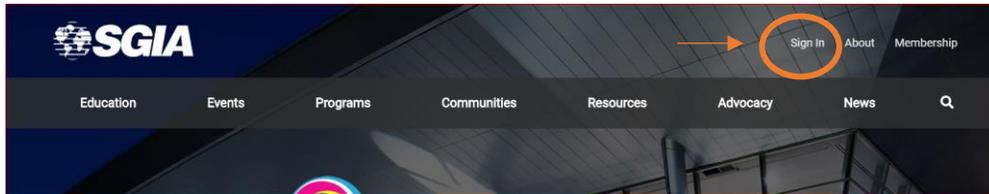




Creating an Account on SGIA.org

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.

Security & Login

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

Retype New Password *

[Create Account](#)

- 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:

- 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:

First time to our new website? Use the “Forgot your password” link below to create your new password.

Log In

Email

Password

[Log In](#)

[Forgot your password?](#)

[Don't have an account?](#)

- 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.

SGIA Upcoming Events Store Log In

Welcome
Please log in or create an account to continue.

First time to our new website? Use the “Forgot your password” link below to create your new password.

Reset Your Password
For assistance in resetting your password, please contact the office.

Email

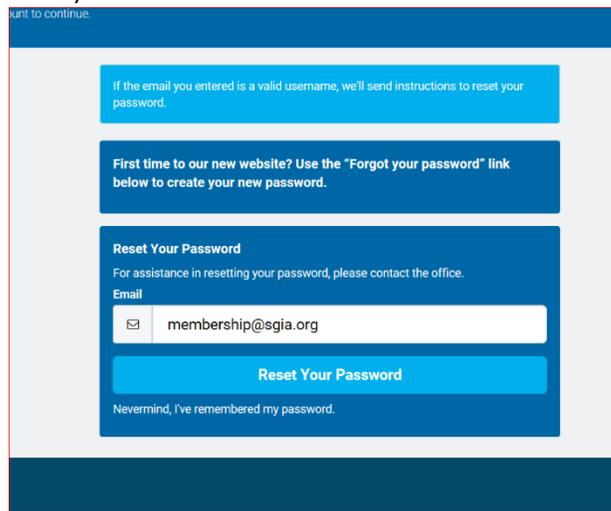
[Reset Your Password](#)

Nevermind, I've remembered my password.

Powered by Nimble AMS

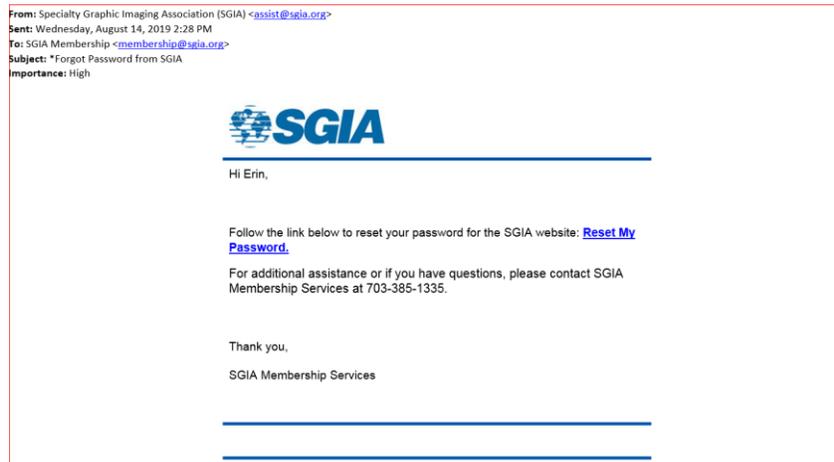
3. If you have selected to reset your password and no longer desire to, you can select “Nevermind, I’ve remembered my password” to cancel.

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).



The screenshot shows a web form for password reset. At the top, it says "Click to continue." Below that is a blue box with the text: "If the email you entered is a valid username, we'll send instructions to reset your password." Another blue box says: "First time to our new website? Use the 'Forgot your password' link below to create your new password." The main section is titled "Reset Your Password" and contains the text: "For assistance in resetting your password, please contact the office." Below this is a label "Email" and a text input field containing "membership@sgia.org". A blue button labeled "Reset Your Password" is positioned below the input field. At the bottom of the form, there is a link that says "Nevermind, I've remembered my password."

