1. Navigate to the INCOSE home page – https://www.incose.org
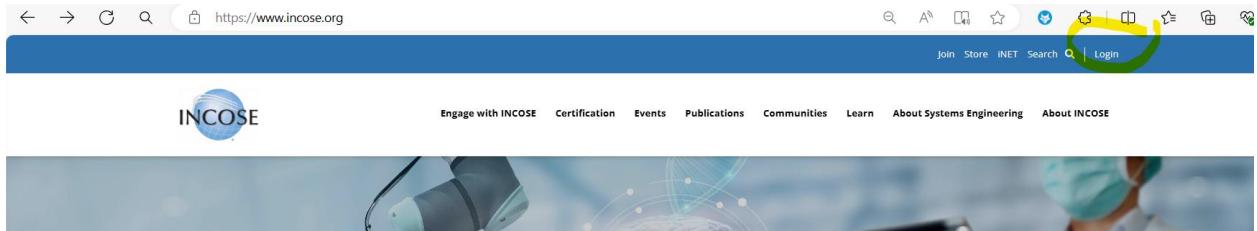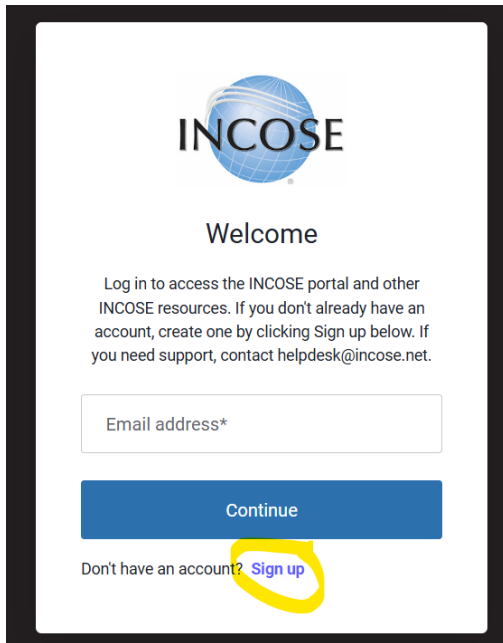2. Click on *Login* in the upper right hand corner:

3. Click on the *Sign up* on the bottom of the window:

4. Provide your email address that you want to use for the INCOSE account. Create a password for your INCOSE account:

Create Your Account

Set your password to continue. If you need support, contact helpdesk@incose.net.

| ⬛⬛⬛@gmail.com | Edit |

Password*
•••••••• 👁

Your password must contain:
✓ At least 8 characters
✓ At least 3 of the following:
  ✓ Lower case letters (a-z)
  ✓ Upper case letters (A-Z)
  ✓ Numbers (0-9)
  ✓ Special characters (e.g. !@#$%^&*)

Continue

5. After selecting Continue, you will be prompted for your name to determine if you already have an account.

•

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.

Check for Existing Records   Logout & Start Over

6. Select *Check for Existing Records*

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.

> We need to make sure we've interpreted this name correctly; can you double check that this is correct?

First Name: *   Last Name: *

[   ]   [   ]

Check for Existing Records   Logout & Start Over

7. If there are no records with your name and email, you will see the following:

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.**

We didn't find any matches for that name. If you're sure you've never been here before, let's go ahead and create a new record.

Go Back

8. Select *go ahead and create a new record.*
9. You should see something like the following as your account is created. This example is using a personal email account, not affiliated with an organization.

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.

10. Log out, and log back in. You will see your name and INCOSE member number in the upper right hand corner. You will be prompted to provide more information for your profile – address, organization, phone number.

Welcome!

Please provide your contact information and click **Save Changes** at the bottom of the screen. Your email and country (address) is required.

Profile Information
This information will be used to identify your account. If you use text messaging to verify your profile, you may incur costs from your mobile phone provider. Messages are sent from the US, so if you are providing a Non-US mobile number, your mobile phone provider may apply international charges. **When entering a Non-US phone number, you must type a Plus Symbol "+" and your Country Code before your number.**

Email Address

Name*

11. After you've entered the profile information, save changes. You should see the following screen, which reflects your non-member status. The name, email and address has been redacted in this example.

#415232 ▾

Welcome to INCOSE

We're glad you're here.

What would you like to do?

Update My Profile
Join INCOSE
Set up Auto Renewal
Go Home

Membership Status:
Non-Member

12. Make note of your INCOSE member number, and log out. The member number will be used during your WSRC registration process, which will be used with the registration "coupon code" to obtain a registration fee discount.

Welcome to INCOSE

We're glad you're here.

Membership Status:

Non-Member

What would you like to do?

Update My Profile
Join INCOSE
Set up Auto Renewal
Go Home