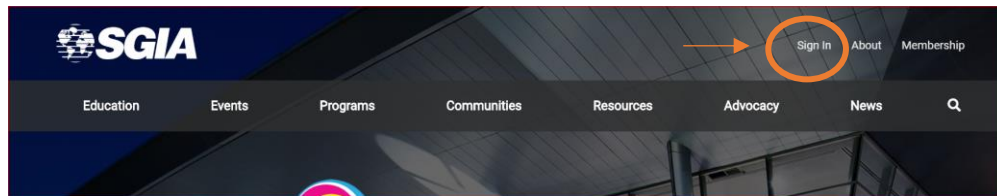




## Creating an Account on SGIA.org

1. First, go to the [www.sgia.org](http://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.

A screenshot of the login page. It has a blue header with the SGIA logo. Below the header is a blue box containing the text: "First time to our new website? Use the 'Forgot your password' link below to create your new password." Below this is a "Log In" section with fields for "Email" (containing "testing@mailinator.com") and "Password" (masked with dots). A blue "Log In" button is below the password field. At the bottom of the login section are two links: "Forgot your password?" and "Don't have an account?". The "Don't have an account?" link is circled in orange, with an arrow pointing to it from the left.

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.

A screenshot of the "Create My Account" page. The page has a blue header with the SGIA logo and links for "Upcoming Events", "Store", and "Log In". Below the header is a blue box with the title "Create My Account" and the instruction "Please provide some information to create your account." Below this is a form titled "My Contact Information" with a note: "\*Required fields for all SGIA accounts". The form contains two sections: "Mailing Information" and "Billing Information". Each section has fields for First Name, Last Name, Mailing Street, Mailing City, Mailing Country Code (dropdown), Mailing State/Province Code (dropdown), and Mailing Zip/Postal Code. The "Billing" section also has fields for Billing Street, Billing City, Billing Country Code (dropdown), Billing State/Province Code (dropdown), and Billing Zip/Postal Code.

**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](#)

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:

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

**Log In**

Email

testing@mailinator.com

Password

Log In

[Forgot your password?](#)

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

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.

**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

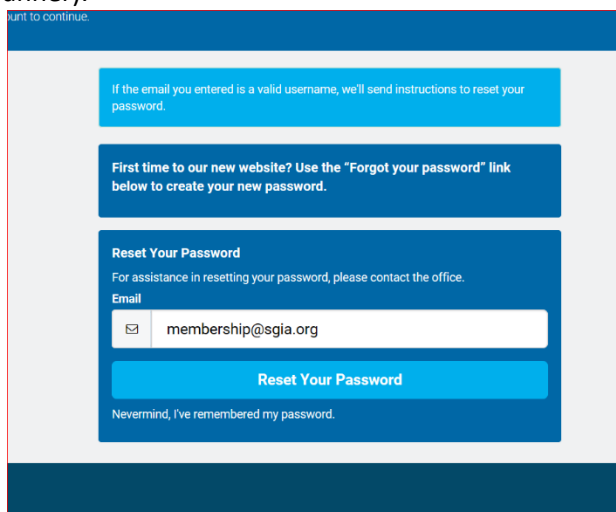
Reset Your Password

Nevermind, I've remembered my password.