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

[Navigating 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.

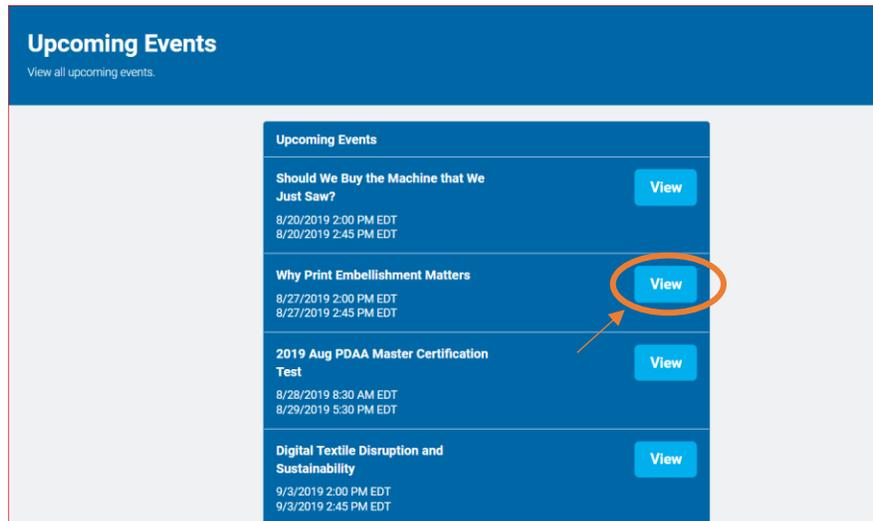
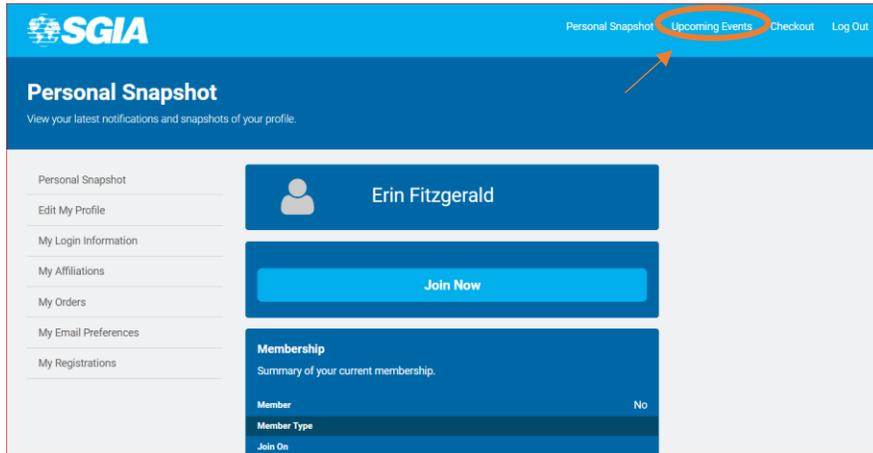
The screenshot shows the 'Personal Snapshot' page. At the top, it says 'View your latest notifications and snapshots of your profile.' On the left is a navigation menu with items: Personal Snapshot, Edit My Profile, My Login Information, My Affiliations, My Orders, My Email Preferences, and My Registrations. The main content area has three sections: 1. A profile card for 'Erin Fitzgerald' with a 'Join Now' button. 2. A 'Membership' section with a table:

Member	No
Member Type	
Join On	
Member Thru	

You have the option to update your account information at anytime by clicking “Edit My Profile” on the left-hand side.

