INDIAN LIBRARY ASSOCIATION

MEMBER PROFILE GUIDE

How to Update Your Personal Details Online

A visual, step-by-step guide to finding your membership ID, resetting your password, logging in, and editing your profile.

Website: ilaiindia.co.in

Before you begin

Keep your registered email inbox accessible while completing the process.

1. **Find your membership record**
   Search the ILA member list using your registered email.
2. **Reset your password**
   Request a reset email and verify the code.
3. **Log in securely**
   Use your membership ID as your username.
4. **Edit and save your profile**
   Update the relevant details, then verify the saved changes.

Use the official ILA website: ilaiindia.co.in

1. Find the Indian Library Association website

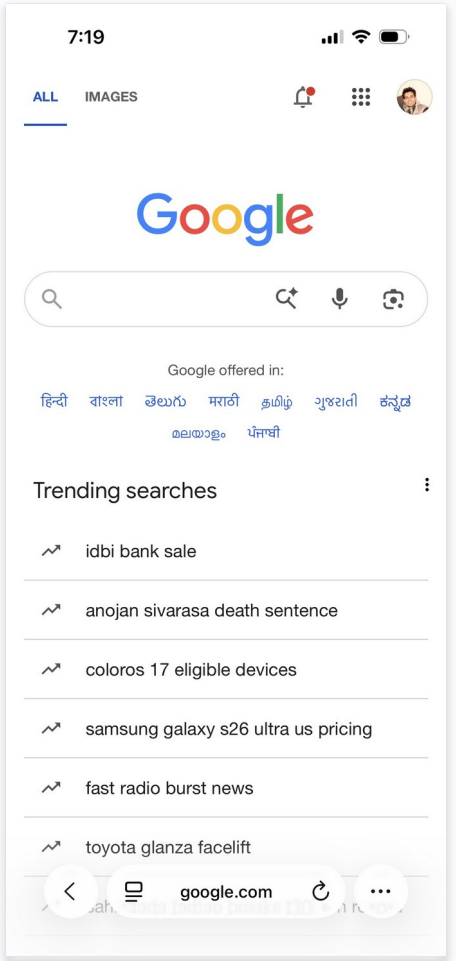
Open Google and search for “Indian Library Association”.

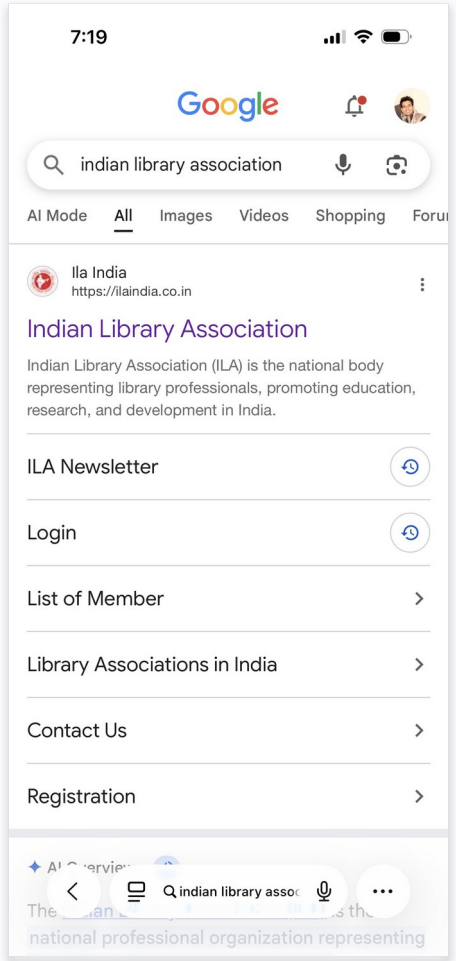
Open www.google.com in your browser.

Search for Indian Library Association.

Select the official result for ilaiindia.co.in.

Check the website address before proceeding.