Powered by Nimble AMS

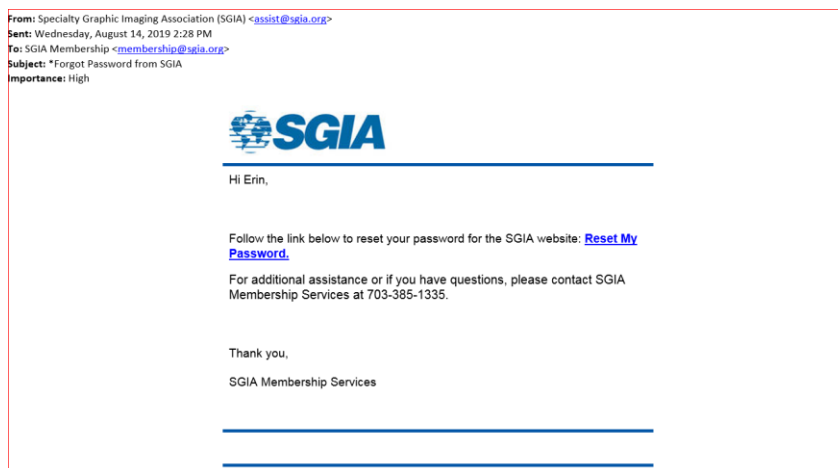
3. If you have selected to reset your password and no longer desire to, you can select “Nevermind, I’ve remembered my password” to cancel.

**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 resetting a password. At the top, a blue banner says "Click here to continue." Below this, a light blue box contains the text: "If the email you entered is a valid username, we'll send instructions to reset your password." Another blue box below that 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 includes the instruction: "For assistance in resetting your password, please contact the office." There is an "Email" label and a text input field containing "membership@sgia.org". Below the input field is a large blue button labeled "Reset Your Password". 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](mailto:assist@sgia.org)

Becca Moss, *Membership Coordinator*

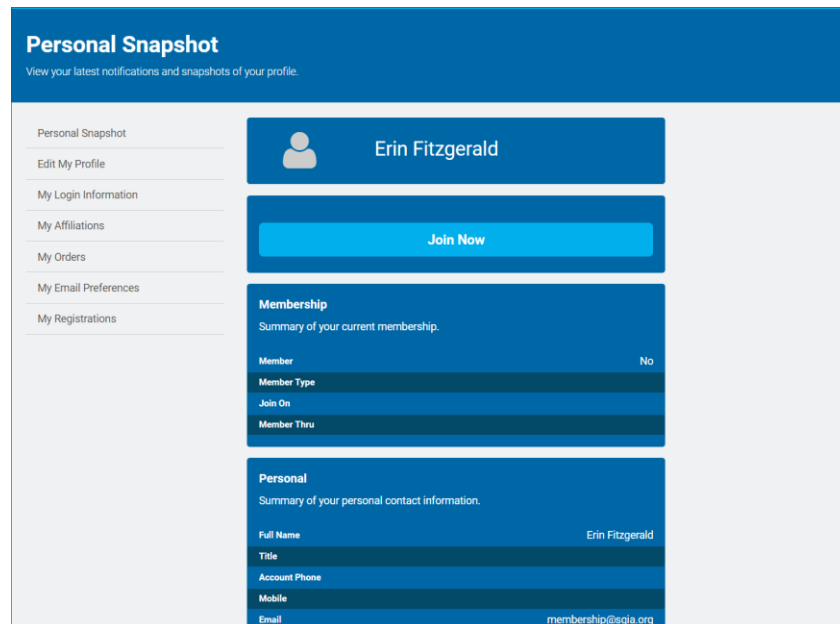
- P: (703) 359-1367
- E: [becca@sgia.org](mailto:becca@sgia.org)

Taylor Mitchell, *Membership Assistant*

- P: (703) 359-1304
- E: [tmitchell@sgia.org](mailto: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.



