On-line registration for ASQ NY/NJ Metro Section Student Branch Membership

Go to http://www.asq.org/ (this is the main ASQ page). Be sure to save it to your favorites.

On the left you'll see a heading <*You Need…*> Click on <*Membership*> There are plenty of other pages to visit from this one, i.e. *testimonials*, *benefits*, *FAQ*, etc, etc. Come back later and check them all out; lots of great information to be had.

For now, just click on <*Join ASQ*> and go to Online Application for Individual Members.

This is the screen #1 that comes up: Select <*Student Member*> then click on <*Continue*>. You have 30 minutes to complete the process or you'll have to re-start from scratch.

Screen #2 will come up requesting your personal and professional information. Student should use their student email accounts to ensure the desired results (i.e. membership within the ASQ Student Branch). If you are currently employed, you're welcome to enter the requisite business information instead. There is another section at the bottom for supplemental student info as well.

Unemployed students, you can simply repeat your home address data here but you must input something or the form will not populate.

Still on screen #2: Scroll down and make certain that all items marked with an asterisk "*" are filled in; then provide your home address as shown. **NOTE**: NJIT-employed students… select your home address as the preferred mailing address. Do **NOT** use NJIT as your preferred mailing address.

Still on screen #2 – scroll down further to see the next section. Unemployed students may wish to follow my example; professionals are welcome to enter their own info. Please be sure to include those items that I've identified as "Required info". These are specific to our student branch.

Preferred Address Selection

Preferred Mailing Address: ○ Business ● Home

Additional Information

Enter PRIORITY CODE (if available): [ ] *Required info.*
What's this?

How did you hear about us? [ASQ Section, Forum or Division ▾]

* Job Title: *Professionals may input their business info.* [Student ▾]

Job Title (if not listed above): [ ]

* Industry/Market: [Higher Education ▾]

Date of Birth: *NOT Required* [Day ▾] [Month ▾] [Year ▾]

Member Referral

Name of the member who referred you: *This is required info.* [Paul G. Ranky, PhD]

Referring member number: [63458864]

Student Information

* Institution: [New Jersey Institute of T.]

* Degree Program: [Master ▾]

* Field of Study: *Input your own data.* [Engineering Managemen]

* Start Date: [September ▾] / [2006 ▾]

* Anticipated Graduation Date: [December ▾] / [2009 ▾]

Membership Privacy

[ ] Occasionally ASQ shares its mailing list with carefully selected quality-related organizations to provide you with information on products and services. Please check this box if you do not wish to receive these mailings. This is a free service that you may cancel at any time by visiting the Change Address link in the MY ASQ area of www.asq.org.

* denotes required fields

This is your choice. I prefer to limit access to my information.

[Continue]

After you've filled in all the required fields above click on *<Continue>* to reach screen #3. Please select "0300 – NY/NJ Metropolitan" as your primary benefit section. It is your option to select additional sections but be aware that you'll be charged $20 for each one you choose.

Once you've made your selection(s) for ASQ membership sections, click on *<Continue>* to bring up screens #4 and #5 (not shown). These are options that you might want to choose for additional fees. For students, each additional forum or division is $10; the costs for publication subscriptions vary. NOTE: These additional options are NOT required for membership. Once you're registered as a student member you will receive regular digital mailings of the Quality Progress magazine for free.

Click on *<Continue>* to see screen #6: This is a review of all the information that you've provided in the earlier screens. Any additional options that were chosen will be tallied here. Make sure you first confirm all the data before clicking on "continue". If anything is amiss, you can go back to the previous screen to correct it.

Membership Application   ① ② ③ ④ ⑤ ⑥ ⑦ ⑧

Review Membership Benefits

Please review your membership information. Changing your member type will take you back to the beginning of the application. This will change the benefits available to you and their respective cost, so you will need to enter some information again.

Click "Modify Membership Benefits" to make any changes. This will take you back to the Section information screen. Click "Continue" to advance to the information you wish to change.

If you have no changes, click "Proceed To Payment Screen" to complete your application.

Joe Student

Student Member $25.00

[Change Member Type]

SECTIONS

NY/NJ Metropolitan   Benefit

[Modify Member Benefits]

MEMBERSHIP TOTAL $25.00

Review Contact Information

Please review your membership information. Click "Update Contact Information" to make any changes. This will take you back to the Address Information screen. Click "Continue" to return to this screen.

If you have no changes, click "Proceed To Payment Screen" to complete your application.

Almost done… after clicking on *<Proceed to Payment Screen>*, you will see screen #7. Most of the data fields will be automatically populated from previous screen inputs. You **must** be certain that the requested information is **accurate** (i.e. Current Charges, Cardholder Name and preferred address). DO **NOT** USE NJIT for your billing address.
Before proceeding to *<Submit Payment>*, please click on <ASQ Code of Ethics> for a pop-up screen. You won't loose your place unless you've exceeded the 30 minute application time limit.

The next screen, #8, is for *<Submit Payment>* and you will only see it if your charge card is approved. There may be a request for the 3 or 4 digit security code on the back of your card so be sure to have this handy. Hopefully, everything goes through without a hitch and you'll receive a new Member Number along with a log-in name (your email address). A member card will be sent via snail mail. **Congratulations**, and welcome to the ASQ NY/NJ Metro Section Student Branch!