products and services. I have read and understood CIBSE's Privacy Policy (<http://www.cibse.org/privacy>) and confirm that I wish to receive notification of products and services which may be of interest and benefit to me.

First Name *

Last Name *

Job Title

Work Email

Work Phone

Home Phone

Need help?

T: +44 (0)20 8675 5211

E: websupport@cibse.org

www.cibse.org

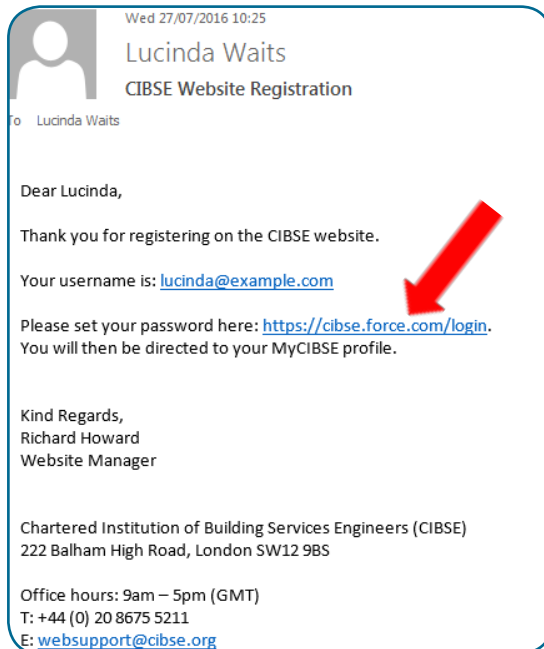
The Chartered Institution of Building Services Engineers (CIBSE)
Registered as a Charity in England No. 278104



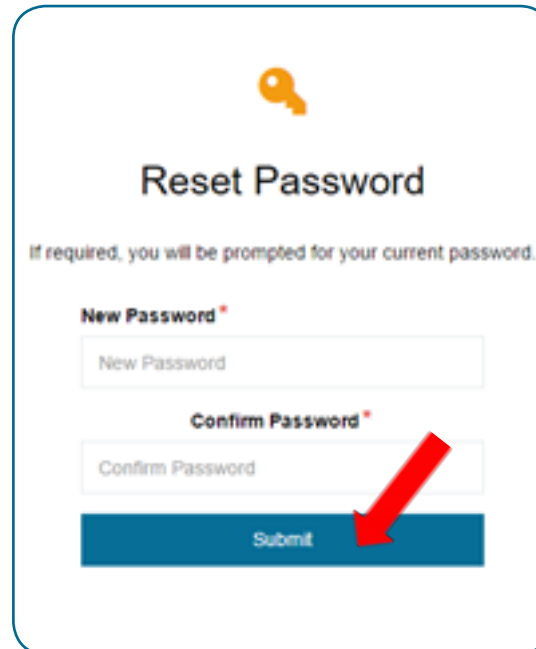
Register as a new user

5. Please check your email for an email with the subject heading **CIBSE Website Registration**.
6. Select the link to set your password.
7. You will then be promoted to enter a new password. **Enter and confirm your new password** and select **Submit**.
8. You will then be redirected to your **MyCIBSE profile**.

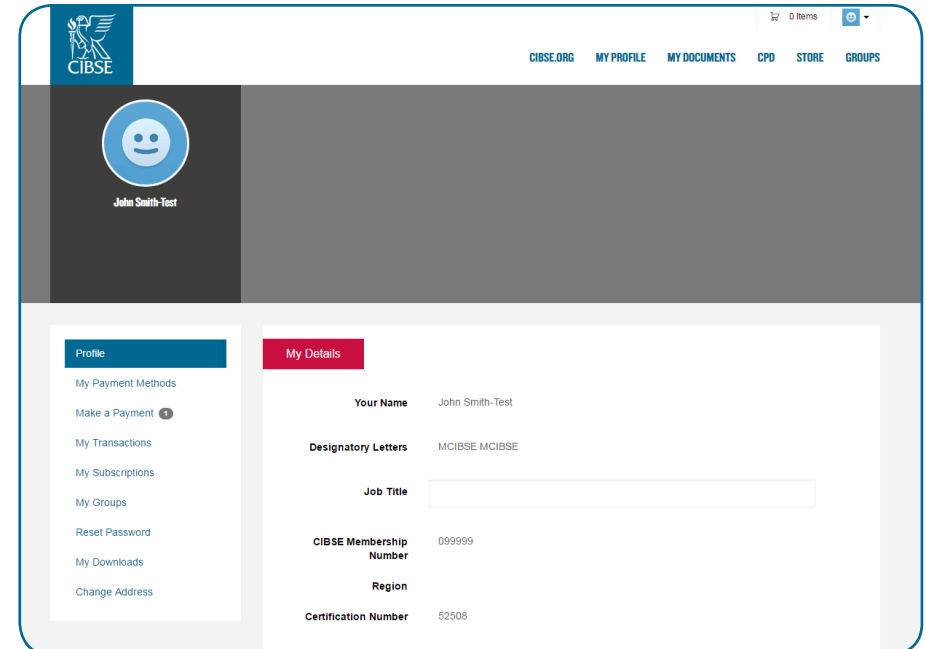
5 & 6



7



8



Need help?

T: +44 (0)20 8675 5211
E: websupport@cibse.org
www.cibse.org

The Chartered Institution of Building Services Engineers (CIBSE)
Registered as a Charity in England No. 278104

