

**ICMA.org Join Instructions**

* Visit [icma.org](http://www.icma.org) and click **Create Account** and create a new account. If you already have an ICMA account, use it. Once you are logged in, click on **My Account**.
* Press the blue button **Join Now.**
* Enter your contact details. As you are a student, you **must** choose **I am not currently employed** under Employment Type. Even if you’re currently in an internship.
* Enter the name of your chapter in the **Organization** field.
* Next, you will need to acknowledge your agreement to the ICMA Code of Ethics. **Check the box** and click **Continue**.
* Select the **I’m a student chapter member** category.
* Select your **school** from the dropdown menu.
* Enter your chapter **Approval Code**, **[provided by your chapter officials]** in the box and your anticipated graduation date.
* Keep going…you’re almost there! This screen shows $25, however, it will not charge you. Press **Continue**.
* **Affirm** the Code of Ethics one more time.
* This page will summarize your cart transactions. If the total is not $0.00, email careers@icma.org with details of your school and discount code. Otherwise, move to the next screen.
* The next page collects/confirms billing information. Press **Continue**.
* At the bottom of the next screen click **Submit** and you are done!