**Personal Snapshot**  
View your latest notifications and snapshots of your profile.

Personal Snapshot

Edit My Profile

My Login Information

My Affiliations

My Orders

My Email Preferences

My Registrations

**Erin Fitzgerald**

**Join Now**

**Membership**  
Summary of your current membership.

Member No

Member Type

Join On

Member Thru

**Personal**  
Summary of your personal contact information.

Full Name Erin Fitzgerald

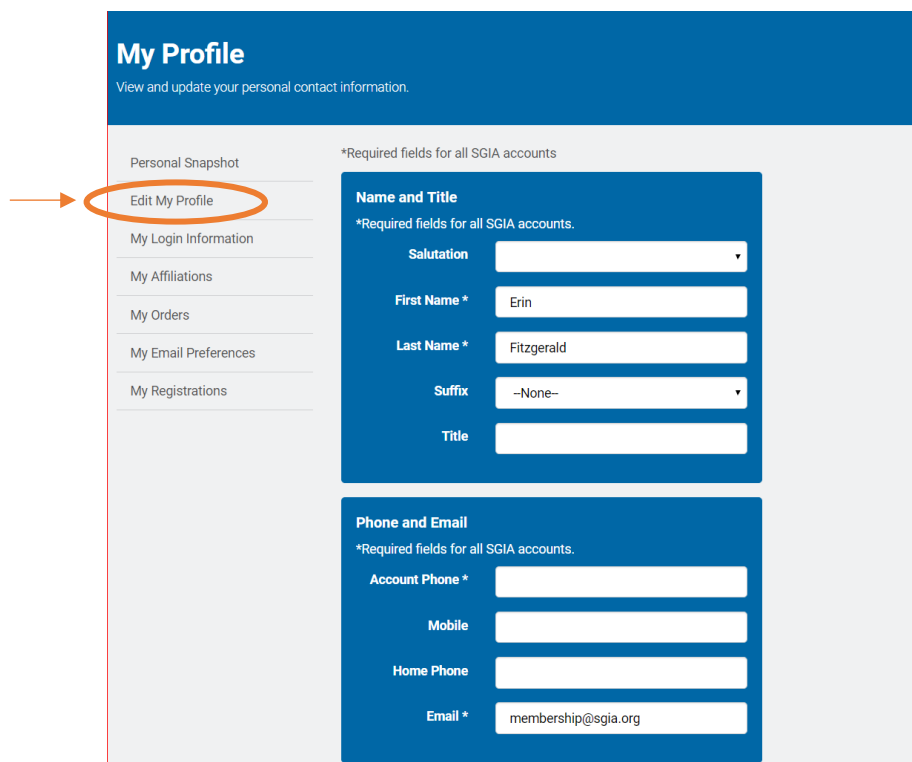
Title

Account Phone

Mobile

Email membership@sgia.org

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



**My Profile**  
View and update your personal contact information.

