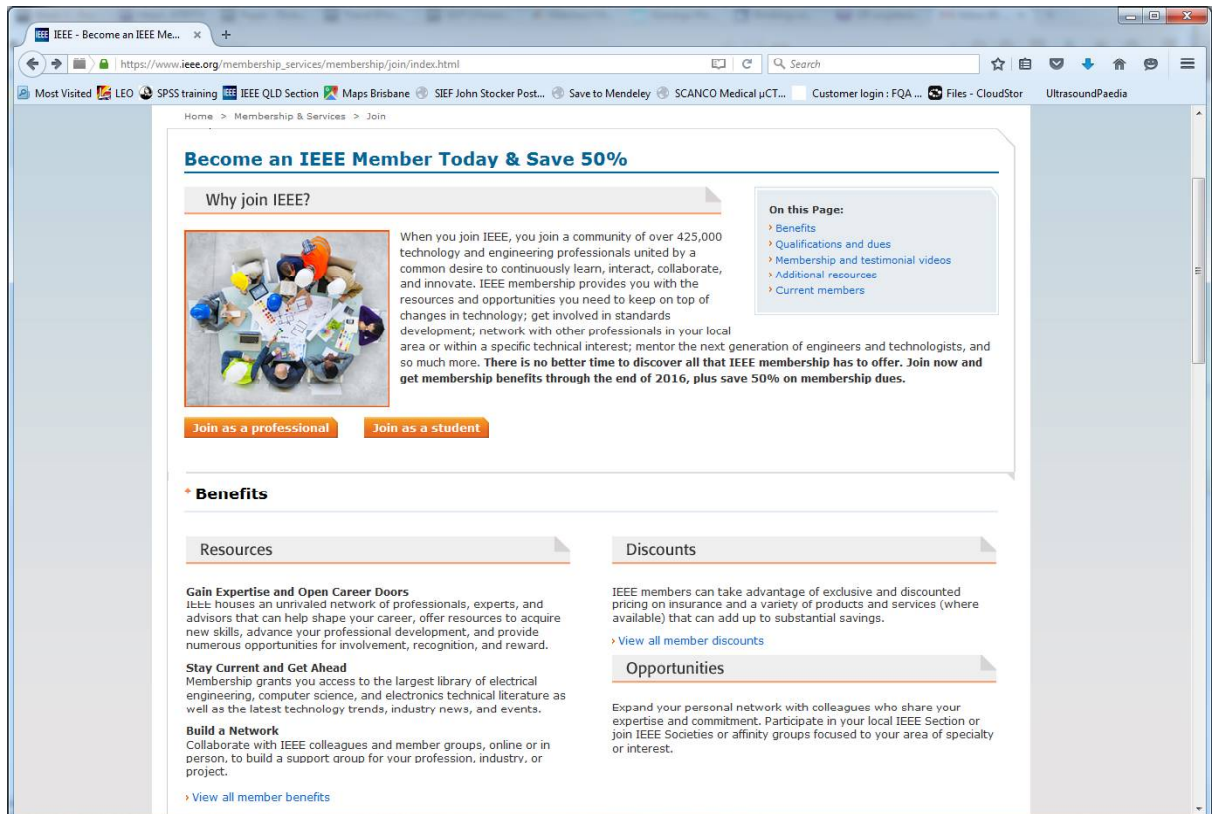
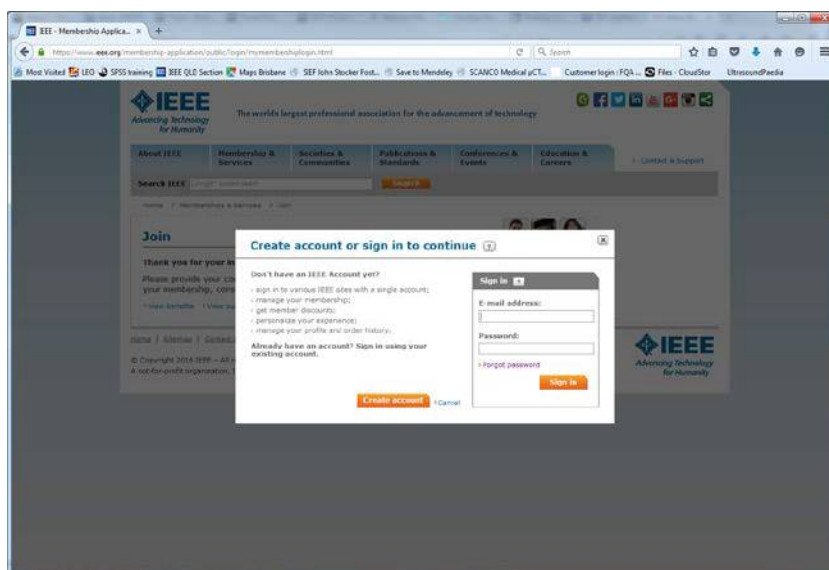


