

The Gist: The directions below will show you in detail how to create a membership in three parts. To obtain a SWE membership, you will need to complete parts 1, 2, and 3. Once you have completed the application process, you will be prompted to select and purchase a membership. Should you run into any issues throughout the process, email membership@swe.org.

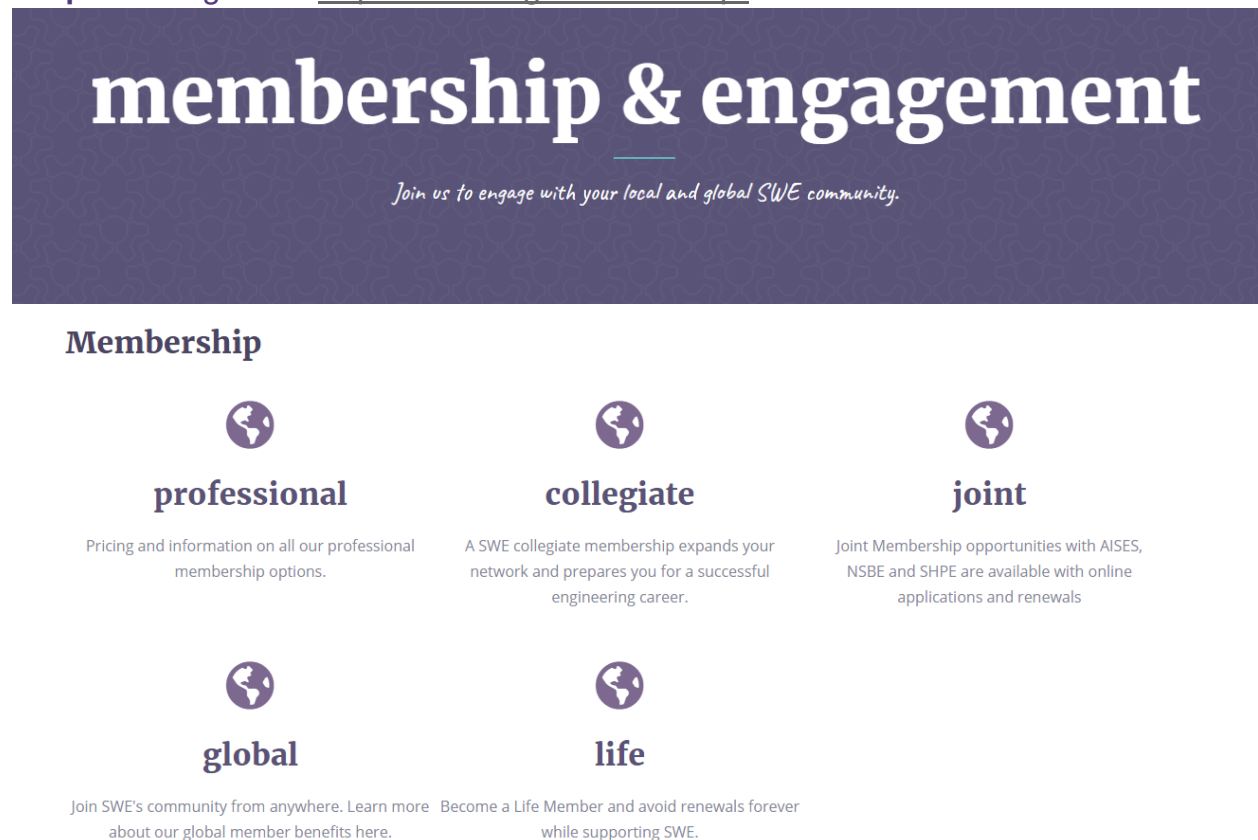
(Part I) CREATE A SWE ACCOUNT

(Part II) COMPLETE THE MEMBERSHIP APPLICATION

(Part III) SELECT AND PURCHASE A SWE MEMBERSHIP.

PART 1: CREATE A SWE ACCOUNT






Step 1: Navigate to <https://swe.org/membership/>



membership & engagement

Join us to engage with your local and global SWE community.


Membership

 professional Pricing and information on all our professional membership options.	 collegiate A SWE collegiate membership expands your network and prepares you for a successful engineering career.	 joint Joint Membership opportunities with AISES, NSBE and SHPE are available with online applications and renewals
 global Join SWE's community from anywhere. Learn more about our global member benefits here.	 life Become a Life Member and avoid renewals forever while supporting SWE.	

