SWE Join/Reinstate Instructions

1. **Navigate** to [login.swe.org](https://login.swe.org) in your browser.

2. You will be taken to SWE’s Association Management System (AMS) Membership Portal. If you do not already have a customer record with SWE, click the link that says, **New Customer?**
   
   **Click here.**

3. **Enter** information like name, email address, phone number, and Portal login information. Click **Submit** and you have created your SWE account!

4. After creating your account you will be re-directed to the Membership Portal login page. Enter the username and password you created and click **Login**.

5. **If you already have a customer record with SWE,** navigate to the SWE Membership Portal and **login** with your existing username and password.
SWE Join/Reinstate Instructions

6. If you’ve forgotten your login credentials, click the link that says, *Forgot Password?*

![Login form with circled Forgot Password link]

7. From the Portal Main Menu, click the *JOIN/REINSTATE SWE!* button

![Portal Main Menu with Join/Reinstate button highlighted]
8. You will be taken to the landing page for your SWE Join Submittal Form. Click the blue button that says **Start My Membership Application**.

9. After reading the instructions on the first page of the submittal form, click **Next**.
10. On the Profile Information page, **review** your information and click the **Edit** buttons to change or add information.

11. When your profile information is correct, click **Next**.
12. Complete the Education Information page. If you are currently enrolled full-time at a college or university fill out the section titled *Education-Currently Enrolled*.

### Education - Currently Enrolled

Please complete this section only if you are currently enrolled in a college program.

- **University**
  - Akron, University of

- **Degree**
  - B.S.

- **Discipline**
  - Aerospace Engineering

- **Anticipated Graduation Month/Year**
  - 06/2020

*Enter a future date as mmmyyy*

- **Graduate Program**
  - No

*If this Education Information is for a Graduate program, please select Yes*
13. If you have completed any degree at a college or university fill out the section titled **Education-Completed**.

**Education - Completed**

- **University2**: Alabama A&M University
- **Degree2**: M.S.
- **Discipline2**: Agricultural Engineering
- **Graduation Date2**: 08/2016
  - enter graduation date in mmyy format
- **Graduate Program2**: Yes
  - If this Education Information is for a Graduate program, please select Yes

14. When you have entered all the correct education information, click **Save**.
15. Next, you will be taken to the Work Experience Information page. In the section titled **General Employment Questions**, let us know if you have an engineering degree or comparable work experience as an engineer.

- Do you hold an engineering degree or have comparable work experience as an engineer?
  - Yes -- please provide at least one Work Experience below
  - No

16. Let us know if you are a **K-12 educator, a retired engineer, an unemployed engineer, a non-engineer, a student or none of the above**.

- Retired, Unemployed, K-12 Educator or Non-Engineer?
  - K-12 Educator
  - Retired Engineer
  - Unemployed Engineer
  - Non-Engineer (Associate)
  - Student
  - None of the Above
SWE Join/Reinstate Instructions

17. In the sections titled **Work Experience 1, 2 and 3**, fill out your past and present work experience with Work Experience #1 being your most recent.

**Work Experience #1**

Please enter your current or most recent work experience

- **Company Name**
  ABC Company

- **Company Start Date**
  01/01/2010

- **Company End Date**
  [Blank]

- **Job Title**
  Engineer

18. When you have entered all the correct work information, click **Save**.
19. Next, you will be taken to the Status Review page. On the left-hand side of the screen, click **Submit**.

20. When your information has been submitted you will be taken to the membership selection portion of your SWE membership join submittal.

21. On the left-hand side of the screen click the button that says **Membership Selection**.
22. In the section titled **Membership Details** select the membership that best suits you.

23. When you’ve selected the appropriate membership, click **Save**.
24. With a Professional membership, your section will be automatically selected for you based on zip code. This will be displayed on the Section Selection page in the section titled Additional Memberships.

25. If you would like to change your section assignment, click the button that says Other Sections.
SWE Join/Reinstate Instructions

26. **Select** your section from the list that appears. To search for a specific section, **type** the section name in the search bar.

27. When you have selected the correct section, click **Next**.
28. You will be taken to the **SWE Code of Conduct** page. Select Yes to move forward.

**Code of Conduct**

Please review the code of conduct and indicate your acceptance.

- I will abide by SWE's Code of Conduct*
  
  Yes

  Please [click here](#) to review SWE Member Code of Conduct

29. Click **Save**.

30. You will be taken to the Status/Review Page. If you are satisfied with your membership order, click **Next**.
31. Next you will be taken to the **Checkout** page, where the contents of your cart are listed in the section titled, “Shopping Cart Contents.”

![Shopping Cart Contents](image1)

32. If you have been given a **promotional code**, enter it in the Promotional Code type-box and click **Apply**.

![Promotional Code](image2)
33. Enter your payment information in the section titled **Payment Information**.

34. When you have entered your payment information correctly, click **Next**.
35. You have completed your registration and are now SWE member! Navigate back to the SWE website and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!