

AIChE Student Chapter Leadership Pages

Important Links

AIChE Student Leadership Update Form: https://aiche.formstack.com/forms/aiche_leadership_updates

AIChE Student Chapter Directory: <https://www.aiche.org/students/find-chapter>

Every AIChE Student Chapter has a “Leadership Page” on AIChE.org. The page shows basic information about the Student Chapter and lists the student leadership. It’s important to provide AIChE with up-to-date leadership information so your chapter does not miss important communications. Please submit an AIChE Student Leadership Update Form whenever leadership transitions occur. Once you submit a form, there is a manual process by which AIChE staff updates the organization’s membership database to reflect the changes. After that, there is a 24-hour turnaround period before the updates will be reflected on your chapter’s leadership page. Be advised that it could take a few weeks for staff to get to your request depending on time of year and volume of requests.

How To Update the Leadership Page

1. Use the [AIChE Student Chapter Directory](#) to locate and check your Student Chapter’s Leadership Page. TIP: Use CTRL+F to locate your chapter on this page.
2. If the Leadership Page is outdated or incorrect, submit a [form](#) to request the necessary changes be made. This form must be completed to both add new/incoming chapter leaders and remove outdated/outgoing chapter leaders. It is encouraged to include all Executive Board Members. Please note that each Leadership Page is required to have at least the Student President and Faculty Advisor.
3. Allow 3 weeks for processing. Please email studentchapters@aiche.org if there are any questions or issues.

What You’ll Need

To Add a New Student Officer

1. Position Title
2. Full Name
3. Email
4. AIChE Member ID

To Remove a Student Officer

1. Position Title
2. Full Name
3. End Date



The full name and email must be associated with the student’s AIChE membership.

Frequently Asked Questions

How do I find my AIChE Member ID?

Navigate to <http://engage.aiche.org/network/community-directory/profile> and log in. Your AIChE Member ID is listed under your profile picture, as illustrated below.

The screenshot displays a user profile for Addison Whitlock. The profile includes a placeholder for a profile picture, the name 'Addison Whitlock', and the affiliation 'STATE UNIVERSITY'. Below the name are navigation tabs: 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'My Inbox'. A 'Bio' section is present. The 'Education' section lists 'State University' with a 'Bachelor' degree in 'Chemical Engineering'. The 'Memberships' section lists 'AIChE Student Member'. A 'My User Info' sidebar contains links for 'My Stuff', 'Edit Profile', and 'Change Password'. A 'My ID' box highlights the member ID '009908549903'. At the bottom, it shows 'AIChE Credits: 0.00'.

What does the full name and email associated with AIChE membership mean?

The name submitted in the form should be consistent with the name shown on the student's AIChE account. The name can be checked by logging in here: <http://engage.aiche.org/network/community-directory/profile>. The email address submitted should be consistent with what is used to log into AIChE.org.

What if we want to add or change more than 10 officers?

Please submit more than one AIChE Student Leadership Update Form.

Why do only some of the names on our leadership page include a prefix?

Each name that appears on a Leadership Page is tied to that individual's AIChE account and the preferences they selected regarding the display name. A person can change their prefix by editing their AIChE Engage account. Navigate to <https://ecommerce.aiche.org/aiche-online/EditProfile/Home/EditProfile> and make desired changes, as illustrated below.



Name



About You



Contact



Location



Professional



Education



Payment

EDIT PROFILE

Name

Prefix

Select Prefix



First Name (Required)

Addison

Middle Name

Last Name (Required)

Whitlock

SAVE



Return to Profile