Instructions for signing up new student members to IEEE

1. Students fill out new membership form. Suggestion is in the appendix.
2. <https://www.ieee.org/membership-application/public/login/mymembershiplogin.html>
3. www.ieee.org and click on >join >join as a student



4. Do NOT sign in with your account
5. Click 'Create account'



6. Use the student's details, email address and lastnameDOB (e.g. Wood20111995) as a password.

The screenshot shows the IEEE Membership Application form, Step 1: Create an IEEE Account. The form is divided into two main sections: 'Provide your personal information' and 'Enter e-mail address & password'. The 'Provide your personal information' section includes fields for 'Given/First name', 'Middle name', 'Last/Family/Surname', and 'Set security questions'. The 'Enter e-mail address & password' section includes fields for 'e-mail address', 'Re-enter e-mail address', 'Password', and 'Confirm password'. A 'Password Strength' indicator shows the password must be between 8 and 64 characters and include at least one number. A 'Create Account and Continue Joining' button is at the bottom right.

Create an IEEE Account

Provide your personal information

* Given/First name:

Middle name:

* Last/Family/Surname:

Enter e-mail address & password

The e-mail provided here will be the username of your account.

* e-mail address:

* Re-enter e-mail address:

* Password:

* Confirm password:

Set security questions

For your security, IEEE Accounts are required to have two security questions and answers.

* Security question 1:

* Type your answer:

* Security question 2:

* Type your answer:

[Privacy & Opting Out of Cookies](#) [Create Account and Continue Joining](#) [Cancel](#)

- a. Security Question 1: Who was your first employer?
i. Answer: QUT (or whatever University the student is at)
- b. Security Question 2: What city where you born in?
i. Answer: Brisbane

7. Click Create Account and Continue Joining

The screenshot shows the IEEE Membership Application form, Step 2: Contact and profile information. The form is divided into two main sections: 'Contact and profile information' and 'My Cart'. The 'Contact and profile information' section includes fields for 'Address type', 'Name', 'Country/region', 'Organization/dept name', 'Address', 'City/Locality', 'State/Province/Territory', 'ZIP/Postal code', and 'Birth date'. The 'My Cart' section shows the 'IEEE Membership (student)' for US\$13.50, with a 'Subtotal' of US\$13.50. A 'Proceed to checkout' button is at the bottom right.

Join

Thank you for your interest in membership.

You have selected the following item(s):

- IEEE Membership (student)

Please provide your contact, professional, and education information in the application below. To enhance your membership, consider adding additional societies, special interest groups, and subscriptions.

[View benefits](#) [View qualifications](#)

*** required fields**

*** Contact and profile information**

Your primary address will be used for membership mailings, subscriptions, and local section assignment. Please note that primary address changes, such as country, could affect availability of some products and services.

