



Next Generation Manufacturing Canada  
Fabrication Nouvelle Génération Canada

# Member Registration & Login Guide

**Contact Us:**

**[Member.Support@ngen.ca](mailto:Member.Support@ngen.ca)**

# Introduction

At NGen we are always looking for new ideas and way to improve your member experience. We have upgraded the Member Portal, **NGen Connects** and ask that all users re-register in the new portal.

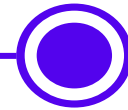
We have created this guide to help you with the new process.

# Registration Process

Register into the  
Member Portal

Setup your password

Review your profile details  
and update as required



Verify your email

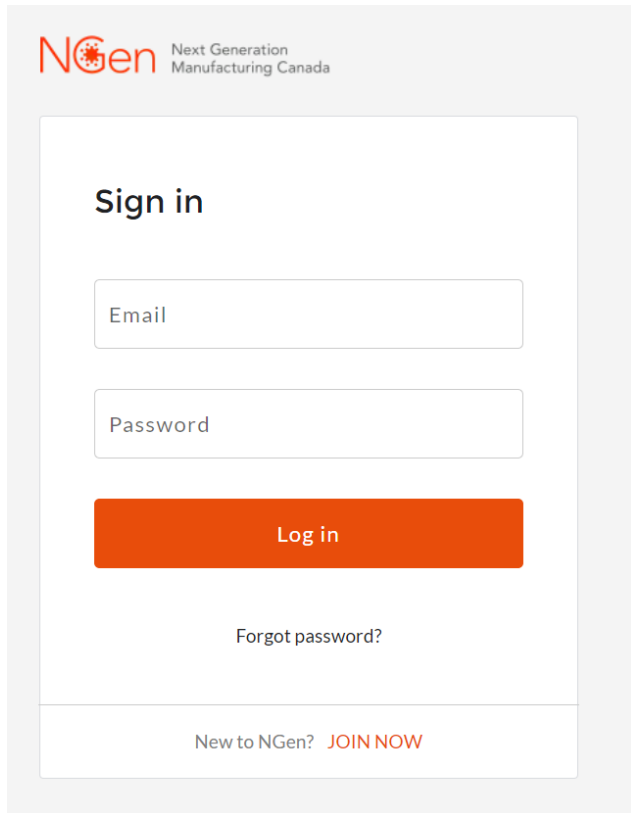
Sign in to the portal  
(Multi Factor  
Authentication is  
required)

# Register in the Member Portal



If you have not yet registered, click the **JOIN** link on <https://www.ngen.ca> or navigate to <https://ngencanada.my.site.com/s/login/SelfRegister> and follow the prompts for registration.

# Sign In or Join Now



The screenshot shows the NGen Sign in page. At the top left is the NGen logo with the text "Next Generation Manufacturing Canada". Below the logo is a white box containing the "Sign in" heading. Underneath are two input fields: "Email" and "Password". Below these fields is a large orange "Log in" button. Under the button is a link for "Forgot password?". At the bottom of the white box is a link for "New to NGen? JOIN NOW".

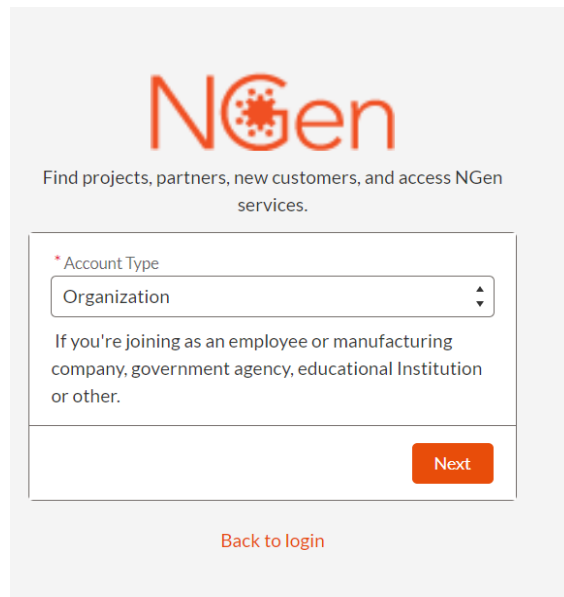
## Sign in

If you have registered in any of NGen's previous member portals you will need to re-register in this new portal. The following instructions will walk you through the process. Click **JOIN NOW** to begin.