Personal Snapshot

**Edit My Profile**

My Login Information

My Affiliations

My Orders

My Email Preferences

My Registrations

\*Required fields for all SGIA accounts

**Name and Title**  
\*Required fields for all SGIA accounts.

Salutation

First Name \* Erin

Last Name \* Fitzgerald

Suffix --None--

Title

**Phone and Email**  
\*Required fields for all SGIA accounts.

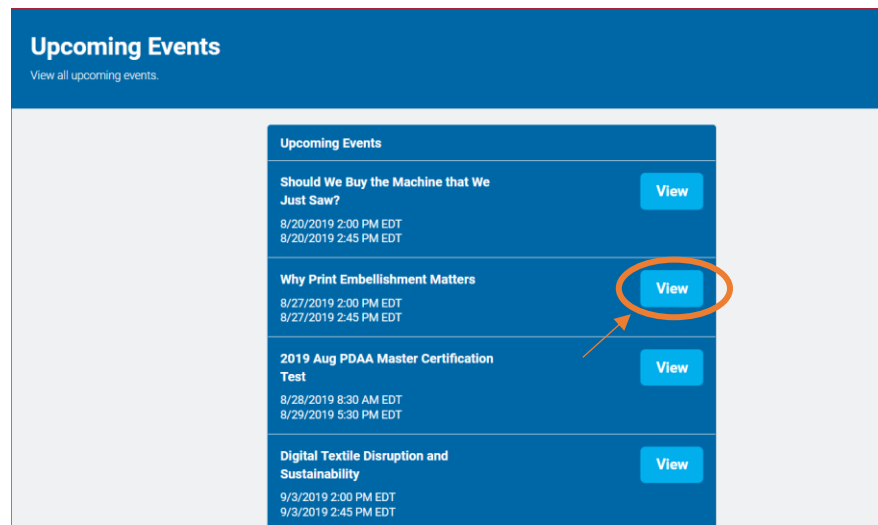
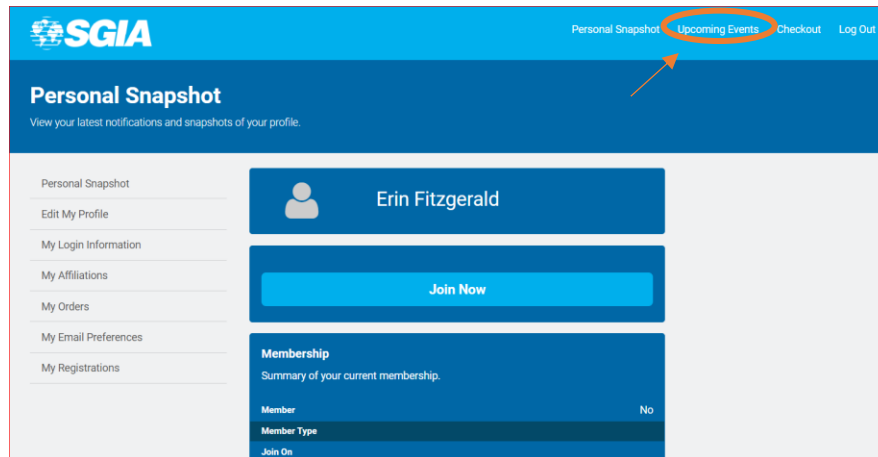
Account Phone \*

Mobile

Home Phone

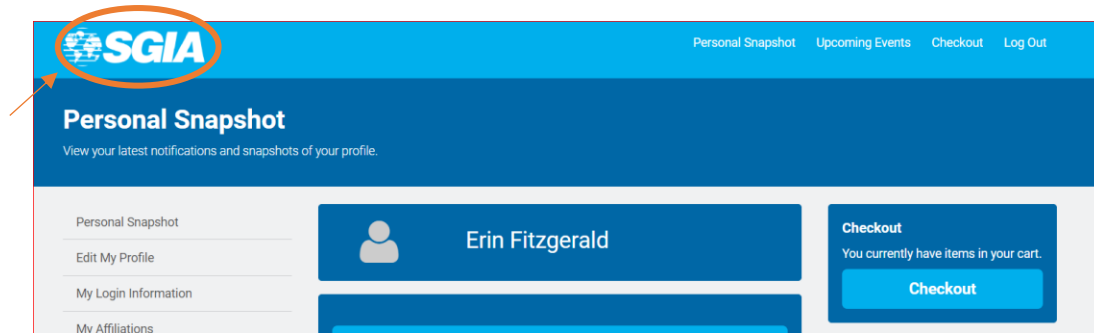
Email \* membership@sgia.org

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.

