Creating an Account on SGIA.org

1. First, go to the www.sgia.org and select “Sign In” at the top right corner:

2. After you select “Sign In”, you will be sent to the below screen. To create a NEW account, select “Don’t have an Account?” from the selections below.

3. You will be sent to a “Create My Account” screen, where you will fill in your mailing and billing information, as well as create a password and login information as seen below.
4. The email and password you select in this step will be the information you will use to sign into the SGIA.org website. Once the information is filled in following the prompts, select “Create Account” to complete your registration.

**Forgotten Password:**

1. If you have forgotten your selected password, please follow these steps.
   Follow the steps to the login screen and select “Forgot Your Password?” as seen below:

2. You will be sent to a screen that will allow you to enter an email address to reset the password. The email address you enter will receive an email to reset the password for the account.
3. If you have selected to reset your password and no longer desire to, you can select “Nevermind, I’ve remembered my password” to cancel.

**NOTE:** the email you enter must be the username used on the account, or you may not receive an email to reset your password (below banner).

4. After you’ve put in the correct email, you will receive an email with a reset link. As you see below, follow the prompts to reset your password.

If you have any questions about creating an account or have issues resetting your password, please reach out to the SGIA Assist Desk or the Member Services Team:

**SGIA Assist:**
- P: (703) 385-1335
- E: assist@sgia.org

**Becca Moss, Membership Coordinator**
- P: (703) 359-1367
- E: becca@sgia.org

**Taylor Mitchell, Membership Assistant**
- P: (703) 359-1304
- E: tmitchell@sgia.org
1. Once you are logged into the SGIA website, you are brought to a “Personal Snapshot” homepage that allows you to register as an SGIA member or manage your other account preferences.

2. To register as a member, please follow the documented Membership Process.

You have the option to update your account information at anytime by clicking “Edit My Profile” on the left-hand side.
3. You may also look at upcoming events by selecting it from the upper left corner. To register, you may scroll to the event that you would like to attend and select “View” which will bring you to Badge Registration.
How to get to PrinterLink

1. When you are on the Personal Snapshot page, you have the ability to go to the general SGIA.org site and go to the PrinterLink forum by following these steps.

2. First, select the SGIA logo to exit the dashboard and go to the public site.

3. Because you are still logged in, you will see a greeting at the top righthand side. At the top right, you have four selections:
   - “My Profile” will send you back to your Personal Snapshot page
   - “Sign Out” will log your profile out
   - “About” will send you to an informational page about SGIA, member benefits, affinity programs, and available committees and councils
   - “Membership” will allow you to become a member and provides additional information on the process
4. To get to PrinterLink, select “Communities” from the ribbon and you will see a drop-down box, it is the first selection. select “PrinterLink” and you will be sent to a new window.

5. In PrinterLink, you can scroll through different communities, message boards, and directories by using the selections in the top black ribbon.
**Frequently Asked Questions:**

**Q:** If I do not receive an email with steps to rest my password, what should I do?

**A:** If you are not receiving the reset email, please check whether the email address and password are correct. If it is the correct email and it is still not working, please contact the Member Services Team.

**Q:** Do I need to be in Incognito Mode to access my dashboard?

**A:** No, Incognito mode for your selected search engine (i.e. Internet Explorer, Firefox, Chrome) is not required to access your SGIA Dashboard of PrinterLink.