<https://ngencanada.my.site.com/>

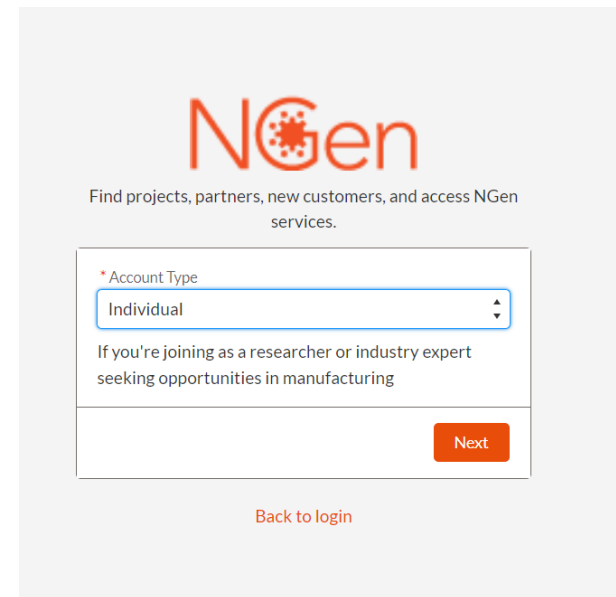
# Organization vs Individual

To register as an **Organization**, you are joining as an employee of a company that is an existing member or will become a new member of the community.



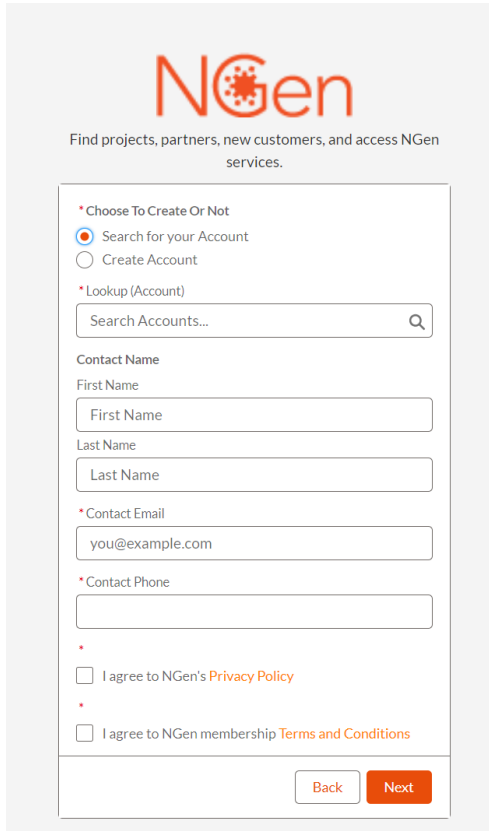
The screenshot shows the NGen registration interface. At the top is the NGen logo and the text "Find projects, partners, new customers, and access NGen services." Below this is a form with a dropdown menu labeled "\* Account Type" where "Organization" is selected. Underneath the dropdown is the text: "If you're joining as an employee or manufacturing company, government agency, educational Institution or other." At the bottom right of the form is an orange "Next" button. Below the form is a link that says "Back to login".

To register as an **Individual**, you are joining as a professional, applied researcher, industry expert, or student who is seeking opportunities in advanced manufacturing.



The screenshot shows the NGen registration interface. At the top is the NGen logo and the text "Find projects, partners, new customers, and access NGen services." Below this is a form with a dropdown menu labeled "\* Account Type" where "Individual" is selected. Underneath the dropdown is the text: "If you're joining as a researcher or industry expert seeking opportunities in manufacturing". At the bottom right of the form is an orange "Next" button. Below the form is a link that says "Back to login".