* Address type: ☐ Home ☐ Work ☐ University/College ☐ Other

* Name:

* Country/region:

Organization/dept name:

* Address:

* City/Locality:

State/Province/Territory:

* ZIP/Postal code:

Birth date:

My Cart

Items

- IEEE Membership (student) US\$13.50

Subtotal* US\$13.50

* Any applicable taxes and shipping charges are calculated during Checkout

[Proceed to checkout](#)

You must complete all required fields before proceeding to checkout.

Which sections are incomplete?

- Contact and profile information
- Professional and education information
- Additional Information

2016 IEEE 83rd Vehicular Technology Conference (VTC-Spring)

[REGISTER TODAY](#)

[Join Today](#)

8. Insert all fields marked with a * with the correct student address details (from the membership form)
9. Make sure the 'I am a student studying at least part time' is highlighted

The screenshot shows the IEEE Membership Application form for a student. The browser address bar displays the URL: <https://www.ieee.org/membership-application/join.html?products=MEMIEEE500&grade=Student&>. The search bar contains "seoul airport".

Professional and education information
Professional and education Information Is used to personalize your membership experience.

Are you currently a professional or a student?

☒ I am a professional
Join IEEE as a professional member
[View dues](#) [View benefits](#) [View qualifications](#)

☒ I am a student studying at least part time
Join IEEE as a student member
[View dues](#) [View benefits](#) [View qualifications](#)

Add new education information
Complete this section to be eligible for Student membership.

* **University/college:**

* **Student status:** ☒ Undergraduate ☐ Graduate

* **Degree being pursued:**

* **Academic program:**

* **Expected graduation date:** Month Year

* **What is your current field of study?:**

* **Is your university/college accredited?:**

What technology area are you most interested in?

* **Current technology focus:**

An undergraduate or first university degree is a minimum requirement for some grades of membership. You can add certifications or advanced degrees to "My Profile" at any time.

My Cart

Items

IEEE Membership (student)
[Remove](#) US\$13.50

Subtotal* US\$13.50
* Any applicable taxes and shipping charges are calculated during Checkout

[Proceed to checkout](#)

You must complete all required fields before proceeding to checkout.

Which sections are incomplete?

- [Contact and profile information](#)
- [Professional and education information](#)
- [Additional Information](#)

2016 IEEE 83rd Vehicular Technology Conference (VTC-Spring)
[REGISTER TODAY](#)

[Join Today](#)

[Save](#)

10. Enter the University Name, Degree, etc. (graduation date: December 2018)
 11. Is the Uni accredited -> yes
 12. Current Technology focus: depending on area, but usually 'General Topics for Engineers' will be suitable for most people
- Note: The student can change this information later
13. Click 'Save'