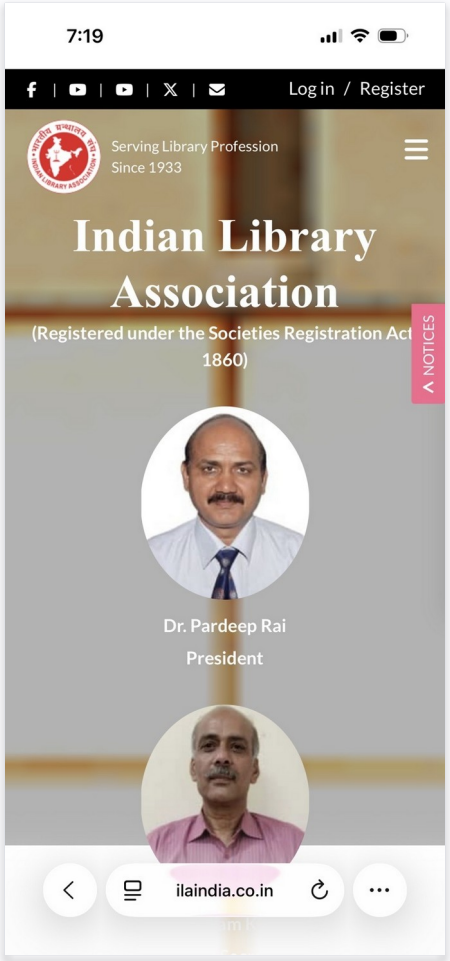
2. Open the member list

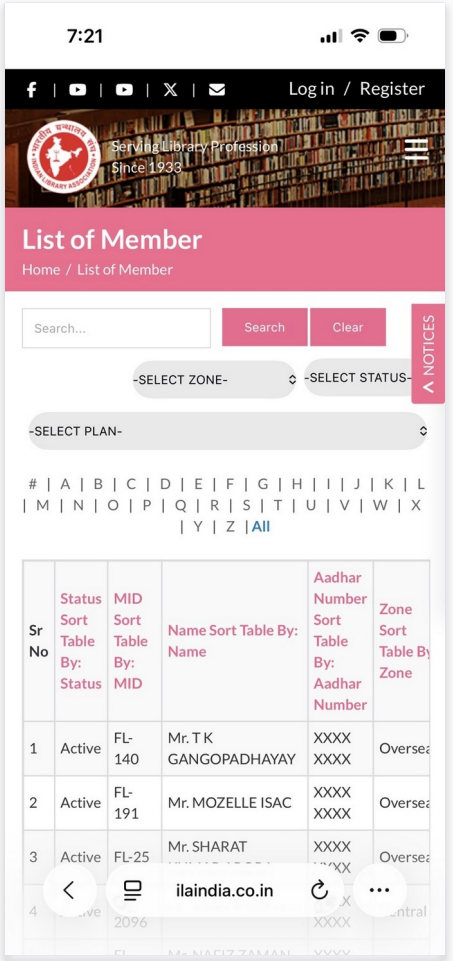
Scroll down the ILA website to locate the member directory.

On the ILA website, scroll down the page.

Select “List of Members”.

Wait for the member directory to load.





3. Search for your membership record

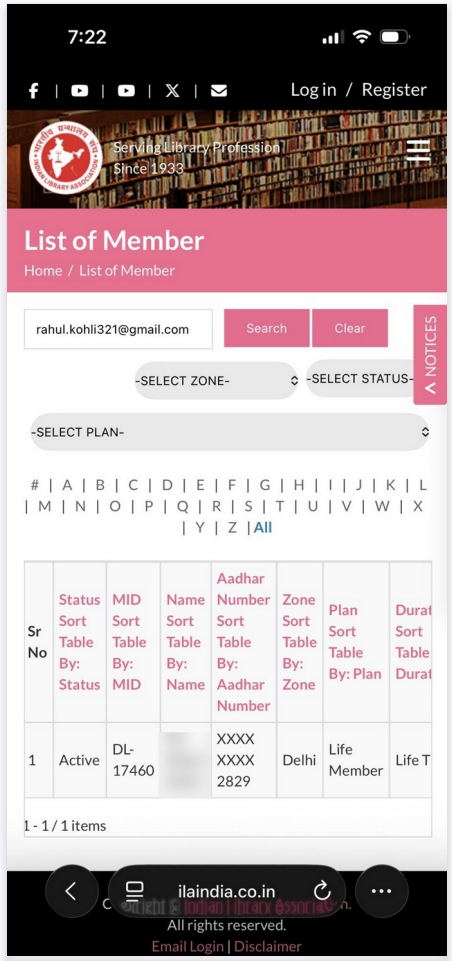
Use the email address already registered with ILA.

