How To:
Create a New Profile
(No Membership Attached)
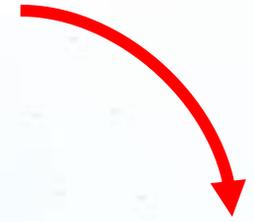
Revised 22 May 2023

Created 5/16/23

1. Navigating the Home Page.

Finding the "Join us" option or <u>click here</u> to go directly to the portal.

This option is found at the top right corner of the home page.

INCOSE

A better world through a systems approach

New!
Search   ENHANCED BY   🔍   ➕ Join us   👤 Login   ☰

INCOSE NEW MEMBER PORTAL LAUNCHED

Our new member management system is now live. When you use the login link above, you'll be given instructions on how to set up your new login, a one-time process. Please let us know right away if you experience any issues at helpdesk@incose.net.

2. Accessing the Member Portal.

Select "Sign Up on our Member Portal" or click here to go to the Portal.

Join INCOSE

Individual Membership

To Join INCOSE, first **Sign Up on our Member Portal**

Then, select **Join/Renew** under the Membership Menu in your User Profile.

(see below if you're from Australia, France, Germany, Israel, Italy, The Netherlands, South Africa, Spain, Sweden, or the United Kingdom)

Trouble logging in? Email **join@incose.net** or call us at 800-366-1164 or +1 858-541-1725

Learn more about the benefits of INCOSE membership

Membership Rates

(see details and eligibility below)

- Regular Individual Members - $160.00
- Senior Members - $90.00
- Student Members - $50.00
- PPP2 and PPP3 Country Members - $80.00-$120.00 (see details below)

Corporate Advisory Board (CAB) Associate Accounts

Companies and institutions that work in and support systems engineering in government and commercial business sectors gain knowledge, access, influence, visibility, and contacts through membership in the Corporate Advisory Board. CAB Associates are eligible to receive limited benefits through their relationship with the CAB organization. The CAB organization email must be used in order to qualify for this CAB Associate account.
 - CAB associate member accounts should complete the LogIn above. Select Set up your account. Once your account is set up, you will be able to select *Affiliate with a CAB Organization* in your Profile.

CAB Associates with an active account AND who have never been an INCOSE Individual member, are eligible to join INCOSE as an Individual Member at a discounted Transition Fee.

Employees/students of a CAB Organization who are not INCOSE individual members are able to sign up for a CAB Associate account. Check the list to see if your organization is a approved CAB Organization. If you find your organization, and are not an individual member, you can join as a CAB Associate in order to obtain access to specific CAB Associate benefits.

Please note, you MUST use your organization e-mail to create a CAB Associate account. It may take up to 48 hours for your account to be approved and activated. If you receive any error messages, email **info@incose.net** for further assistance.

3. Initial Login Screen.

Select the tab to "Set Up an Account" and enter in your information in all four (4) fields.

Note: If you had an account with INCOSE before the system update, please enter in the email that you used to use to login to www.incose.org previously. For security reasons, we did not migrate your old password over, so this is a NEW password that you will use to login going forward. You are free to use the same password as before if you would like, but it is not required.

4. Checking for Existing Records.

Enter your full name to check for existing / duplicate accounts and then click "Check for Existing Records".

It is important that you try and enter your name in as closely as possible to how you might have entered it in our old system. This will link your old profile information (i.e., INCOSE Member number, Certifications, Chapter information, etc.) to your profile in the new system.

Welcome!

We tried to find an individual in our database with your email address, but we couldn't. Sometimes people are in our system under an email from a former employer, or another personal account... so before we create a new account for you, we'd like to make sure you're not already in our database.

How does this work?

- First, you tell us your full name
- Then, we'll scan our system to see if you might already be in our database
- If so, we'll send a verification code to your email or mobile phone
- If not, we'll go ahead and create a brand new record for you in our database.

Alexandra Kowalski

Check for Existing Records   Logout & Start Over

5. Locating Previous Profile Information (if applicable).

See points **5.a. No Matches** & **5.b. There's a Match** below for further instructions depending on your situation.