# Organizations



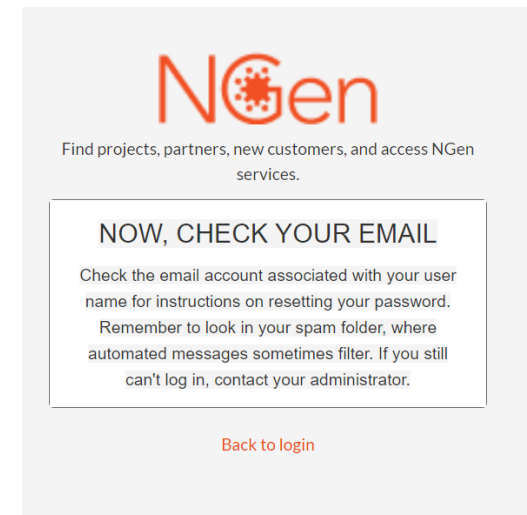
The screenshot shows the NGen account creation interface. At the top is the NGen logo and the text "Find projects, partners, new customers, and access NGen services." Below this is a form with the following elements:

- A heading: "Choose To Create Or Not"
- Two radio buttons: "Search for your Account" (selected) and "Create Account"
- A heading: "Lookup (Account)"
- A search input field with the placeholder text "Search Accounts..." and a magnifying glass icon.
- A heading: "Contact Name"
- Two input fields: "First Name" and "Last Name"
- A heading: "Contact Email"
- An input field containing "you@example.com"
- A heading: "Contact Phone"
- An empty input field
- Two checkboxes with labels: "I agree to NGen's Privacy Policy" and "I agree to NGen membership Terms and Conditions"
- Two buttons at the bottom: "Back" and "Next"

If your Organization is already a member of NGen, you may find your Organization Record is available for you to select.

Search for your organization before creating another record.

We ask for additional information and request that you read and agree to our Privacy Policy and Membership Terms and Conditions.

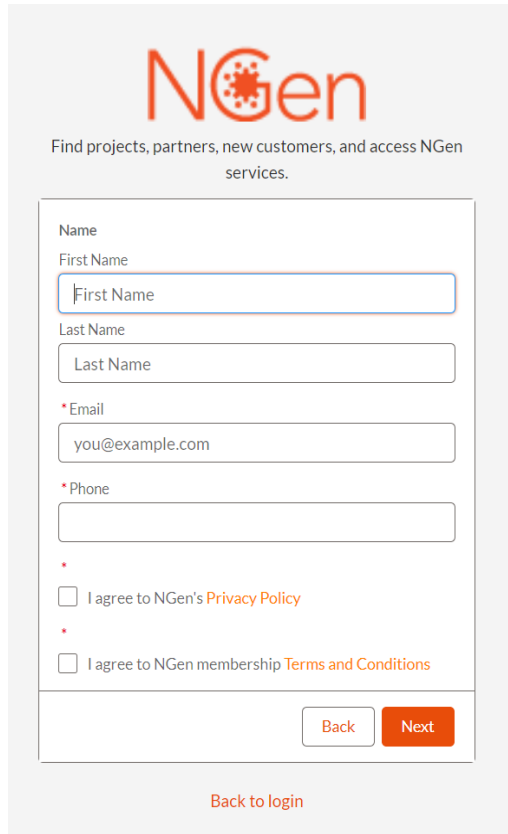


The screenshot shows the NGen account verification page. At the top is the NGen logo and the text "Find projects, partners, new customers, and access NGen services." Below this is a box with the following content:

- A heading: "NOW, CHECK YOUR EMAIL"
- Text: "Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator."
- A button at the bottom: "Back to login"

Once complete you will receive a verification email with a link to set your password.