Enter your registered email in the search bar.

Select “Search”.

Check the result carefully, including your name and membership details.

Note down your Membership ID (MID). You will use it as your login username.



Important

Keep your MID private and save it for login.

Can’t find your email address?

If your email address is not found in the ILA member list, or the email address shown is incorrect, please submit the form below to request an update to your membership records.

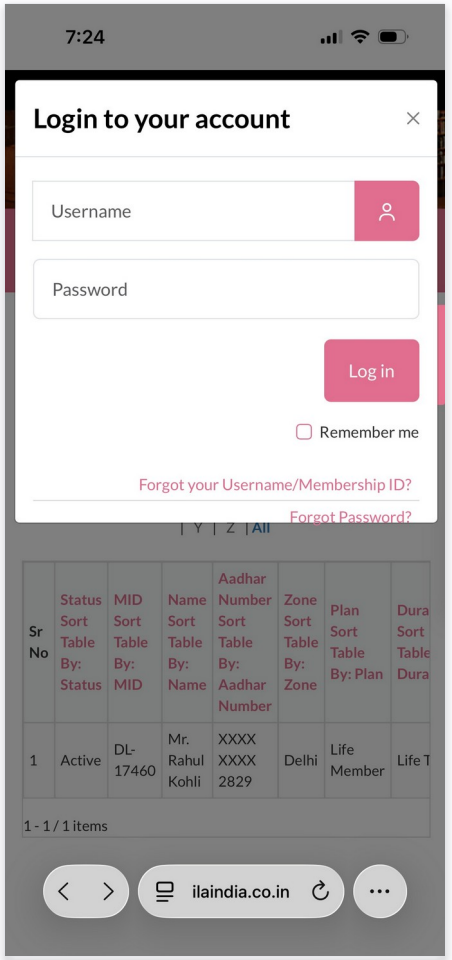
Submit the ILA member details correction form

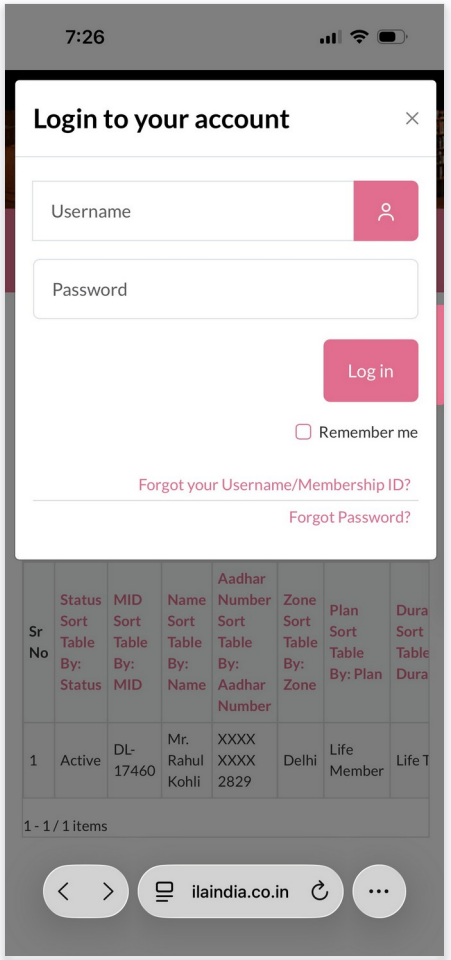
Form link: https://docs.google.com/forms/d/e/1FAIpQLSd8LqI1rjCpvlqh5z4t9IhXYFuhYf7F4KkWXu7zyLTjNYIU6Q/viewform

Or scan the QR code with your phone camera.

