ICMA.org Student Chapter Join Instructions

To join or renew your student chapter membership, follow the following instructions:

1. Visit https://icma.org and select the “Log In” link in the upper right

2. Next, select the red “Create Account” button to create a new account. If you already have an ICMA account, use it to sign in.

3. Once you are logged in, click on Join in the top menu
4. Press the red button **Join ICMA or Renew Now.**

5. In the form that follows, enter your contact details. As you are a student, you **must** choose **I am not currently employed** under **Current Employer**. Even if you’re currently in an internship.

6. Select red Continue button

7. Select the checkbox for “I have read the **ICMA Code of Ethics** and agree to abide by it. I also understand that I am subject to the ICMA Rules of Procedure for Enforcement of the Code of Ethics. I meet the appropriate membership criteria.”
8. Under Membership Category, select the I'm a student chapter member category. This part can cause an error if you don’t select the student chapter membership!

9. Select your school/chapter from the drop down menu. Then, enter your discount code in the Approval Code box and your anticipated graduation date, then select the red Continue button.

10. The next screen shows a $25 charge. However, it will not charge you. Select Continue.
11. **Affirm** the Code of Ethics one more time, and select **Submit**:

![ICMA Membership Reminder](image)

12. The next page will summarize your cart transactions. If the total is not $0.00, email [careers@icma.org](mailto:careers@icma.org) with details of your school and discount code. Otherwise, move to the next screen by selecting **Check-out**.

13. The next page collects/confirms billing information. The total should still be $0.00. Select **Continue**.

14. This is the final page! This page will say the order is not complete. At the bottom of the next screen, select the option to receive an email confirmation, then select the **Submit Order button** at the bottom and you are done!