Step 2: After you have read about the different types of membership, scroll down to Member Resources and Select **Join/Renew**. If you already have an account, Select **Member Portal** and Skip to


PART II COMPLETE THE MEMBERSHIP APPLICATION.

Member Resources




join / renew

Learn more about how to create a SWE community at your job.




member portal

Access SWE's Member Portal to find others in the SWE Directory & update your information.




benefits and resources

Learn more about the unique resources we have for our members.




mentoring

SWE is building a community of mentors. Find out how to support our work.



FAQs

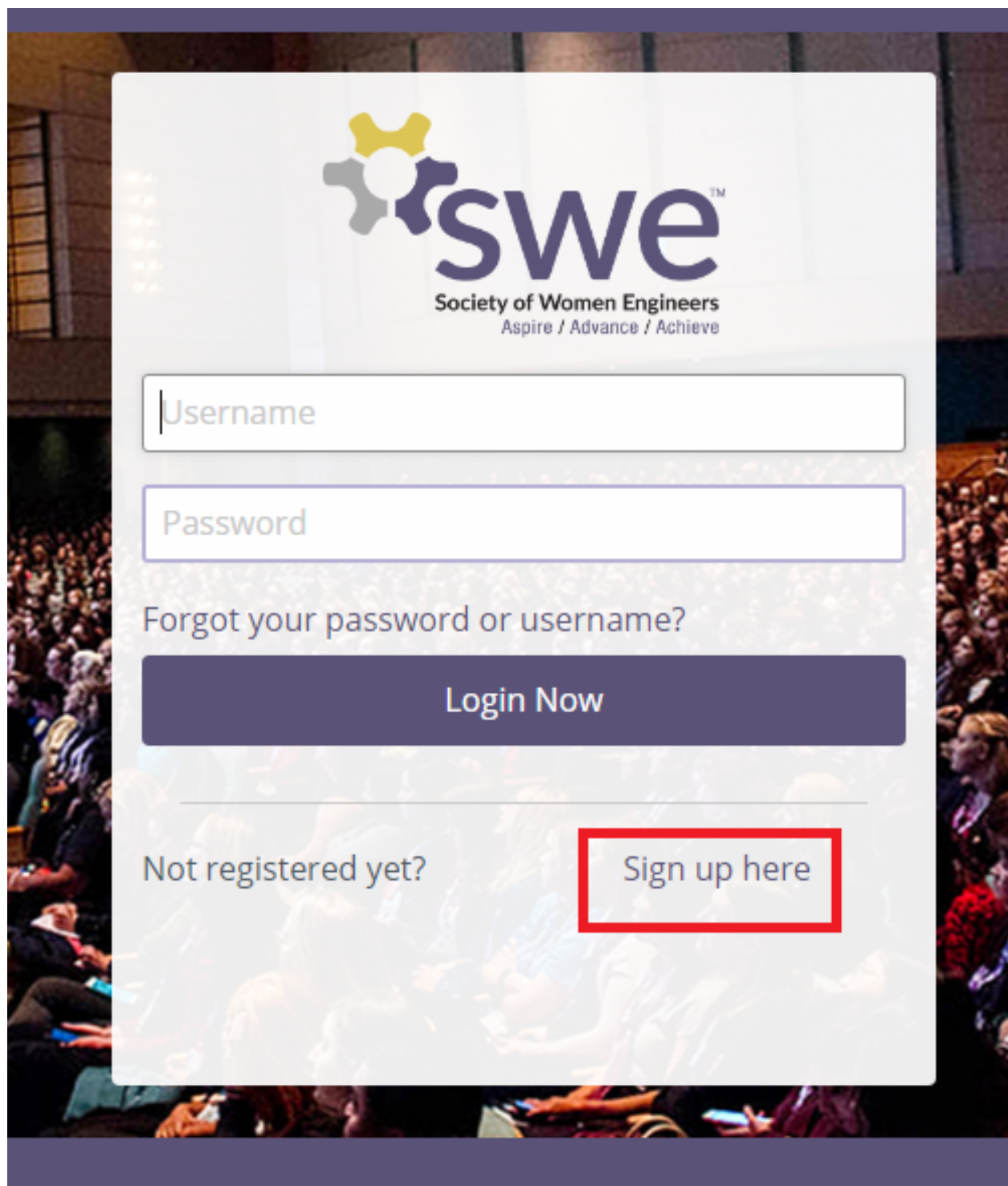
Go to our community support hub to find answers to common questions.



get support

Submit a help ticket through our Support Hub or email membership@swe.org with your concern or question.