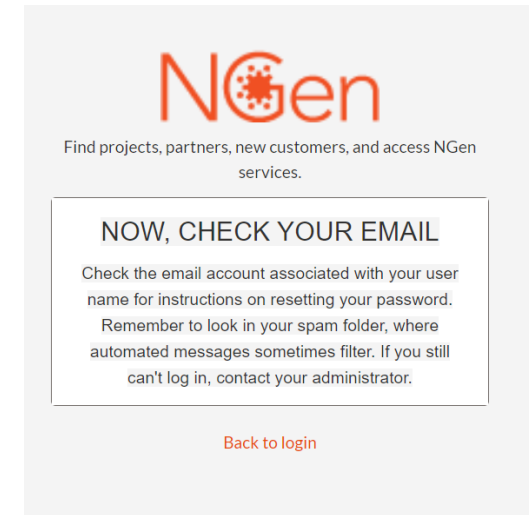
# Individuals



The screenshot shows the NGen registration form. At the top is the NGen logo and the text "Find projects, partners, new customers, and access NGen services." Below this is a form with the following fields: "Name" (with sub-fields for "First Name" and "Last Name"), "\*Email" (with the example "you@example.com"), and "\*Phone". There are two checkboxes for terms and conditions: "I agree to NGen's Privacy Policy" and "I agree to NGen membership Terms and Conditions". At the bottom of the form are "Back" and "Next" buttons. Below the form is a "Back to login" link.

We ask for additional information and request that you read and agree to our Privacy Policy and Membership Terms and Conditions.

Once complete you will receive a verification email with a link to set your password.



The screenshot shows the NGen verification email instruction screen. It features the NGen logo and the text "Find projects, partners, new customers, and access NGen services." Below this is a box with the heading "NOW, CHECK YOUR EMAIL" and the text: "Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator." At the bottom is a "Back to login" link.



# Change Your Password



## Change Your Password

Enter a new password for `sf.test22@ngen.ca`. Make sure to include at least:

- 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 2023-04-13, 2:22 p.m..



## Change Your Password

Enter a new password for `sf.test22@ngen.ca`. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character ⓘ

\* New Password

 Good

\* Confirm New Password

 Match

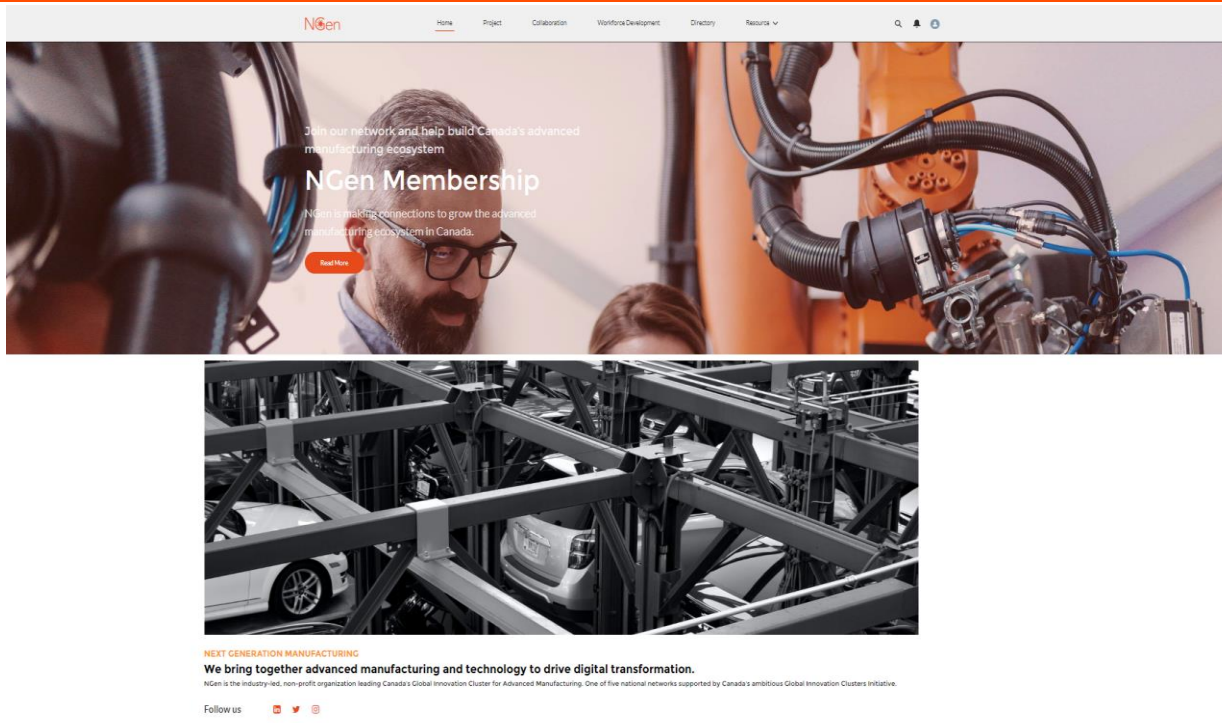
Change Password

Password was last changed on 2023-04-13, 2:22 p.m..

