Instructivo para pago membresía IEEE

Saludos de la Rama Estudiantil **IEEE** Universidad Nacional de Colombia sede Manizales.

A continuación, un sencillo instructivo para las personas interesadas en inscribirse a la organización mundial de ingenieros dedicada a las estandarización y el desarrollo en áreas técnicas llamado *Institute of Electrical and Electronics Engineers* (**IEEE**) y cancelar su respectiva membresía:

1) Ingrese a la página de IEEE (coloque en su navegador tales siglas), presione el botón que dice Create Account.

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2) Aparece en la pantalla una página externa en la cual debe presionar de nuevo el botón **Create Account**.



3) Al hacer lo anterior, aparece una nueva ventana emergente, proporcione los datos básicos y presiona de nuevo el botón **Create Account**.

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4) Al continuar aparece en la ventana su nuevo perfil en la página IEEE, a partir de aquí seguirán los pasos para el pago de la membresía y así lograr ser miembro, para ello presiona el botón Cart, como aparece indicado en la imagen.



5) Presionar el hipervínculo en el centro de la ventana que dice **browse memberships and subscriptions catalog.**

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6) En esta parte, diríjase al costado derecho de la ventana y presione el botón **IEEE membership.**



7) Seleccione el tipo de membresía que desea tener, en este caso, se selecciona Student Member ya que es un estudiante de la Universidad Nacional de Colombia sede Manizales quién pagará la suscripción. Presionar el botón Add ítem (s) para hacer efectivo el procedimiento.



8) Hasta este momento sólo añadió a su perfil, bajo que estatus, se quiere afiliar usted a **IEEE**. Siga bajando la página para llenar una información particular.

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9) En la ventana aparece una serie de datos, presione cualquiera de las opciones que aparecen en frente de Address type:



10) Se abrió una ventana emergente, digite allí sus datos personales.

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11) Cuando llegue a la sección de colocar lugar de estudios, busque la universidad a que pertenece y llene los datos con minucioso cuidado.

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12) En esta parte coloque especial cuidado, seleccione porqué se une a **IEEE** (utilice traductor si no entiende).

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13) En la parte baja de la ventana aparece la siguiente expresión
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14) Debido a que IEEE necesita un referente que ya sea miembro, coloque los siguientes datos (persona adscrita a la Rama Estudiantil IEEE Universidad Nacional de Colombia sede Manizales) en la parte donde aparece *Were you referred by another IEEE member?*:

Referring member name: **Danna Ramirez Herrera** Referring IEEE member number: **93847864**

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15) Seleccione el tipo de boletines de los cuales **IEEE** le enviará información al correo adscrito.

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16) Encontrará la membresía que va a cancelar, el costo se da en dólares como moneda estándar para pagos a nivel internacional.

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17) Si desplaza la ventana hacia abajo, encuentra las diferentes maneras de pago de la membresía. La utilizada en este caso, es la forma más general, pagar con una tarjeta de crédito.

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18) Llene el formulario para el pago con la información correspondiente sobre la tarjeta de crédito y finaliza la inscripción.

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Al terminar su inscripción, comience a disfrutar de sus beneficios como miembro IEEE.

Si tiene alguna inquietud, puede comunicarse al siguiente contacto:

Rama Estudiantil **IEEE** Universidad Nacional de Colombia Sede Manizales Teléfono: **8879300** Ext. **55612**