

How Your Students Sign Up for MAA Membership

For those of you who have taken on the task of entering your list of student members so they could take advantage of their free Student Membership that comes with your Departmental Membership ... ***do I have good news for you!*** With our new Membership Management System, **you no longer have to enter a list of students to activate their membership.** Instead, all you have to do is encourage them to go to www.maa.org, click the JOIN button at top right of our home page, create their account, and sign up for their FREE membership. (I recommend copying these instructions and sending them to your mathematics students.)

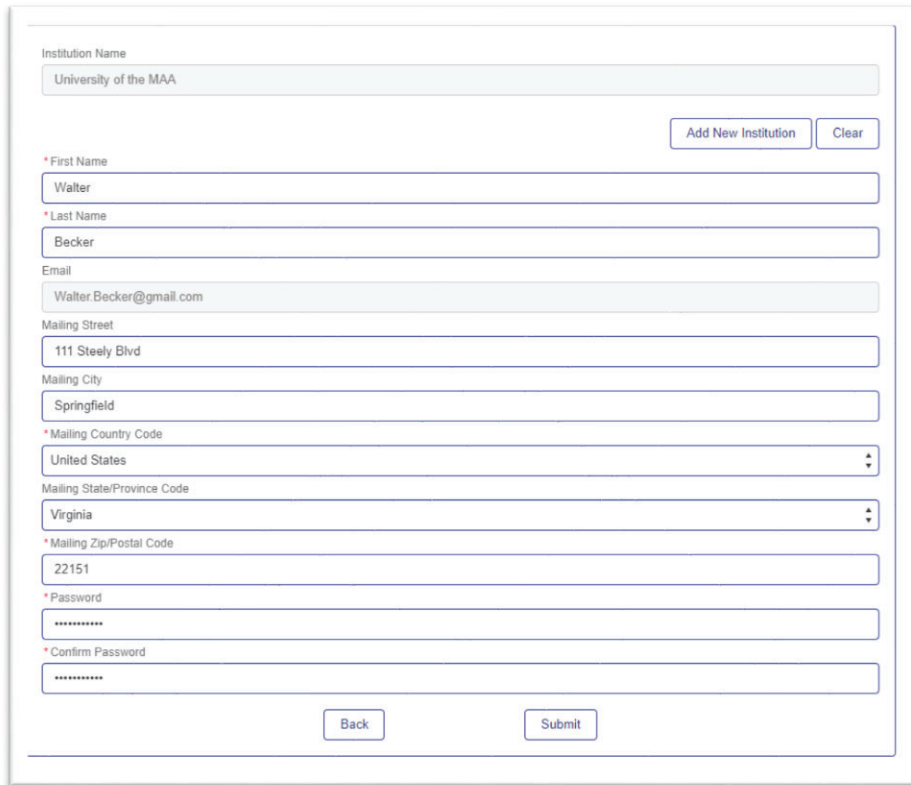
1. On the login page, click the Create an account link:

2. Enter a valid email address, click the I'm not a robot check box, then the Verify Email button:

1. If this email is available, you should see a message indicating this. Now you may enter your account information:
 - a. Type your institution name (or part of it) into the Institution Name search box, and select your institution from the list. You must do this, so that we can verify your institution's Departmental Membership.
 - b. If your institution does not appear in the list, make sure that you've not used abbreviations, and that your search term is broad enough. Here, I've entered "University of the" and I can find my institution, "University of the MAA."

A student signing up for their included (free) Student Membership should never click the “Add New Institution” button, since they can only get the free membership if your institution is a Departmental Member, and therefore, already in the system.

2. Next, enter your name and address, and create a password.



The image shows a registration form for a Student Membership. The form is titled "Institution Name" and contains a text input field with "University of the MAA" entered. Below this is a button labeled "Add New Institution" and a "Clear" button. The form then asks for personal information: "First Name" (Walter), "Last Name" (Becker), "Email" (Walter.Becker@gmail.com), "Mailing Street" (111 Stealy Blvd), "Mailing City" (Springfield), "Mailing Country Code" (United States), "Mailing State/Province Code" (Virginia), "Mailing Zip/Postal Code" (22151), "Password", and "Confirm Password". At the bottom are "Back" and "Submit" buttons.

| | | | |
|-----------------------------|-------------------------|---------------------|-------|
| Institution Name | University of the MAA | Add New Institution | Clear |
| * First Name | Walter | | |
| * Last Name | Becker | | |
| Email | Walter.Becker@gmail.com | | |
| Mailing Street | 111 Stealy Blvd | | |
| Mailing City | Springfield | | |
| * Mailing Country Code | United States | | |
| Mailing State/Province Code | Virginia | | |
| * Mailing Zip/Postal Code | 22151 | | |
| * Password | ***** | | |
| * Confirm Password | ***** | | |
| Back | | Submit | |

When all information has been provided, click the Submit button.

You should see a green message box appear at top of the screen thanking you for registering, and then you will be brought to the Membership Selection Page.