4. Open the login window

Select “Log in / Register” at the top-right corner of the website.





Choose “Forgot your Username/Membership ID?” only if you cannot find your ID.

If you already noted your MID, select “Forgot Password?” to continue.

5. Request a password reset

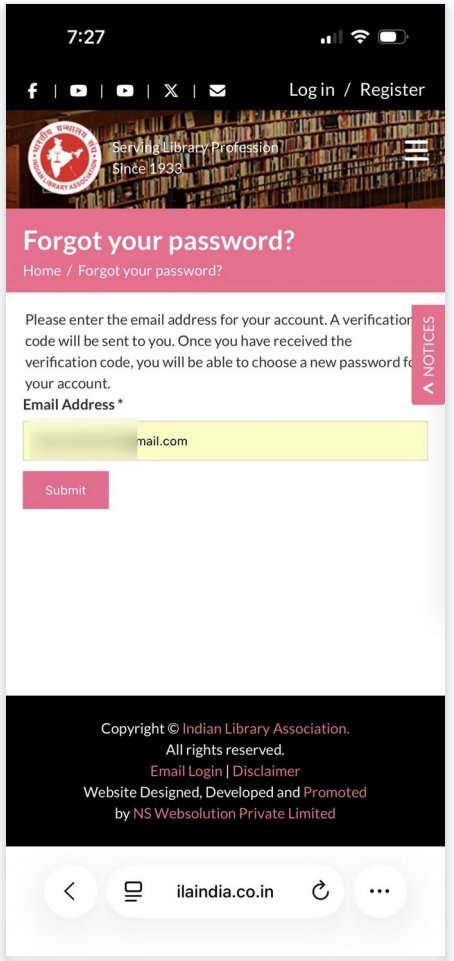
Enter the same email address you used to find your member record.

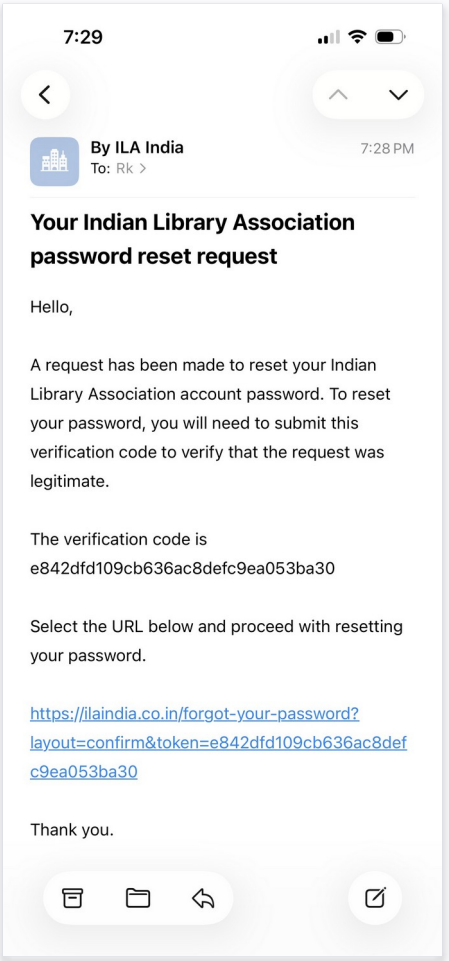
Select “Forgot Password?”.

Enter your registered email address.

Select “Submit”.

