



# Associate Member Profile Documentation

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## Overview

Below you will find instructions on how to set up login security using two-factor authentication and how to update your Associate Member profile and login settings. If you have any questions, please contact the IGS Central Bureau at [cb@igs.org](mailto:cb@igs.org).

### I. Logging in

- A. Visit <https://igs.org/login2igs> to log on to the site
- B. Enter your username/email and the password you set
- C. You can also sign in using the “Sign in with Google” button
  1. **Note:** This will only work if you did not enter an email associate with Google Account in the “Email” field of your Associate Membership application. Google login information will not be saved and is only used for authentication. Please login with your username and password and edit your email address to one associated with a Google Account.

### II. Activating Two-Factor Authentication [Required]

- A. Login to <https://igs.org/login2igs>
- B. Visit the [Login Security](#) page
  1. You will then be given a QR code, text code, and backup codes to set up 2FA
- C. Install the authenticator of your choice to scan the QR code
  1. Recommended Authenticators
    - a) [Mobile] Google Authenticator
      - (1) **Important Note:** You must have a google account to sign into the app
      - (2) Download the app on the Apple Store or Google Play
      - (3) Follow the on-screen instructions

- (4) Scan QR code or manually enter the code underneath the QR code
- b) [Desktop] Authenticator CC Browser Extension
  - (1) No account required
  - (2) Install Authenticator Extension on your browser of choice (Chrome, Firefox, Edge)
  - (3) Scan via QR Code
    - (a) Go to the extension in your toolbar
    - (b) Click on the scan icon next to the pencil icon on the top right
    - (c) Click and drag where the QR code is on the screen to scan
    - (d) You will then see a new entry in the extension's window with a 6 digit code
  - (4) Manual Entry
    - (a) Go to the extension in your toolbar
    - (b) Click on the pencil icon in the top right corner
    - (c) Click on the plus icon and select "Manual Entry"
    - (d) Under "Issuer" enter "Wordfence (igs.org)"
    - (e) Under Secret, enter the key under the QR code
  - (5) View instructions with visuals here:  
<https://authenticator.cc/docs/en/quickstart>
2. Other compatible authenticators (**Note:** most are mobile only and may require a paid account, only use if you have access to these already)
  - a) Sophos Mobile Security
  - b) FreeOTP Authenticator
  - c) 1Password (mobile and desktop versions)
  - d) LastPass Authenticator
  - e) Microsoft Authenticator
  - f) Authy 2-Factor Authentication (mobile and desktop versions)
  - g) Any other authenticator app that supports Time-Based One-Time Passwords (TOTP)
- D. Type in or copy/paste the code from your authenticator onto the website and click on "Activate"
- E. Once it's activated, the process is now complete.
- F. **Optional:** After activating you will be prompted to download backup codes in the event you get locked out in the future, feel free to download these or skip.
- G. On your next login attempt, you will be required to input the 2FA code after your password.

1. **Note:** If you use the “Sign in with Google” option you will not be prompted to enter a 2FA code since Google has their own verification methods BUT you still need to go through the activation process or you will get locked out of your account.

### III. Update Associate Member Profile

- A. To update your associate member profile, go to the Associate Member List and search for your name using the search bar
  1. **Note:** Certain fields from your original submission can no longer be updated. These fields include
    - a) Profile Username
    - b) All fields in the References Section
  2. To edit your email address, please read the next section.
- B. Click on your name to bring up your profile and click on the “Edit Entry” button on the bottom right of your profile
- C. Update the fields as needed
- D. Click “Update” to save
- E. **Important Note:** If you update your profile, you will be temporarily removed from the Associate Member list as the IGS reviews and confirms your updates. The IGS Executive Committee will review your request and you will be notified if your update has been accepted and you have been added to the list again.

### IV. Update Login Settings

- A. To edit your Login Settings, on the admin bar at the top hover over “Welcome, [your username/name/nickname]” and click on “Edit Profile”
- B. Here you can change the following:
  1. Account Name
  2. Email Address
  3. Password
- C. You can also access two-factor authentication settings by clicking on Manage 2FA
- D. Change settings as needed and then click “Update Profile” to save