Passwords must contain at least one of the listed requirements.

Once you click the **Change Password** button, you will be logged into the new portal.

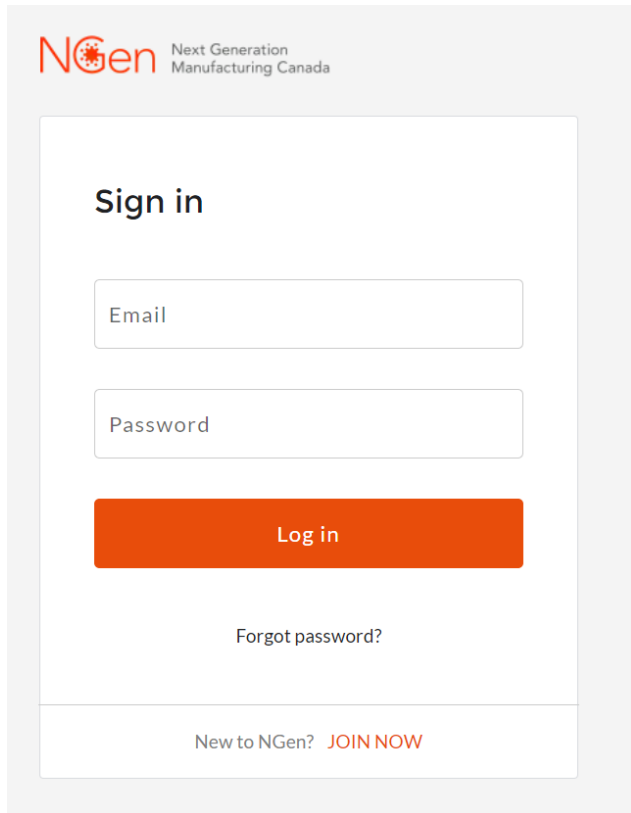
# Welcome



Feel free to browse. If you have any questions or concerns, please reach out to us at [member.support@ngen.ca](mailto:member.support@ngen.ca).

# Welcome! You are now a registered member of NGen's community.

# Sign In



The screenshot shows the NGen Sign In page. At the top left is the NGen logo with the text "Next Generation Manufacturing Canada". Below the logo is a white box containing the "Sign in" heading. There are two input fields: "Email" and "Password". Below these fields is a prominent orange "Log in" button. Underneath the button is a link for "Forgot password?". At the bottom of the white box, there is a link for "New to NGen? JOIN NOW".

## Sign in

If you have already registered for the new portal, you may login with your email and the password you configured during registration.

<https://ngencanada.my.site.com/>

# Multi-Factor Authentication

We care about your privacy and have implemented multi-factor authentication to help keep your data secure.

You will be asked to either download the Salesforce Authenticator mobile app or “Choose Another Verification Method” and use an app of your choice.



## Connect Salesforce Authenticator

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

1. Download Salesforce Authenticator from the [App Store](#) or [Google Play](#) and install it on your mobile device.
2. Open the app and tap to add your account.
3. The app shows you a unique two-word phrase. Enter the phrase below.

Two-Word Phrase

Cancel

Connect

[Choose Another Verification Method](#)



## Choose a Verification Method

How would you like to verify your identity?

- Use the Salesforce Authenticator mobile app
- Use verification codes from an authenticator app

Continue



## Verify Your Identity

You're trying to **Log In to NGen Connects**. To make sure your Salesforce account is secure, we have to verify your identity.

Use the authenticator app on your mobile device to generate a verification code.

Username: sf.test104@ngen.ca

Verification Code

Verify

# Thank You!

**NGen**

Next Generation  
Manufacturing Canada

[Member.Support@ngen.ca](mailto:Member.Support@ngen.ca)