Any of these look familiar?

5.a. No Matches: If none of the existing accounts belong to you, use the green, "Select" button for "None of the Above" and click "Continue".

If you know you are a previous member, and the system does not locate your record, please do not make a new account. Please stop at this step and send an email to helpdesk@incose.net for assistance.

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above.**

Alexandra Kowalski
(858)*******25

alexa****@univmgt.com

Select

None of the Above
It doesn't look like any of these records are mine. Let's create a brand new account.

✔ This is me

Continue   Go Back

Any of these look familiar?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above.**

Alexandra Kowalski
(858)*******25

alexa****@univmgt.com

✔ This is me

None of the Above
It doesn't look like any of these records are mine. Let's create a brand new account.

Select

Continue   Go Back

5.b. There's a Match: If one of the records matches your information, you should use the green "Select" button and click "Continue". ***Skip to Slide #8***

6. Account Creation (**No Match**).

You will be redirected to this page, confirming that this is your first time creating an account with INCOSE.

Welcome!

It looks like this is your first time here. Let's get you set up.

100%

⚠️ Looks like you're not currently linked to an organization.

✅ It looks like your e-mail belongs to an new/unknown organization.

✅ You are now linked to an new/unknown organization.

✅ Your contact record has been created.

✅ Your user and contact records have been linked.

✅ Operation Completed Successfully.

Continue

By clicking "Continue" you will have completed your initial profile set up and will be sent to your profile page for email verification. *__**Skip to Slide #9**__*

Note: Your INCOSE Member ID is located next to your name in the top right corner.

DA   Danyelle Dawn #400642 ▾

Verify your email address.

In order to start using this system, you need to verify your email address by clicking on the link that was sent to you.

Resend Verification Email   Logout & Start Over

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6. Account Verification (**There's a Match**).
You will be redirected to this page and will be given options to verify your previous profile information.

Let's Verify Your Identity

In order to verify your identity, we need to send you a short code. How should we send the code?

- ⦿ Send verification code to email: alexa****@univmgt.com
- ○ Send verification code via text/SMS to: (858)*******25
- ○ Voice call with verification code: (858)*******25

- ○ I do not have access to any of these verification options

[Send Verification] [Go Back]

Note: Verifying via text/SMS or Voice Call could incur charges from your wireless carrier. INCOSE is not responsible for paying these and suggest that you use the email verification option as a best practice.

7. Email Verification.

You will need to check your inbox for the verification email that is sent from the system. This email will include a link to "Verify". Once you click that link you will be prompted to log back into www.incose.org with the email and password you created in Step 3.

Welcome Alexandra Kowalski

Thank you for signing up. Once you have verified your email, we will try to match your information to an existing contact in our database. If we cannot find you, we will ask you to provide some additional contact information to complete your registration. You will then be able to access the INCOSE Portal.

From this portal, you will be able to join or renew your membership, register for events, shop the online store, and more.

Please verify your email address by clicking the following link:

Verify

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thank you,
International Council on Systems Engineering (INCOSE)

Note: Without verifying your email, you will not be able to access www.incose.org.

8. Enter / Update Contact Information.

Once you have verified your email address, you will be logged into your profile and have the option to update your personal information and join INCOSE as a Member or CAB Associate.

If you are joining INCOSE as a member for the first time, then you will need to complete your membership by selecting "Join INCOSE" and follow the process steps. You can find those steps linked here: *insert OneDrive link to how-tos.*

What would you like to do?

Update my Profile
Join INCOSE
Go Home

If you are joining INCOSE as a CAB Associate first time, then you will need to select "Affiliate with a CAB Organization" and follow the process steps. You can find those steps linked here: *insert OneDrive link to how-tos.*

What would you like to do?

Update my Profile
Affiliate with a CAB Organization
Join INCOSE
Go Home

Note: Before you can join as a CAB Associate you must have met the following requirements:
1. **Primary email must be one of the domains provided by the CAB Organization**
2. **Profile must be "linked to your CAB Organization (seen on next slide)**

If you have any questions or issues, please do not hesitate to contact helpdesk@incose.net.