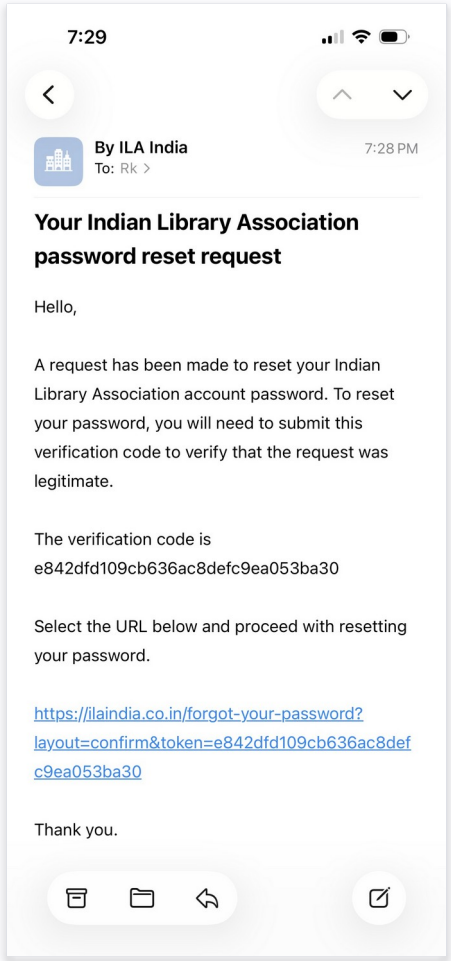
Check your inbox for an email from Indian Library Association.





6. Retrieve the verification code

Open the password-reset email sent by ILA.



Copy the verification code from the email.

Return to the ILA password-reset page and paste the code.

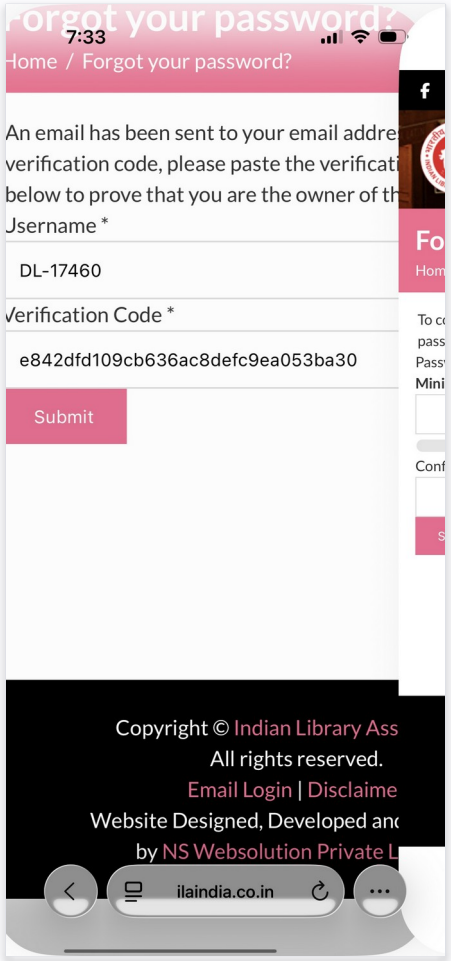
Alternatively, open the reset link in the email if it is available.

Never forward the reset email or share the code with anyone.

For your security, codes and reset-link tokens are blurred in these screenshots.

7. Verify your account

Enter your membership ID and the verification code.



In the “Username” field, enter the Membership ID you noted earlier.

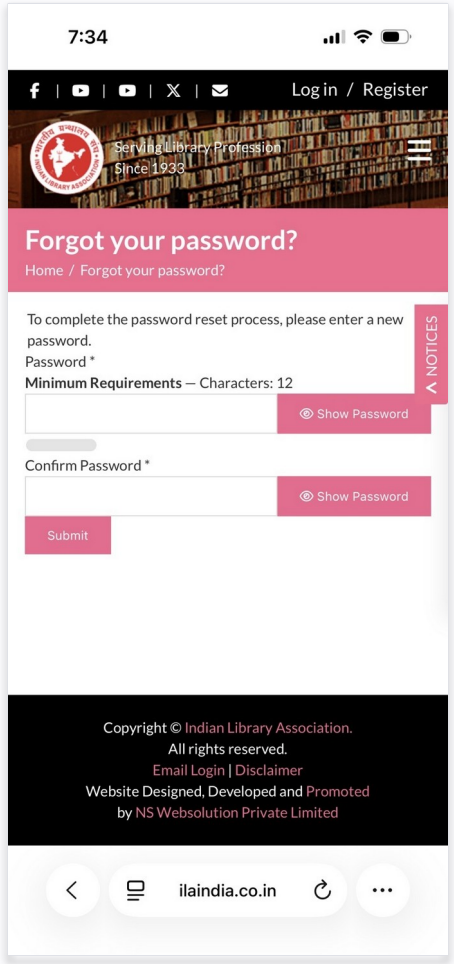
Paste the verification code into “Verification Code”.

