

# HIMSS Academic Organizational Affiliate Membership Sign Up Process

**Please use these instructions to sign up for a complimentary membership through your school's Academic Organizational Affiliate program**

## Use the OA Sign Up Link to Join

Use [www.himss.org/oa-signup](http://www.himss.org/oa-signup) to create your complimentary HIMSS membership through your school's Academic Organizational Affiliate program.

**PLEASE NOTE: You must use your school email address to be eligible for your free membership.**

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### STEP 1

#### Create Your Account

If you already have an account, please go to Step 3. Otherwise, create an account now so you can set up your membership.

Please contact [Annette.Flores@himss.org](mailto:Annette.Flores@himss.org) if you need assistance.

## STEP 2

### Create a Password

Enter your name and email, and create a password for your HIMSS account, then click the Create an Account button.

You will receive an email with a verification link. Click the link in the email to continue the membership registration process. Once you click the email verification link, you will be directed to the Profile Information page.



### Create An Account

Already have an account? Please sign in.

First Name:\*

Last Name:\*

Email:\*

Password:\*

\* Your password must be a combination of 8 or more upper and lowercase letters, numbers or special characters

Confirm Password:\*

By creating an account, I understand HIMSS may send me email communications.

Create an Account

### STEP 3

## Login if You Have a HIMSS Account

If you have a HIMSS account but not a membership, enter your login credentials to sign in.



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## Welcome

Please sign in or create an account.

### Sign In

Email or User Name:\*

Password:\*

  
☐ Remember me  
  
[Forgot Password?](#) [Forgot Username?](#)

### Create an Account

To register for events and become a member, please create an account.  
Don't have an account? Set up a new account.

## STEP 4

### Complete Your Profile Information

Fill in all the fields on the Profile Information form and click Submit once you are done.

Enter *Student in the Job Title field*, enter your school name in the Company field, and select *Academic Education Institution* as your Work Site.

### Profile Information

You are on your way, but first, we would like to get to know more about you.

