

## On-line registration for NJIT ASQ 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.

Address <https://secure.asq.org/ecommerce/newmember/execute/newMemberSetup>

ASQ

VeriSign Secured  
VERIFY

Membership Application

1 2 3 4 5 6 7 8

**Select Your Membership Type**

- Full Member**  
Annual Membership Dues: \$129.00 [More Information](#)
- Associate Member**  
Annual Membership Dues: \$74.00 [More Information](#)
- Forum/Division Member**  
Annual Membership Dues: \$31.00 [More Information](#)
- Student Member**  
Annual Membership Dues: \$25.00 [More Information](#)

**Important Note! Are you a past Member or Registered Visitor of ASQ? If so, please provide us with the following information to prevent duplicate information.**

Log-In ID/E-mail Address:

Password:

[Log-In Help](#)

[Continue](#)

Screen #2 will come up requesting your personal and professional information. NJIT students should use their student email accounts to ensure the desired results (i.e. membership within the NJIT 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.

Any NJIT students who are also employed at NJIT may want to input the business address for New Jersey Institute of Technology; University Heights, Newark, NJ 07102-1982 (as shown). Unemployed students, simply repeat your home address data here.

**1 2 3 4 5 6 7 8**

### Membership Application

#### New Member Information

\* denotes required fields

\* **Salutation:**

\* **First Name:**

**Middle Initial:**

\* **Last Name:**

#### E-Mail Address

ASQ does not sell your e-mail address.

\* **E-Mail Address:**

\* **Confirm E-Mail Address:**

#### Business Address

Please share both your business and home addresses so mail can be forwarded in the case of a change in address or employment. Only your preferred mailing address will be used otherwise.

\* **Country:**

\* **Company Name:**

\* **Mailstop:**

\* **Street:**

\* **City:**

\* **State:**

\* **Province:**

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.

The screenshot shows a web form titled "Home Address" with a blue header. The form contains the following fields: "Country:" with a dropdown menu labeled "Select Country" and a green checkmark icon; "Street:" with three stacked text input boxes; "City:" with one text input box; "State:" with a dropdown menu labeled "Select State" and a green checkmark icon; "Province:" with one text input box; "Postal Code:" with one text input box; and "Phone:" with one text input box. A large red circle highlights the "Country:", "Street:", "City:", "State:", and "Province:" fields. To the right of this circle is a red-bordered box containing the text: "IMPORTANT! You'll need this information to be filled in so you can select it for your preferred mailing address." Below the "Home Address" section is a blue header for "Preferred Address Selection". Underneath, the text "Preferred Mailing Address:" is followed by two radio button options: "Business" and "Home". The "Home" radio button is selected and circled in red.

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  / 2008

\* **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](http://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.

## Membership Application



### Select Your Section

Your student membership includes membership in one Section, which will help you connect with quality professionals in your community.

Please select your benefit Section from the list or waive your Section benefit.

You may add additional Sections for \$20.00 each.

To select additional Sections, hold down the control (Ctrl) key and click on the Sections of your choice. To deselect a Section, hold down the control key and click on the Section you wish to deselect.

Required Info

- 0207 - Central Mohawk Valley
- 0208 - Jamestown
- 0209 - Northeastern Pennsylvania
- 0210 - Cortland-Ithaca
- 0300 - NY/NJ Metropolitan**
- 0301 - Southern Connecticut
- 0302 - Mid-Hudson
- 0303 - Long Island
- 0304 - North Jersey
- 0305 - New Haven
- 0306 - Greater Danbury
- 0307 - Princeton

[Find the Section nearest you](#)

[International Members - How to Choose Your Section](#)

Waive Benefit Section

Continue



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



### 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 lose your place unless you've exceeded the 30 minute application time limit.

1 2 3 4 5 6 7 8

### Membership Application

**Payment Information**

**Current Charges:** \$25.00

**Credit Card:** Mastercard

\* **Card Number:**

\* **Expiration Date:** January / 2009

\* **Cardholder Name:** Joe Student

Your credit card info.  
NOTE: ASQ will accept VISA, M/C and AmEx.  
Be sure the cardholder name is correct before clicking on "Submit Payment"

**The address shown below is the preferred address you selected earlier. If this is not the address of the credit card supplied, please change the address.**

**Address:**

**City:**

**State:**

**Postal Code:**

**Country:**

This gets auto filled from the previous screens. Be sure to edit it to match your charge card info. DO NOT USE NJIT.

\* denotes required fields

**Code of Ethics**

In becoming an ASQ member, you have the duty to follow the [ASQ Code of Ethics](#) and Society governing documents.

All applicants should read this ASQ Code of Ethics before proceeding.

[Submit Payment](#)

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 NJIT ASQ Student Branch!