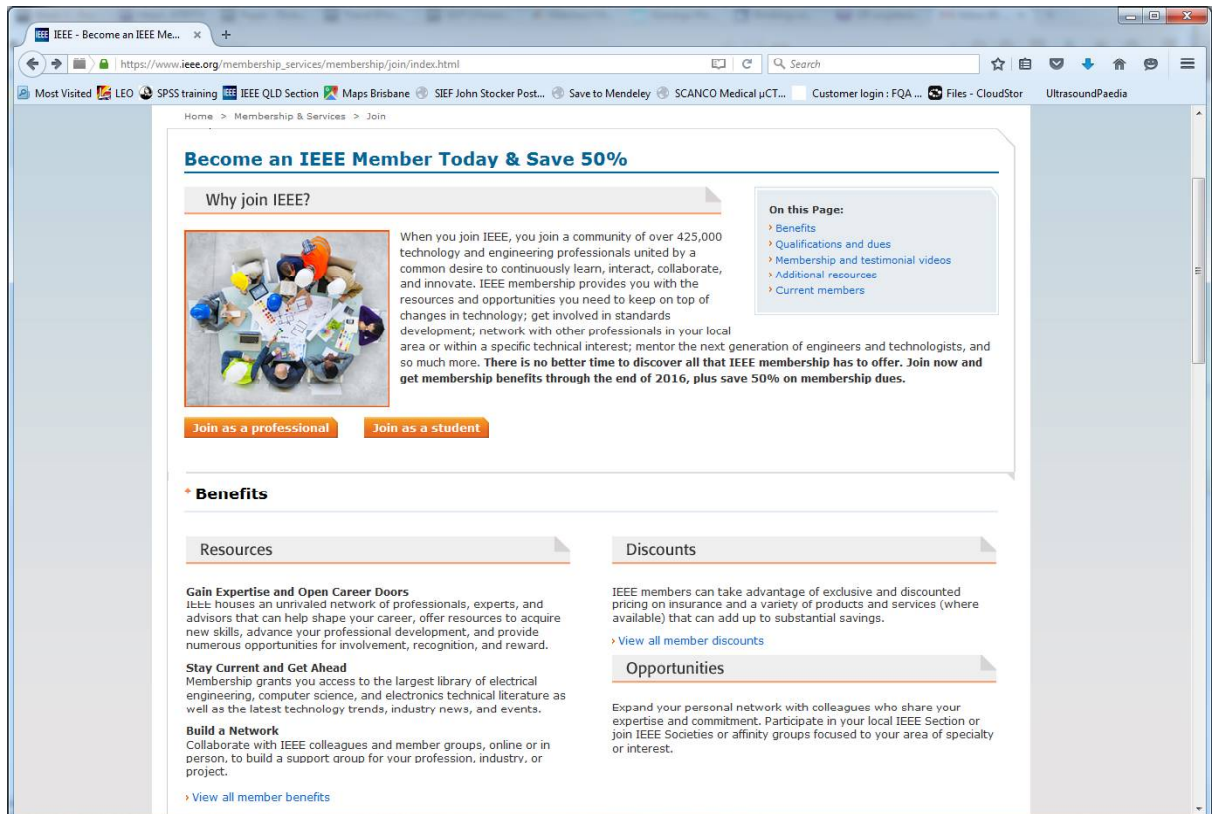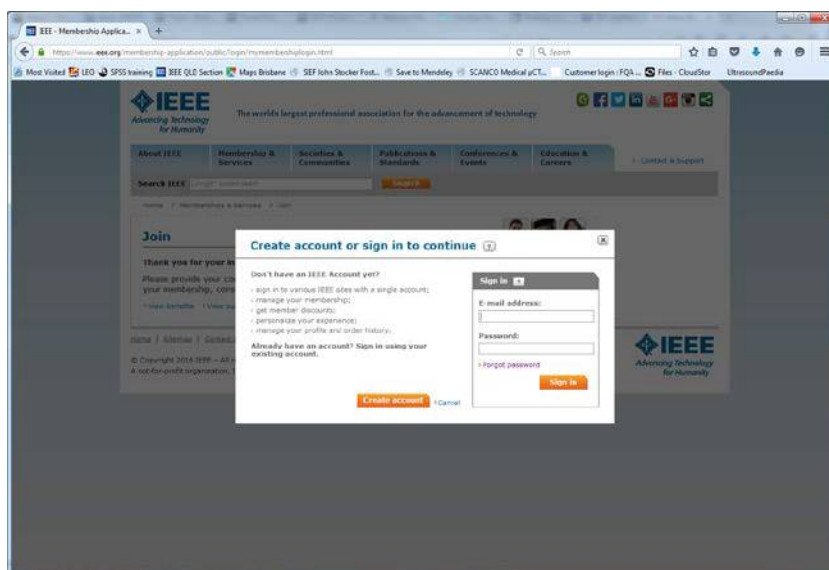# Instructions for signing up new student members to IEEE

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.

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

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

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

Click: Add selected item

15. Scroll down to the bottom of the page

16. Tick all relevant boxes.
17. **Where you referred by another IEEE member? -> enter your own Membership details**
18. Proceed to Checkout

🏠 IEEE.org | IEEE *Xplore* Digital Library | IEEE Standards | IEEE Spectrum | More Sites   **MARIE WILL ▾** | Cart (2)

IEEE CHECKOUT

◆IEEE
Advancing Technology
for Humanity

› E-mail this

My Cart [?]

Memberships & Subscriptions items [?]   › Membership Application

Questions?

Please direct your inquiries to the IEEE Support Center

Cart Number 1-3KJ2W6I

Description	Quantity	Shipping [?]	Dues
IEEE Membership (student) ➕ Included products › Customize subscription options	1		US$13.50
IEEE Women in Engineering Membership ➕ Included products › Customize subscription options	1		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

[   ] **Apply**   Tax :   US$0.00

*Total: US$13.50

Shipping [?]

› Add Payment [?]

Enter credit card information: **Credit card billing address**

* Required fields   **Use address on file:** [123 Sandford St, st Lucia, Queens ▾]

* Credit card: [Select Card Type   ▾]   **OR**

* Credit card number: [   ]   *** Choose your** [Australia   ▾]
                                country/region:

* Expiration date: [Select Month ▾] [Select Year ▾]   *** Address:** [123 Sandford St   ]

Security code: [   ] [?]   [   ]

* Name on card: [   ]   [   ]

Description: [   ]   *** City/Locality:** [st Lucia   ]
(e.g. My corporate card, My personal
card, etc)   **State:** [Queensland ▾]

Store this card for ☐   *** Zip/Postal code:** [4067   ]
future purchases?:

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

Continue

› Printable order version (PDF) [?]   ➕ View the IEEE Terms of Membership
(suitable for submission by mail)   ☐ *** 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   **Complete Membership Order & Checkout**
and IEEE Terms & Conditions to complete checkout.

19. Enter your credit card details. **DO <mark>NOT</mark> 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
breanna.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

*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