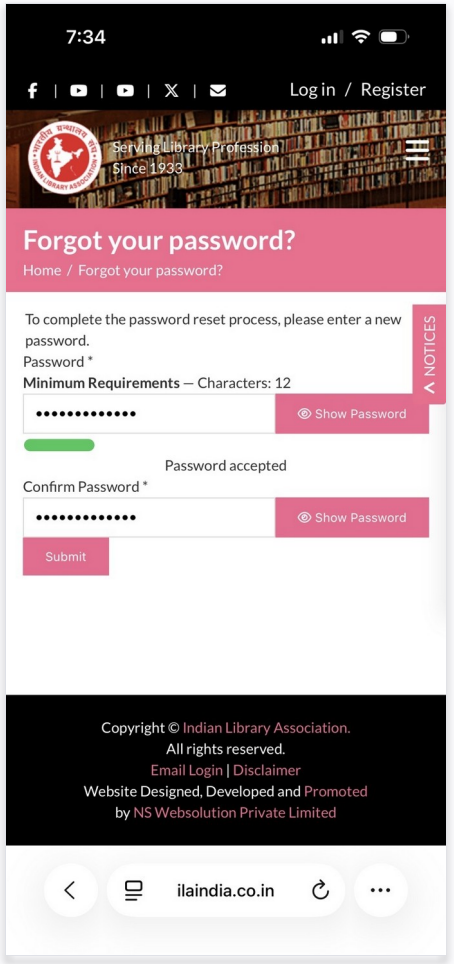
Select “Submit” to continue to password creation.

Do not use your email address as the username unless the website specifically asks for it.

8. Create your new password

The ILA page specifies a minimum length of 12 characters.





Enter a new password with at least 12 characters.

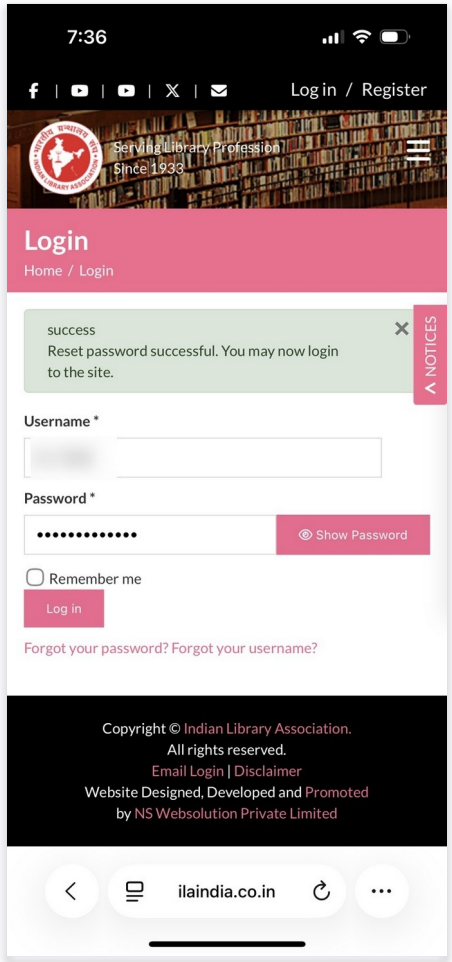
Use at least one uppercase letter, one number, and one special symbol. A mix of lowercase letters is recommended too.

Re-enter the same password in “Confirm Password”.

Select “Submit” and wait for the success message.

9. Log in with your updated password

After the reset succeeds, return to the login page.



Enter your Membership ID in the username field.

Enter the new password you just created.