Step 3: If you do not have an account, then select **SIGN UP HERE**. If you already have an account, skip to *PART II COMPLETE THE MEMBERSHIP APPLICATION*.

The image shows a login portal for the Society of Women Engineers (SWE). At the top, the SWE logo is displayed, featuring three interlocking gears in yellow, grey, and blue, followed by the text 'swe' in a large, dark blue font. Below the logo, the full name 'Society of Women Engineers' and the tagline 'Aspire / Advance / Achieve' are written in a smaller font. The login form consists of two input fields: 'Username' and 'Password', both with light blue borders. Below these fields is a link that says 'Forgot your password or username?'. A large, dark blue button with the text 'Login Now' is positioned below the link. At the bottom of the form, there is a horizontal line, followed by the text 'Not registered yet?' and a red rectangular button with the text 'Sign up here'. The entire form is overlaid on a background image of a large crowd of people at an event.

Step 4: You will then be prompted to create and account through our SWE member portal. Enter the information requested and click **SUBMIT** at the bottom.

[Return to Portal Main Menu](#)

Create your SWE Account

Please complete all of the fields below to establish a user account for our website.

First Name*

Middle Name

Last Name*

Preferred Email Address*

Address Type

Street Address Line 1

Street Address Line 2

City

State

Zip Code

Country*

Phone Type

Phone Number

User Name*

Password with out % , ()&@/#

Repeat Password with out % , ()&@/#

Submit

Reset

Step 5: Once you've Created your account, Select **Return to Portal Main Menu**.

A rectangular button with a teal background and a white border. It contains a circular icon with a right-pointing arrow followed by the text "Return to Portal Main Menu". The button is highlighted with a red rectangular border.