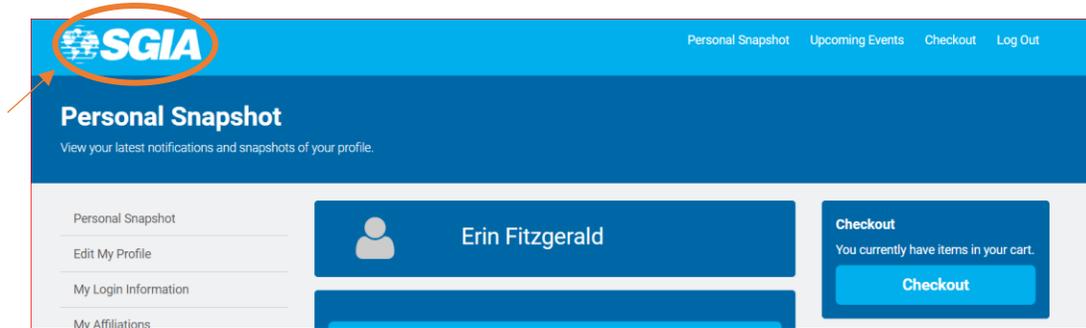
The screenshot shows the 'My Profile' page with the heading 'View and update your personal contact information.' On the left, the 'Edit My Profile' link is circled in orange with an arrow pointing to it. The main content area has two sections: 1. 'Name and Title' section with fields for Salutation (dropdown), First Name * (Erin), Last Name * (Fitzgerald), Suffix (dropdown: --None--), and Title. 2. 'Phone and Email' section with fields for Account Phone *, Mobile, Home Phone, and Email * (membership@sgia.org). A note at the top of each section says '*Required fields for all SGIA accounts.'

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.

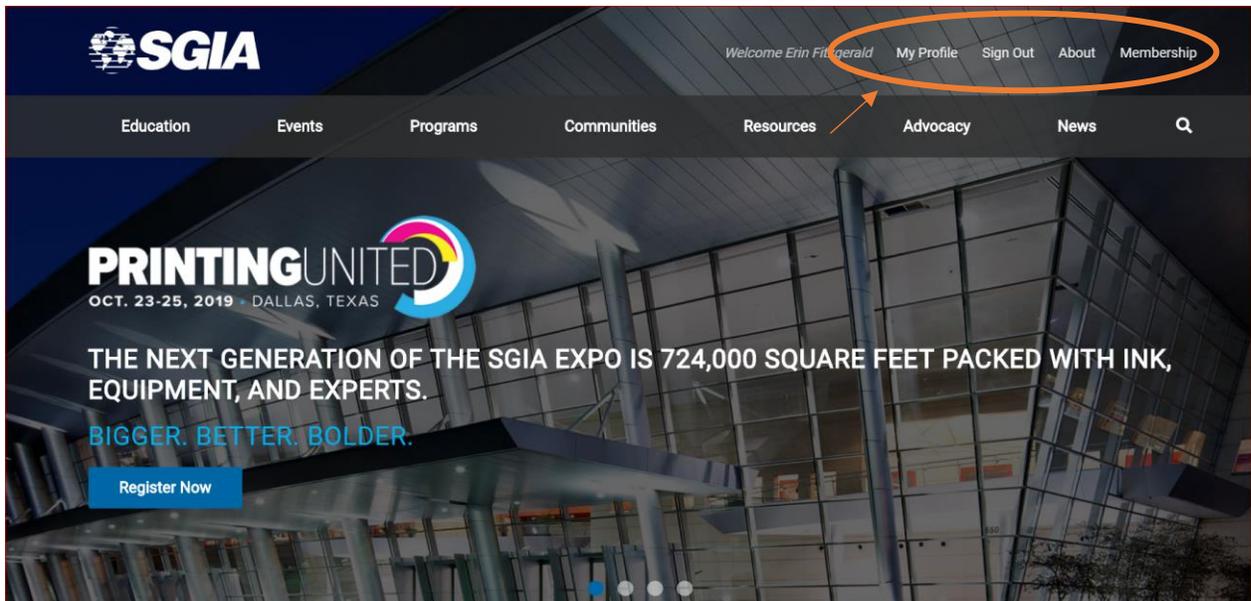


[How to get to PrinterLink](#)