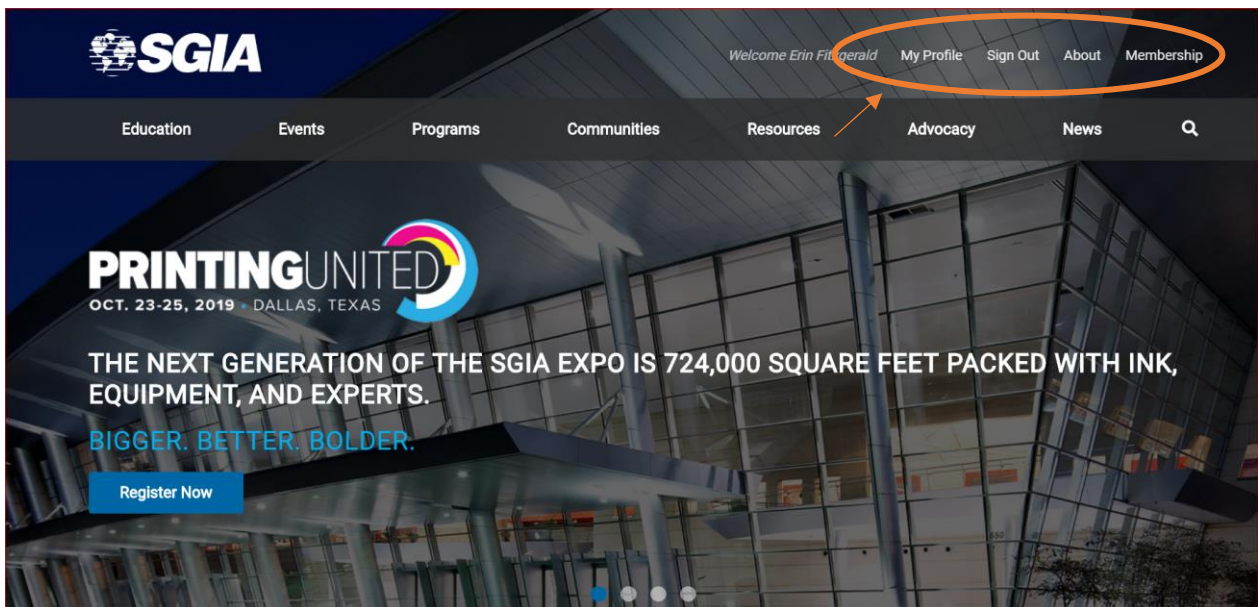


## [How to get to PrinterLink](#)

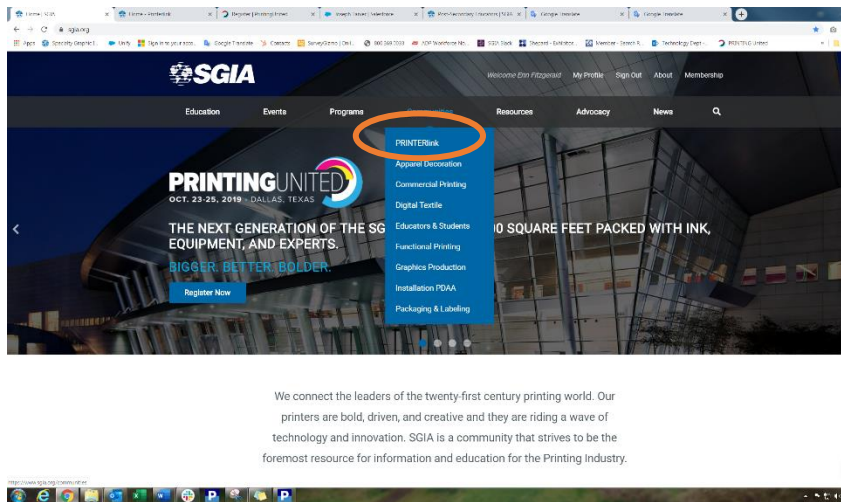
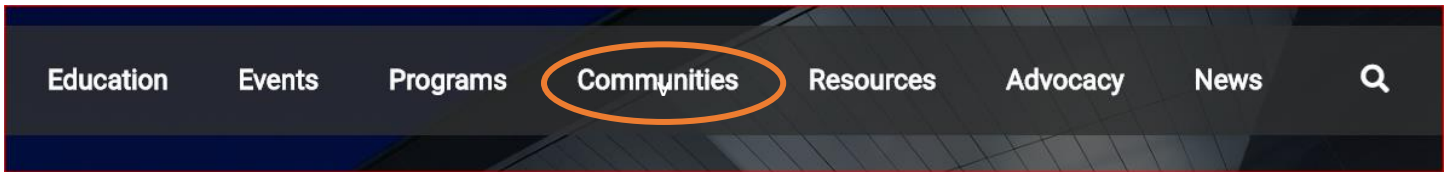
1. When you are on the Personal Snapshot page, you have the ability to go to the general SGIA.org site and go to the PrinterLink forum by following these steps.
2. First, select the SGIA logo to exit the dashboard and go to the public site.



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 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 or PrinterLink.