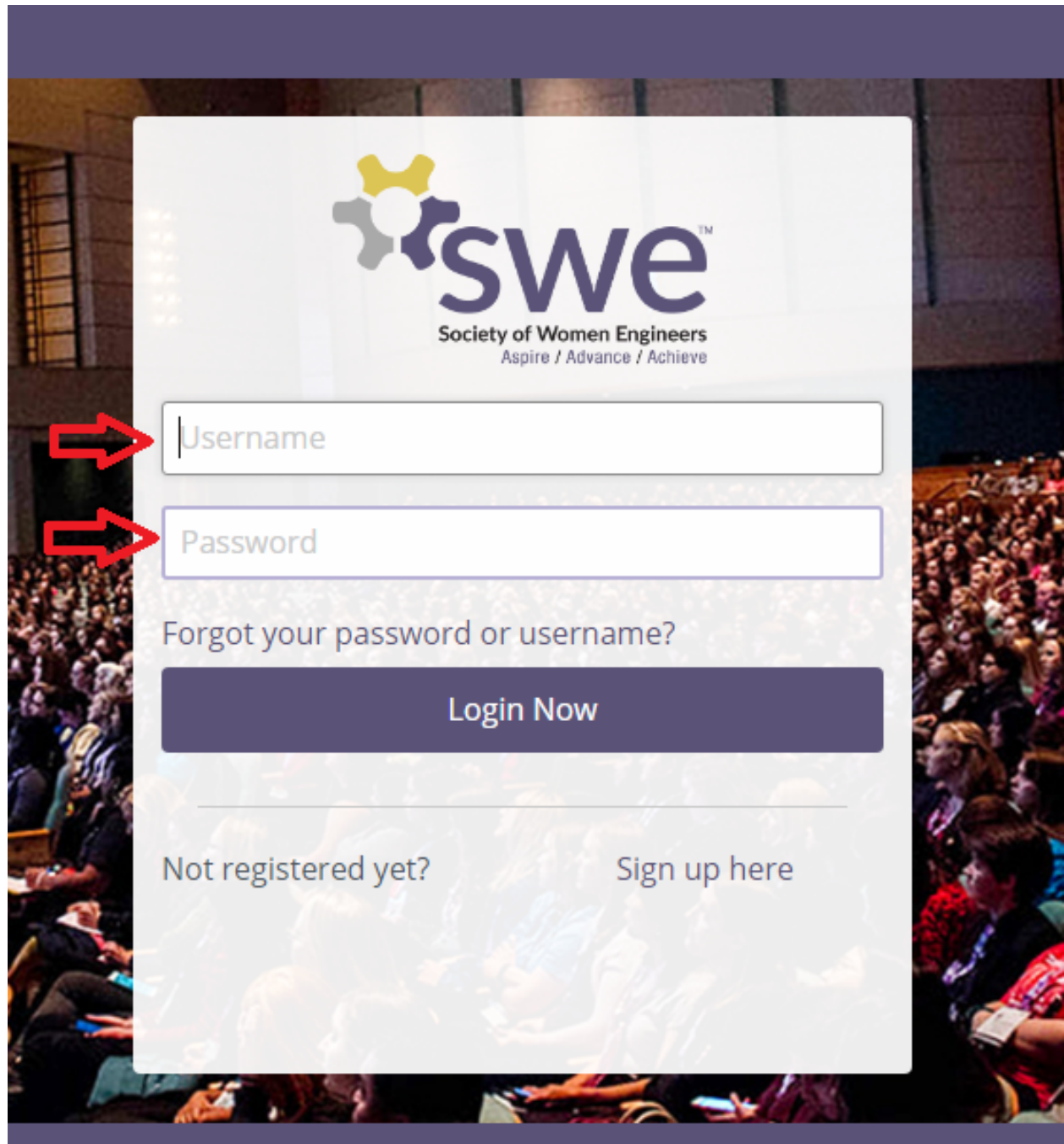
Return to Portal Main Menu

Congratulations! You now have a customer account. Your login information has been sent to you. You can now enter your username and password in the login page to continue.

You will be automatically redirected to the login page in 5 seconds. If you are not redirected or do not want to wait click [here](#).

PART 2: COMPLETE THE MEMBERSHIP APPLICATION

Step 1: Login to your SWE account portal using the credentials you've created.



Step 2: From the Portal Main Menu, Select **JOIN/REINSTATE SWE!** button

Welcome to the SWE Account Portal!

test testblue (SWE ID: 1209968)

where you can see your customer history and update your account

Join/Reinstate SWE!	SWE Event Registrations
Donate to SWE	Individual Profile
Education Profile	Communication Preferences
My Interests	Bio
Invoice History	SWE Member History
Change Password	Payment Options

Step 3: You will be taken to the landing page for your SWE Join Submittal Form. Click the blue button that says **Start My Membership**

[Return to Portal Main Menu](#)

test testblue (SWE ID: 1209968)

SWE Membership Application History

Application: Membership Join And Reinstatement Application
Subcollection: Membership Application To Join Or Rejoin

SUBMITTAL #	TOPIC	SUBMITTER	STATUS	
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[Start My Membership Application](#)

You do not yet have any submissions

Step 4: You will then be prompted through a series of pages where you will provide Contact information, Location, Work Experience, and Education information. After each page select **Save** and/or **Next**.

The screenshot shows a web form titled "Join SWE!". On the left is a sidebar with a menu containing the following items: "Instructions" (highlighted in black), "Profile Information", "Membership and Work Experience", "Education Information", "Status/Review Page", and "Cancel Application". The main content area has the heading "Join SWE!" followed by the text "Let's get you started with your new SWE membership." and a paragraph: "First we will ask you a few questions to gather some information about you and your career. Then, we'll help you choose the SWE membership that is the best match for you." At the bottom right of the main area is a "Next" button, which is highlighted with a red rectangle. At the bottom of the form are two buttons: "Reset" and "Save", with the "Save" button also highlighted by a red rectangle.

TIP: Complete each page to the best of your ability as this information will generate your SWE Profile. We utilize this information when sending email notifications of SWE benefits and events specific to you! You'll need to provide your SWE address to get the recommendation for the SWE Section closest to you!

Submitter: Test Testblue

Application: Membership Join And Reinstatement Application

Subcollection: Membership Application To Join Or Rejoin

You Are Currently Editing Submittal #: 62924

Submittal Status: Pending

Instructions

Profile Information

**Membership and Work
Experience**

Education Information

Status/Review Page

Cancel Application

General Membership Category Selection

General Membership Category Selection

› Categories

Select One ▼

[For additional help information - please click >here](#)

WORK EXPERIENCE #1

Please enter your current or most recent work experience

› Company Name

› Company Start Date

› Company End Date

› Job Title

WORK EXPERIENCE #2

Enter past work experience

› Company Name 2

› Company Start Date 2


› Company End Date 2





› Job Title 2

Step 5: Once you've completed all information in your application, the status review page will appear confirming completion with green check marks to show that you've completed all steps necessary to proceed! Select **NEXT**

[Return to Portal Main Menu](#)test testblue (SWE ID: 1209968)

[Instructions](#)
[Profile Information](#)
[Membership and Work Experience](#)
[Education Information](#)
[Status/Review Page](#)
[Select Collegiate Membership](#)
[Cancel Application](#)

Summary -- You have completed step one!
If you see an X for any Status below, you will need to revisit that step and provide the appropriate information.
If all of the Status icons are , you can select the appropriate membership from the left (or click Submit if that is an option) in order to continue with the membership application process.