14. Click on any highlighted field to select any additional subscription, for example 'Women in Engineering' if required

The screenshot shows the IEEE Membership Application page. The browser address bar displays the URL: <https://www.ieee.org/membership-application/join.html?products=MEMIEEE500&grade=Student&>. The page title is "IEEE - Membership Applic...". The main heading is "Do you want to add any memberships or subscriptions?". Below this, there is a subheading "Choose a society, council, or special interest group below to view related memberships and subscriptions. These offerings are available at significant discount, and increase the relevance and value of your membership. (You may add memberships or subscriptions at any time.)". The page is divided into two main sections: "All memberships and subscriptions" and "Featured selections". Under "All memberships and subscriptions", there are three columns of links: "All memberships and subscriptions" (including IEEE Membership, IEEE Consultants Network, IEEE Consultants Premium, Standards Association, Women in Engineering, Young Professionals), "Societies" (including Aerospace and Electronic Systems, Antennas and Propagation, Broadcast Technology, Circuits and Systems, Communications, Components, Packaging, and Manufacturing Technology, Computational Intelligence, Computer, Consumer Electronics, Control Systems, Dielectrics and Electrical Insulation, Education, Electromagnetic Compatibility), and "Councils" (including Electron Devices, Engineering in Medicine and Biology, Geoscience and Remote Sensing, Industrial Electronics, Industry Applications, Information Theory, Instrumentation and Measurement, Intelligent Transportation Systems, Magnetics, Microwave Theory and Techniques, Nuclear and Plasma Sciences, Oceanic Engineering, Photonics, Power Electronics, Power and Energy, Product Safety Engineering, Professional Communication, Reliability, Robotics and Automation, Signal Processing). Under "Featured selections", there are three columns of links: "Society on Social Implications of Technology" (including Solid-State Circuits, Systems, Man, and Cybernetics, Technology and Engineering Management, Ultrasonics, Ferroelectrics, and Frequency Control, Vehicular Technology), "Councils" (including Biometrics, Electronic Design Automation, Nanotechnology, RFID, Sensors, Superconductivity, Systems), and "Technical Communities" (including Browse technical communities). There is also a "New Products" section with a link to "Browse new products". At the bottom, there is a "Search catalog" field and a "Go" button. On the right side, there is a "My Cart" section showing the "IEEE Membership (student)" for US\$13.50. Below the cart, there is a "Subtotal*" of US\$13.50 and a note: "Any applicable taxes and shipping charges are calculated during Checkout". There is a "Proceed to checkout" button. Below the cart, there is a warning message: "You must complete all required fields before proceeding to checkout." and a link to "Additional Information". At the bottom right, there is a banner for the "2016 IEEE 83rd Vehicular Technology Conference (VTC-Spring)" with a "REGISTER TODAY" button and a "Join Today" button with the IEEE logo.

The screenshot shows the IEEE Membership Application page with the "IEEE Women in Engineering Membership" selected. The browser address bar displays the URL: <https://www.ieee.org/membership-application/join.html?products=MEMIEEE500&grade=Student&>. The page title is "IEEE - Membership Applic...". The main heading is "Do you want to add any memberships or subscriptions?". Below this, there is a subheading "Choose a society, council, or special interest group below to view related memberships and subscriptions. These offerings are available at significant discount, and increase the relevance and value of your membership. (You may add memberships or subscriptions at any time.)". The page is divided into two main sections: "All memberships and subscriptions" and "Featured selections". Under "All memberships and subscriptions", there is a link to "Back to societies, special interest groups, & subscriptions". Under "Featured selections", there is a link to "Add selected item(s)". The "IEEE Women in Engineering Membership" is selected, and its details are shown. The details include a description of the IEEE Women in Engineering (WIE) organization, its mission, and its benefits. The "IEEE Member Prices" table shows the following prices: Professional Member (US\$25.00) and Student Member (US\$0.00). The highlighted price is estimated based on the selected membership and may be adjusted when added to the cart. The "Membership Includes" section lists the following benefits: WIE Magazine (bi-annually), electronic access to the WIE Membership Directory, and WIE Newsletter. At the bottom, there is a link to "Learn more about the WIE International Leadership Conference that provides leading-edge professional development sessions focusing on leadership, innovation, technology and entrepreneurship that aims to inspire and advance mid-level and senior technical professionals globally." On the right side, there is a "My Cart" section showing the "IEEE Membership (student)" for US\$13.50. Below the cart, there is a "Subtotal*" of US\$13.50 and a note: "Any applicable taxes and shipping charges are calculated during Checkout". There is a "Proceed to checkout" button. Below the cart, there is a warning message: "You must complete all required fields before proceeding to checkout." and a link to "Additional Information". At the bottom right, there is a banner for the "2016 IEEE 83rd Vehicular Technology Conference (VTC-Spring)" with a "REGISTER TODAY" button and a "Join Today" button with the IEEE logo.

