How To: Create a Member Account

1.) Go to www.academyonline.org, and click on Register or Haven't Registered Yet?

2.) To become a member of the Academy of Neonatal Nursing, with full benefits, choose the individual account type. If you would like limited access to the ANN site, without member benefits, select non-member.
3.) Create a username and password. You can use either your email address or you may create your own username, using only letters and numbers. After you have input your information, click Continue.

4.) Select your membership type. Please choose your type based on your location and term of membership desired. If you chose the non-member account type at the beginning, please select non-member. Then click Continue with the Selected Membership.
5.) Fill out your account information. It is at this time that you will create your password. The address you input here is your mailing address. We do not accept institutional addresses for individual member types. Please note that some of this information will be visible in your public profile page. Please see the key below to determine the type of privacy you would like to have for each field.

![Account Information](image)

**Key**

- **Member's Only.** Only other paid members may view this information.

- **Private.** Only you can see this information.
5.) The second section of this page is your **Professional Information**. As before, some of this information will be visible in your public profile page. Please see the key above to determine the type of privacy you would like to have for each field.

After you have filled out the form, click the submit button at the bottom of the page.

6.) If there is any issue with your form, you will see the following error message.

**Attention**

**Errors Occurred**

The following error(s) occurred while processing your request:

- Please go back and ensure you have entered the same e-mail in the **E-Mail** and **Confirm E-Mail** fields.

[Click Here To Go Back And Correct The Entries]

You will then have the option to make changes by clicking on the link highlighted above.
7.) You will now review the membership type you have chosen, and your member information. If your billing information is the same as your member information, click the check box on the bottom of the second panel.

8.) If your billing information is different then your member information, then input your billing information in the designated section. The Update the Personal Information check box is applicable to those who are renewing, and are updating their information. New members will leave this box unchecked. Enter your credit card information in the Payment Information section, and press the Submit Securely button.
8.) After you submit your payment, a confirmation screen will pop up, confirming your amount of purchase, and asking if you would like to continue. If the amount is correct, press **Yes**.

![Confirmation Screen]

9.) Thank you for becoming a member!
A thank you screen will pop up, and you will be taken to your brand new profile page.

![Thank You Screen]

For more information about managing your profile, please see our other list of tutorials, including **How To: Access Your Free CEU's**, **How To: Print a Membership Card** and **How To: Update Your Profile**.