ITEM	STATUS	MESSAGE
A Preferred Address is required		
Education Information		
Membership selection is not null		
Additional Information		

Next

PART 3: SELECT AND PURCHASE SWE MEMBERSHIP

Step 1: Once you've received this confirmation, you are ready to select your membership! Select **NEXT**

[Return to Portal Main Menu](#)test testblue (SWE ID: 1209968)

[Instructions](#)
[Membership Selection](#)
[Status/Review Page](#)
[Cancel Application](#)

Thank you for providing that information.
On the next portion of the application, you will select the SWE membership that best fits your needs and be assigned to a [local SWE Section](#).
Hit "Next" to continue

Next

Great! Thank you for providing that information. Now let's take you through your membership selections.

Please click the Membership Selection button on the left to continue

Step 2: The membership selections provided to you will be based off the information you provided in your application. Select the membership you wish and click **NEXT**

Society of Women Engineers	
<input type="radio"/> Collegiate - College to Career	\$50.00
<input type="radio"/> Collegiate	\$20.00
<input type="radio"/> Collegiate - Joint AISES	\$35.00
<input type="radio"/> Collegiate - Joint NSBE	\$27.00
<input type="radio"/> Collegiate - Joint SHPE	\$24.90

Step 3: The SWE sections will be recommended to you based off of the address and school information you provided in your application. You are required to select a SWE section, but you will not be charged, thus the price amount is \$0.00. Select your professional or collegiate SWE Section and click **Next**

TIP: If the desired section does not appear to you, simply select **Other Sections** to search for your desired section.

Section			
<input type="radio"/>	[Redacted Name]	Section	Section Assignment: \$0.00

Step 4: You will then be prompted to Read and Accept SWE's Code of Conduct. After you've read our code of conduct, Select **Save**

Submitter: Test Testblue

Application: Membership Join And Reinstatement Application

Subcollection: Membership Application To Join Or Rejoin

You Are Currently Editing Submittal #: 62924

Submittal Status: New Collegiate

Instructions

Membership Selection

Section Selection

Code of Conduct

Status/Review Page


Cancel Application

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



Reset Save

Step 5: ALMOST THERE. You will then be prompted to the last Status/Review Page. Likewise, the green check marks will indicate that you've completed all steps necessary to proceed to check out! Select **NEXT** and **SUBMIT AND CHECK OUT**

Instructions

Membership Selection

Section Selection

Code of Conduct


Status/Review Page





Submit and Checkout

Cancel Application

Summary -- You have completed step one!

If you see an X for any Status below, you will need to revisit that step and provide the appropriate information.

If all of the Status icons are , you can select the appropriate membership from the left (or click Submit if that is an option) in order to continue with the membership application process.

ITEM	STATUS	MESSAGE
Code of Conduct Confirmation		
Additional Information		
Membership Type has been selected		
A Section selection is required.		

Next

Step 6: Double check the total of your order. If you have been provided a Promotional Code, enter the code and select **APPLY PROMOTIONAL CODE**.

Step 7: PAYMENT OPTIONS, select your payment type and click **NEXT**.

[Return to Portal Main Menu](#)test testblue (SWE ID: 1209968)

[Check Out](#)

Shopping Cart Contents

	ITEM DESCRIPTION	SUBTOTAL
	Application Fee	\$0.00
	Society of Women Engineers - Collegiate (05/01/2019-06/30/2020)	\$20.00
		\$0.00

Total Amount : \$20.00

[Continue Shopping](#)

Promotional Code

Please enter the Promotional Code here

[Apply Promotional Code](#)

Payment Information

Payment Options :

- select a payment option -

[Next](#)

Step 8: Once you have successfully renewed your SWE membership, you will receive a confirmation in your email.

TIP: You can also view your paid invoice and membership on your SWE account portal under the Membership History and Invoice Tabs.