#### Basic Information

Country

Job Title

Company

#### Demographics

Job Category

Years in Field

Work Site

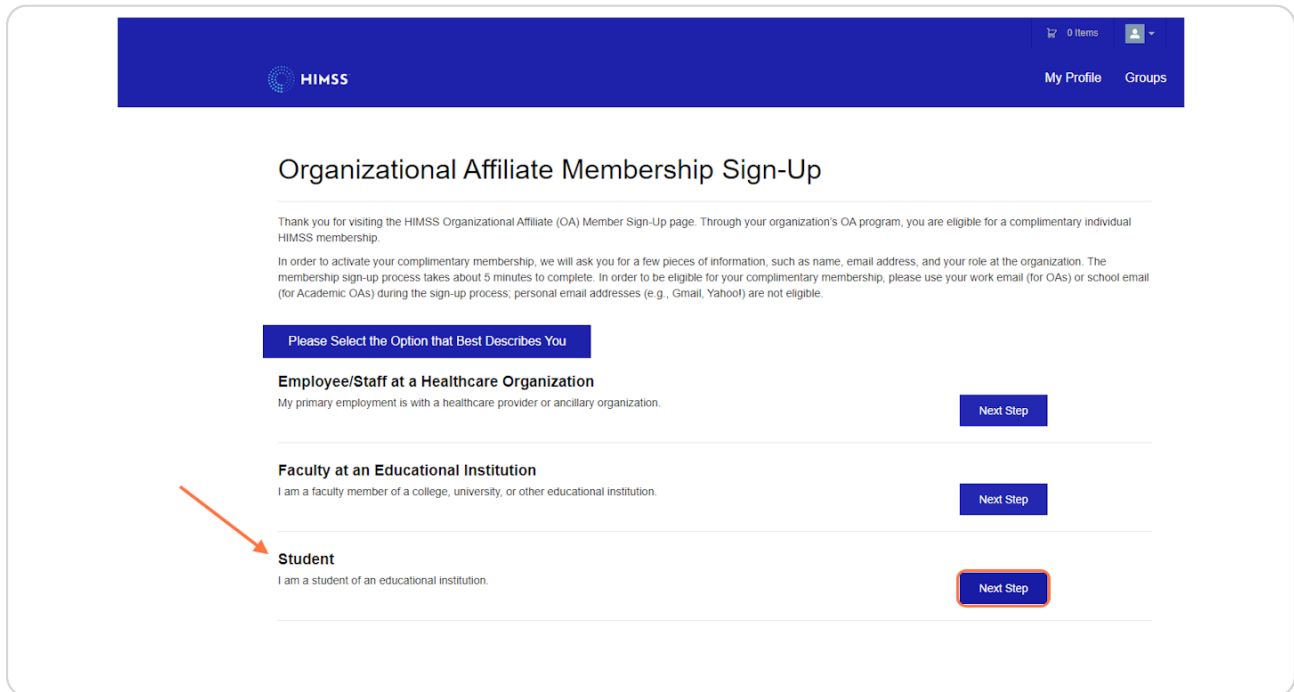
Purchase Authority

By submitting this information, I understand HIMSS may send me email communications.

## STEP 5

### Select Student on the Sign-Up Page

In order to join as a student through your school's Academic Organizational Affiliate program, you will need to check the Student option on this page. Click Next Step once you have selected Student from the list.



**HIMSS** 0 Items My Profile Groups

### Organizational Affiliate Membership Sign-Up

Thank you for visiting the HIMSS Organizational Affiliate (OA) Member Sign-Up page. Through your organization's OA program, you are eligible for a complimentary individual HIMSS membership.

In order to activate your complimentary membership, we will ask you for a few pieces of information, such as name, email address, and your role at the organization. The membership sign-up process takes about 5 minutes to complete. In order to be eligible for your complimentary membership, please use your work email (for OAs) or school email (for Academic OAs) during the sign-up process; personal email addresses (e.g., Gmail, Yahoo!) are not eligible.

**Please Select the Option that Best Describes You**

|                                                                                                                                      |           |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Employee/Staff at a Healthcare Organization</b><br>My primary employment is with a healthcare provider or ancillary organization. | Next Step |
| <b>Faculty at an Educational Institution</b><br>I am a faculty member of a college, university, or other educational institution.    | Next Step |
| <b>Student</b><br>I am a student of an educational institution.                                                                      | Next Step |

## STEP 6

### Select Your School

Select your school and click Continue to get to the Demographics Information page.



0 Items

My ProfileGroups

### Companies Based On The Domain

Please select the company that you represent.

| Select                           | Company                                                           |
|----------------------------------|-------------------------------------------------------------------|
| <input checked="" type="radio"/> | Arkansas Tech University<br>Russellville, Arkansas, United States |

Continue

## STEP 7

### Complete Your Contact Information

Complete your contact information, including address, phone number, and preferred email address.

Suffix  
--None--

Nickname

Credentials  
ASSOC  
BA  
BS  
BSN  
CAHIMS

Address Information

Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code

STEP 8

Click on Next Step to Save Your Contact Information

HIMSS

My Profile

Mobile Phone

1234567890

Other Phone

Assist. Phone

Preferred Email Type

Personal

Personal Email

Work Email

Other Email

Assistant Email

Please click Next Step to proceed.

Cancel

Previous Step

Next Step

## STEP 9

### Complete Your Student Demographics

Complete the required student demographics fields. Please make sure to select Student as your Professional Role.

**Note:** The Currency field defaults to USD. If you are from a country outside the US, please select the correct currency type.

Click Next Step when you have completed the demographics section.

**HIMSS**

Professional Role  
Student

Work Site  
Academic Education Institution

Years in Field

Gender

Age  
18-24

Education Level  
--None--

☐ Veteran of the US military

Purchasing Authority  
Not Applicable

Preferred Currency  
USD

Change currency type here if outside US.

Please click Next Step to proceed.

Cancel Previous Step Next Step



## STEP 10

### Complete Your Student Verification

Answer the required fields on the Student Verification page about your enrollment dates and hours, program major, and expected graduation date.

#### Student Verification

Evidence of student status must be provided. Students receive benefits of Regular membership at a reduced rate except for the ability to vote for or hold HIMSS elective office. Student membership does not apply towards member advancement status.