Click: Add selected item

15. Scroll down to the bottom of the page

The screenshot shows a web browser window with the URL <https://www.ieee.org/membership-application/join.html?products=MEMIEEE500&grade=Student&>. The page title is "IEEE - Membership Applic...". The main content area is titled "IEEE Women in Engineering Membership: US\$0.00" and includes a description: "Includes WIE Magazine (bi-annually), electronic access to the WIE Membership Directory, and WIE Newsletter." Below this, there are "Subscription Options" with two items: "Women in Engineering Electronic Directory, Electronic IEEE" and "Women in Engineering Magazine, IEEE Digital". An "Edit" button is present. The "Additional Information" section asks "Why are you joining?" and lists several reasons with checkboxes: "Remain technically current / obtain IEEE subscriptions", "Enhance my career opportunities", "Expand my professional network", "Connect me with local IEEE activities", "Learn more about IEEE humanitarian programs", "Discounts on products and services", and "Other:". Below this, there is a section "Tell us how you heard about IEEE" with a dropdown menu labeled "Select how you heard". The "Were you referred by another IEEE member?" section has fields for "Referring member name:" and "Referring IEEE member number:". On the right side, there is a "My Cart" section with two items: "IEEE Membership (student)" for US\$13.50 and "IEEE Women in Engineering Membership" for US\$0.00. The subtotal is US\$13.50. A warning message states: "You must complete all required fields before proceeding to checkout." Below this, there is a "2016 IEEE 83rd Vehicular Technology Conference (VTC-Spring)" banner with a "REGISTER TODAY" button. At the bottom right, there is a "Join Today" button.

IEEE Women in Engineering Membership: US\$0.00

Includes WIE Magazine (bi-annually), electronic access to the WIE Membership Directory, and WIE Newsletter.

Subscription Options

Women in Engineering Electronic Directory, Electronic IEEE	
Women in Engineering Magazine, IEEE	Digital

Edit

Additional Information

*** Why are you joining?**

Your interest in membership is vital to the organization. Please tell us what you hope to achieve with your membership. Check all that apply.

- ☐ Remain technically current / obtain IEEE subscriptions
- ☐ Enhance my career opportunities
- ☐ Expand my professional network
- ☐ Connect me with local IEEE activities
- ☐ Learn more about IEEE humanitarian programs
- ☐ Discounts on products and services
- ☐ Other:

Tell us how you heard about IEEE

Select how you heard

Were you referred by another IEEE member?

Referring member name:

Referring IEEE member number:

My Cart

Items

- IEEE Membership (student)
Remove US\$13.50
- IEEE Women in Engineering Membership
Remove US\$0.00

Subtotal* US\$13.50

Any applicable taxes and shipping charges are calculated during Checkout.

Proceed to checkout

You must complete all required fields before proceeding to checkout.

Which sections are incomplete?
Additional Information

2016 IEEE 83rd Vehicular Technology Conference (VTC-Spring)

REGISTER TODAY

Join Today

16. Tick all relevant boxes.

17. Where you referred by another IEEE member? -> enter your own Membership details

18. Proceed to Checkout

IEEE Cart - Checkout


<https://www.ieee.org/cart/checkout/page.html?&refSiteName=Membership Application&refSite=/membership>
seoul airport

Most Visited
Getting Started
English
Deutsch Wo...
Google Maps
Save to Mendeley

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

MARIE WILL | Cart (2)

IEEE CHECKOUT



E-mail this

My Cart

Memberships & Subscriptions items

Membership Application

Description	Quantity	Shipping	Dues
IEEE Membership (student) Included products Customize subscription options	1 Remove Update		US\$13.50
IEEE Women in Engineering Membership Included products Customize subscription options	1 Remove		US\$0.00

Any print subscriptions will be mailed to your primary address on file.

Donate to IEEE

Promotion code:

Shipping & handling : US\$0.00
Tax : US\$0.00

*Total: US\$13.50

Shipping

Questions?