3. On the Membership Selection page, scroll down to click the Select button next to Student Membership - \$35 annually. (The system will check to make sure your institution's Departmental Membership is active, and if it is, it will change the price to \$0.)
4. On the next page, "Student Membership," click the Next button.
5. If you would like to add any of the optional extra (paid) benefits, add them to your cart on the next screen, then click the Next button. (If you do not want any of these, just scroll down and click the Next button.)
6. If you did not add any SIGMAAs or print journals, click the Complete Payment button. If you have any add-on purchases, work your way through the next few screens to submit your payment. Once you have submitted your payment, you should see a receipt with your order details, which you may print if needed. (If you decide to print the receipt, when you click the Print button, a small window will open. Expand that window, select your printer, and then click the blue Print button.) You should also receive a Welcome to the MAA email.

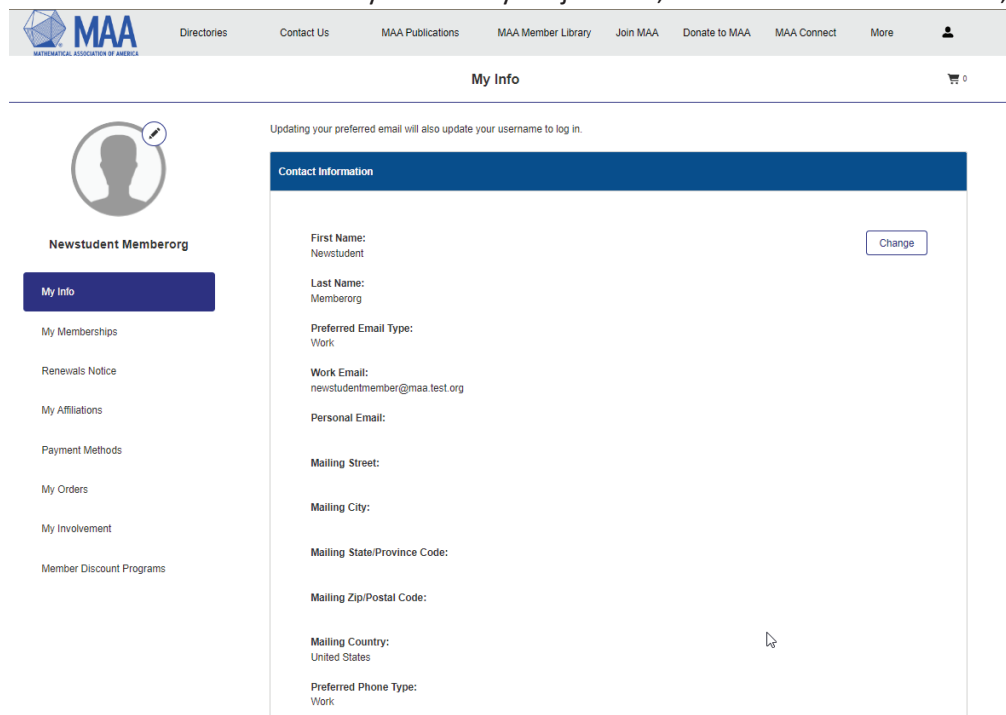
7. You may now return to your Member Portal by clicking the down arrow in the upper right hand corner (and selecting My Profile), as shown below:



The screenshot shows the MAA Member Portal interface. At the top, there is a dark blue header with the MAA logo on the left and a user profile icon with a dropdown arrow on the right. The dropdown menu is open, showing options: "My Profile", "MAA Site" (with a green checkmark), and "Logout". Below the header, a message says "Thank you for your Payment!". To the left, contact information for the Mathematical Association of America is listed: "11 Dupont Circle NW Suite 200, Washington DC 20036, (800) 331-1622, https://www.maa.org/maaservice@maa.org". To the right is the MAA logo. Below this, a "THANK YOU!" message is followed by a receipt header table.

| Receipt Header | |
|----------------|----------------------|
| Date | 1/24/2023 |
| Receipt Number | 0000082650 |
| Customer | Newstudent Memberorg |
| Total | \$0.00 |

8. Your Member Portal is where you access your journals, MAA Connect Communities, and other benefits.



The screenshot shows the "My Info" page of the MAA Member Portal. The top navigation bar includes links: "Directories", "Contact Us", "MAA Publications", "MAA Member Library", "Join MAA", "Donate to MAA", "MAA Connect", "More", and a user profile icon. Below the navigation bar, the "My Info" section is active. On the left, there is a sidebar with a user profile icon and the text "Newstudent Memberorg". Below this, a list of links is shown: "My Info" (highlighted), "My Memberships", "Renewals Notice", "My Affiliations", "Payment Methods", "My Orders", "My Involvement", and "Member Discount Programs". The main content area is titled "Contact Information" and contains a form with the following fields: "First Name" (Newstudent), "Last Name" (Memberorg), "Preferred Email Type" (Work), "Work Email" (newstudentmember@maa.test.org), "Personal Email", "Mailing Street", "Mailing City", "Mailing State/Province Code", "Mailing Zip/Postal Code", "Mailing Country" (United States), and "Preferred Phone Type" (Work). A "Change" button is located next to the "First Name" field.