#### Student Eligibility

Please answer the following to determine your eligibility for Student Membership with HIMSS.

**Name of Educational Site: \***

Arkansas Tech University

**Program Type: \***

--None--

**Program Major: \***

**Program Hours Enrolled:**

--None--

**Current Enrollment Start Date: \***

**Current Enrollment End Date: \***

## STEP 11

### Upload Proof of Student Status

Make sure to upload your proof of student status (***transcripts, letter from your advisor, current schedule***), check the box that confirms the accuracy of the information provided, and select Next Step to continue the membership sign up process.

**HIMSS** 0 Items My Profile Group

Current Enrollment End Date: \*  
12/31/2024

Expected Award/Graduation Date: \*  
06/01/2026

**Proof of Student Status**

Please upload your documentation of student status within 30 days of membership registration to avoid auditing or invoicing for Regular membership. Upload your documentation now on this page by selecting the "Choose File" button or within 30-days of dues payment by logging into your member profile and selecting the Student Demographics link. For more information on enrollment requirements and a list of valid student documentation, please read our Student Membership description page.

Proof of Student Status File Upload (30 MB Maximum):  
 Browse

**Agreement**

☒ By checking this box, I confirm that the information provided is truthful and accurate, I do not hold a full-time position in a health IT related field and I understand that it may be subject to review. If not eligible for Student Membership please visit the Join HIMSS page to select a different membership type.

Please click Next Step to proceed.

Cancel Previous Step Next Step

## STEP 12

### Select Your Chapter

To choose your preferred chapter, select No on the Opt out of Chapter Membership menu, then select your chapter from the drop down menu. Please note: if you select Yes on the Opt out of Chapter Membership, you will not be able to select a chapter.



### Student Chapter Selection

#### Chapter Membership / Professional Communities Selection

Your chapter benefit invites you to participate in chapter events, receive chapter news and promotions, and network with peers in your field included with your membership. To select a complimentary chapter, please select "No" in the field below to reveal a list of available chapters.

**Opt out of Chapter Membership**

No

**Chapter Membership\***

--None--

Join like-minded health IT colleagues to connect, learn, and lead our national industry initiatives. Our professional communities offer solutions, solution sharing, education and more.

Please select the professional communities you would like to participate in from the lists below.

**Professional Communities**

Executive Network Community

## STEP 13

### **\*\* OPTIONAL \*\*** Want to Join a Community?

Select as many of the HIMSS Professional Communities as you would like to participate in. To choose multiple professional communities, highlight each community you would like to join using the CTRL button. Then click Next Step.

The screenshot shows a web form for HIMSS. At the top is a blue header with the HIMSS logo and a user profile icon. Below the header, there is a dropdown menu set to 'No'. Underneath is a 'Chapter Membership' section with a dropdown menu. A paragraph of text follows: 'Join like-minded health IT colleagues to connect, learn, and lead our national industry initiatives. Our professional communities offer peer-to-peer networking solving, solution sharing, education and more.' Below this is another paragraph: 'Please select the professional communities you would like to participate in from the lists below.' There are two scrollable lists. The first is titled 'Professional Communities' and contains: 'Connected Health', 'Emerging Healthcare Leaders Community' (highlighted in blue), 'Global Health Equity Network', 'Global Health Policy Connection', and 'Healthcare Cybersecurity Community'. The second is titled 'International Professional Communities' and contains: 'DACH Community', 'Dutch Community', 'French Community', 'Future50 Community', and 'Iberian Community'. At the bottom, there is a prompt 'Please click Next Step to proceed.' and three buttons: 'Cancel', 'Previous Step', and 'Next Step' (which is highlighted with a red border).

HIMSS

No

Chapter Membership

Join like-minded health IT colleagues to connect, learn, and lead our national industry initiatives. Our professional communities offer peer-to-peer networking solving, solution sharing, education and more.

Please select the professional communities you would like to participate in from the lists below.