Please direct your inquiries to the IEEE Support Center
Cart Number 1-3KJ2W6I

IEEE Cart - Checkout

<https://www.ieee.org/cart/checkout/page.html?&refSiteName=Membership Application&refSite=/membership>
seoul airport

Most Visited
Getting Started
English - Deutsch Wo...
Google Maps
Save to Mendeley

Add Payment

Enter credit card information:

Credit card billing address

* Required fields

* Credit card:

* Credit card number:

* Expiration date:

Security code:

* Name on card:

Description:

(e.g. My corporate card, My personal card, etc.)

Store this card for future purchases?: ☐

Make this my primary card: ☐ This card will be designated as your primary card for purchases made through IEEE.

Use address on file: 123 Sandford St, st Lucia, Queensl

OR

* Choose your country/region:

* Address:

City/Locality:

State:

* Zip/Postal code:

Continue

Printable order version (PDF)

View the IEEE Terms of Membership

I have read and agree to the IEEE Terms of Membership

View the IEEE Terms & Conditions

I have read and agree to the IEEE Terms & Conditions

Please acknowledge the IEEE Terms of Membership and IEEE Terms & Conditions to complete checkout.

Complete Membership Order & Checkout

19. Enter your credit card details. **DO NOT** TICK the boxes, 'store this card' and 'make this my primary card'.
20. Agree to the T&C
21. Click complete membership order & checkout

You will be directed to the next page, which you can forward to your own email address (this is the tax invoice and I highly recommend to save this for your own reference). You can also now download the membership certificate for the new member.

The tax invoice will look like that:

IEEE | Confirmation



Welcome to IEEE BRENNA XXXX!

Thank you for your membership.

You will receive a confirmation e-mail, including membership information, at brenna.XXXXX@connect.qut.edu.au shortly.

Your membership number is: 93859XXX.

[myIEEE](#) - your personalized gateway to membership providing local contact information, links to information about conferences in your field, individual benefits and much more.

Memberships & Subscriptions

Description	Quantity	Shipping	Price
IEEE Membership (student) Included products -Spectrum, IEEE Format: Electronic, Digital -Potentials Magazine, IEEE Format: Electronic, Digital	1		US\$13.50
IEEE Women in Engineering Membership Included products -Women in Engineering Magazine, IEEE Format: Digital -Women in Engineering Electronic Directory, IEEE Format: Electronic	1		US\$0.00

Order details:

Order number: **1-7664503322**
Date: **17-Mar-2016**
Member/Customer number: **93859262**

Shipping details:

Breanna XXXX
XXXXX,
Yeronxx, 41XXX Australia

Payment details:

Miss M Wille
MasterCard
xxxxxxxxxxxx7024
XXX Saxxxx St,
St Lucia, 4067 Australia

Tax information

Tax IDs for The Institute of Electrical & Electronics Engineers, Inc.:
U.S. Taxpayer ID #: 13-1656633,
Canadian business #: 12563 4188 RT0001,
Quebec Sales Tax #: 1221648095 TQ0001
EU special scheme (digital goods only)
VAT rate is the EU member country standard rate where the
Consumer is resident. Registration #: EU826000081

Shipping & handling:

Tax:

Total: US\$13.50

IEEE Operations Center | 445 Hoes Lane | Piscataway, NJ 08854-4141 USA | Phone: +1 732 981 0060

*Tax is not applied to donations

The membership certificate, which is a 3 pages pdf file, contains a temporary membership card and information about IEEE, looks something like that:



Download the pdf and send it via email to the new student member.

Below is a draft email text:

Dear XXXX,

*Thank you for signing up for IEEE and WiE.
Please find attached your membership certificate.*

*Your membership number: **93860XXX***

XXXX.YYYY@qut.edu.au

Your password for your account is: LastNameDOB (e.g. Wood20111994)

Your security questions are:

Who was your first employer? QUT

What city were you born in? Brisbane

*Please change your password and security question as soon as possible.
You might need to change your research focus, study degree etc.*

Please let me know if you have any questions.

Best wishes

Your name