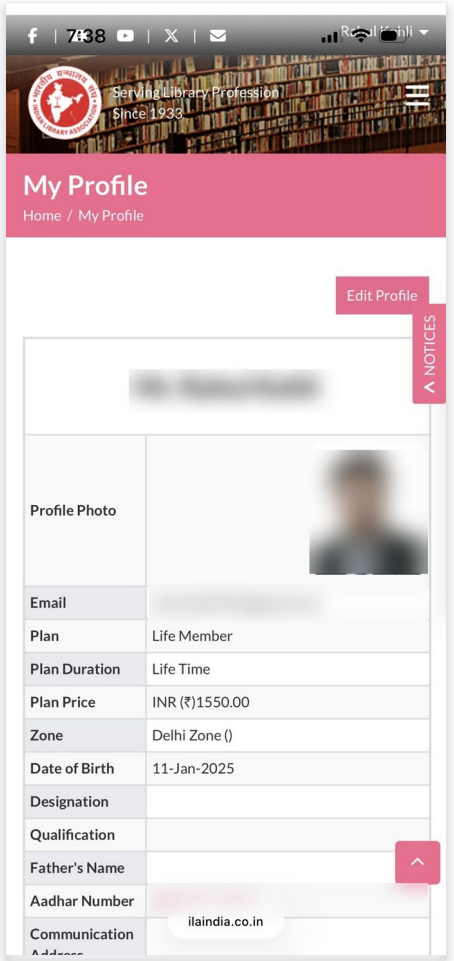
Select “Log in”.

If the login fails, check your entries or repeat the password-reset steps.

Use a password manager or another secure method to store your password.

10. Open My Profile

After logging in, open the account menu in the top-right corner.



If prompted, enter your Aadhaar number on the official ILA website and submit it.

Select your name or account menu in the top-right corner.

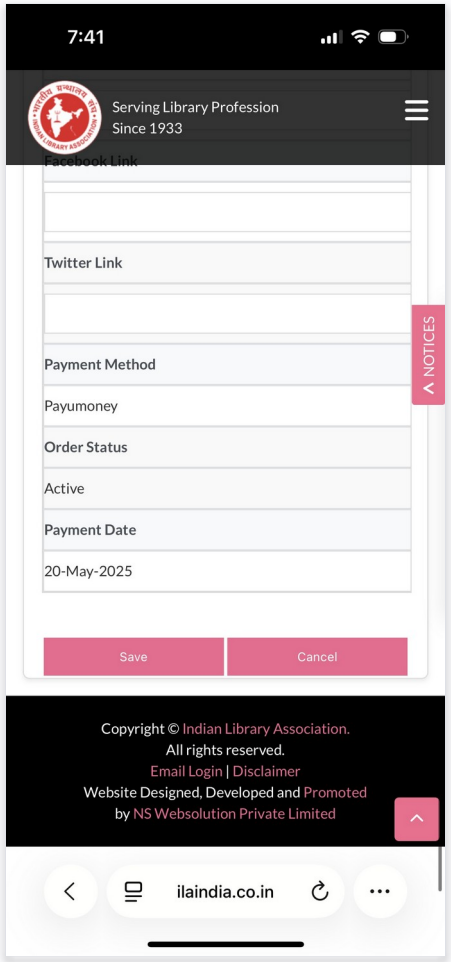
Choose “My Profile”.

Review the information currently displayed.

The profile screenshot has been redacted to protect personal information.

11. Edit your personal details

Select “Edit Profile” on the My Profile page.



Update the fields that need correction, such as date of birth, designation, qualification, and father’s name.

Update your communication and residential addresses, where available.

Add or correct your social media profile links, if required.

Check spelling and all entries before saving.

12. Save and verify your changes

Finish by checking that your updated details appear on the profile.

1. **Scroll to the bottom**
   Find the Save and Cancel buttons.

2. **Select Save**
   Wait for the website to process the changes.

3. **Reopen My Profile**
   Confirm that the updated information is displayed.

4. **Need help?**
   Contact ILA through the official website if changes do not save.

Thank you for keeping your ILA member profile accurate and up to date.

Privacy reminder: never share your password, Aadhaar number, or verification code.