**Professional Communities**

- Connected Health
- Emerging Healthcare Leaders Community
- Global Health Equity Network
- Global Health Policy Connection
- Healthcare Cybersecurity Community

**International Professional Communities**

- DACH Community
- Dutch Community
- French Community
- Future50 Community
- Iberian Community

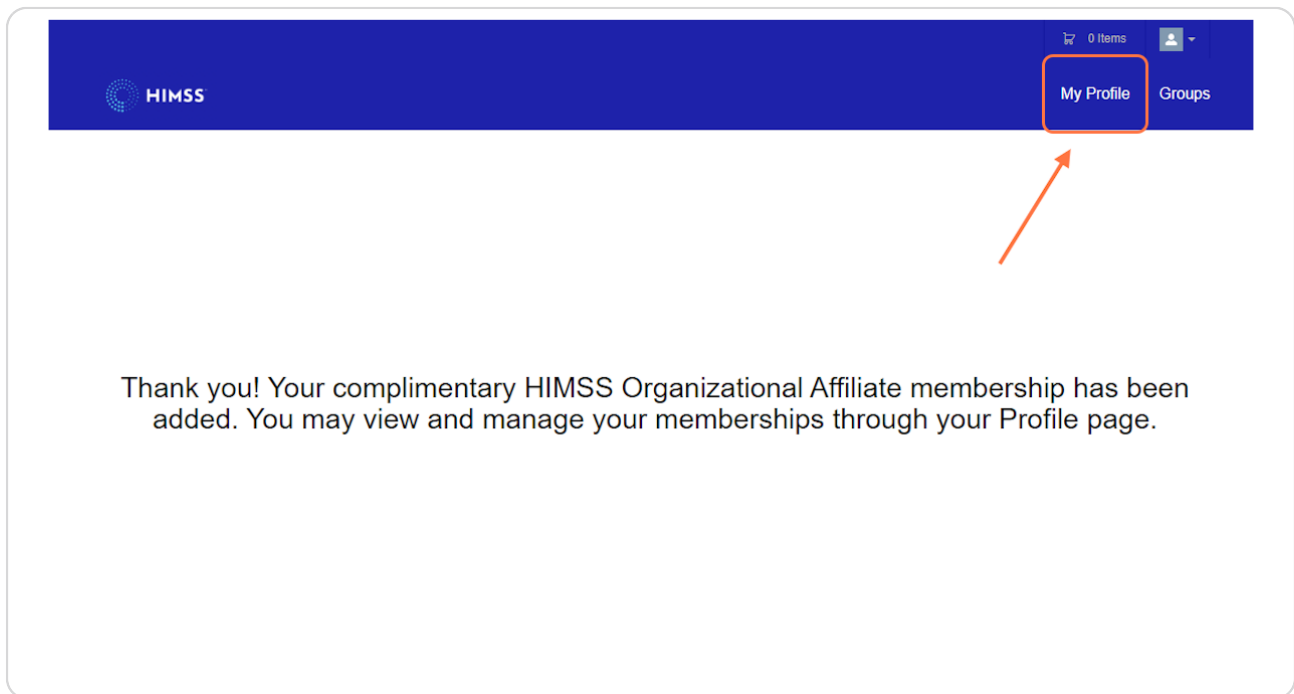
Please click Next Step to proceed.

Cancel Previous Step Next Step

## STEP 14

### **Your Membership Is Complete!**

Click on My Profile to view all of your membership information and make updates to your profile at any time.



## STEP 15

### Review Your Info

Update your profile information and view your membership details from the My Profile page at any time. Thank you for joining HIMSS.

The screenshot displays the HIMSS 'My Info' profile page. The top navigation bar includes the HIMSS logo and links for Membership, Store, Directories, My Involvement, and Organizational Affiliate (OA) Resources. The page title is 'My Info'. On the left, a sidebar contains a profile icon with an edit button, 'Student Members', 'My Info' (highlighted with a red box), 'Address Book', 'Memberships' (highlighted with a red box), 'Company Memberships', 'Payment Methods', 'Orders', 'Badges', and 'Transcripts CE Hours'. On the right, the 'Contact Information' section is expanded, showing fields for Full Name (Student Members), Degree, Title (Student), Company (School), Worksite (Academic Education Institution), Professional Role Category (Others Allied to the Field), Professional Role Subcategory (Student), and Contact Description. Below this is the 'Communication Information' section.