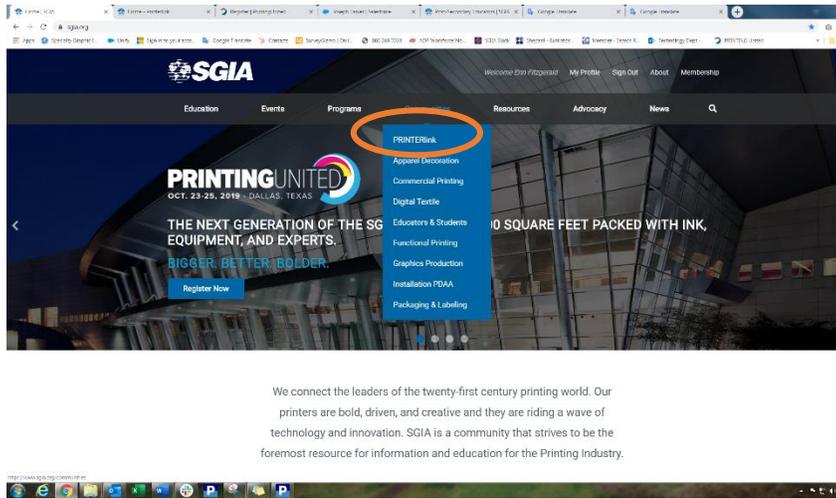
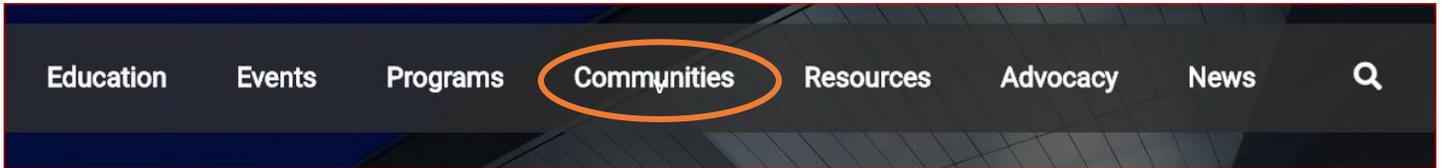
1. When you are on the Personal Snapshot page, you have the ability to go to the general SGIA.org site and go to the PrinterLink forum by following these steps.
2. First, select the SGIA logo to exit the dashboard and go to the public site.



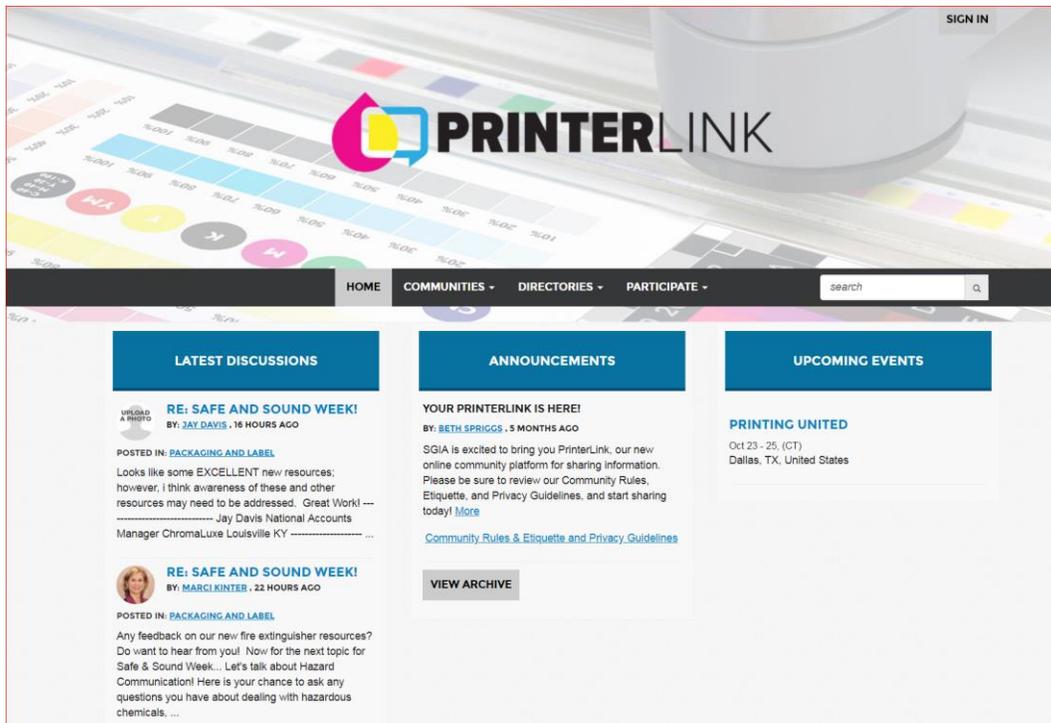
3. Because you are still logged in, you will see a greeting at the top righthand side. At the top right, you have four selections:
 - “My Profile” will send you back to your Personal Snapshot page
 - “Sign Out” will log your profile out
 - “About” will send you to an informational page about SGIA, member 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 so not receive an email with steps to reset 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.